

MINUTES

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

BOARD OF DIRECTORS ADJOURNED REGULAR MEETING

December 3, 2024

Zoom Meeting Dial-In: 1-669-900-6833
Zoom Meeting ID: 884 7980 6333

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

Teleconference Location: 27056 Cherry Willow Drive, Santa Clarita, CA 91387
10121 Pounds Ave, Whittier, CA 90603

An adjourned 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 December 3, 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 in the Agenda.

OPEN SESSION

1. Call to Order

The meeting was called to order at 10:01 A.M (PT) by Ms. Jodi Moreno, President of OFY-SG.

2. Welcome and Roll Call

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

Ms. Jane Gothold, Chairperson and Board Member
Ms. Lilit Varuzhanyan, Secretary, Treasurer, and Board Member

The following individuals identified themselves as being present:

Jodi Moreno, President and Principal, OFY-SG
Sarai Acosta-Alonzo, Assistant Principal of Instructional Programs (“APIP”), OFY-SG
Jessica Ray, Superintendent, Propel, A Charter Management Group, Inc. (“Propel”)
Maricela Frymark, Director of School Policy, Propel
Alex Salazar, Divisional Controller, 9 Dot Education Solutions, LLC (“9 Dot”)
Deborah Repella, Senior Director of HR Operations, 9 Dot
Melissa Bauer, Board Relations Manager, 9 Dot
Susan Fischer, Board Relations Coordinator, 9 Dot
Arlene Reyes, Board Relations Coordinator, OFY-SG
Merrick Wadsworth, Legal Counsel for OFY-SG, Procopio, Cory, Hargreaves & Savitch LLP

Kathleen Daugherty, Education Representative, Horizon Charter Schools

3. Public Comment

Ms. Moreno 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. The total time for public comment may be limited at the discretion of the Board's presiding officer. 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 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 19, 2024

The Board received in their meeting materials the minutes of the September 19, 2024 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 List of Vendors for Fiscal Year 2023-2024

The Board was provided in their meeting materials with the OFY-SG 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 Reporting requirements, for each fiscal year, 9 Dot shall maintain and regularly update a list of all vendors paid by the School, and shall provide such list to the President, at least annually. The OFY-SG List of Vendors for Fiscal Year 2023-2024 is the required reporting. 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 the 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.4 OFY-SG General Liability Insurance Renewal

The Board was provided in their meeting materials with the OFY-SG General Liability Insurance Renewal. The Board was asked to review and consider the approval and/or ratification of the OFY-SG General Liability Insurance Renewal, which included Property, General Liability, Educators Legal Liability, Crime, Cyber, Student Accident, Umbrella, and Worker's Compensation insurance policies and quotes, as approved by the President. The Package Policy, which includes General Liability and Property insurances, 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 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. The Crime Policy provides protection for loss of money, securities, and other assets resulting from dishonesty, theft, or fraud. The Cyber liability insurance can cover costs associated with data breaches, including breaches of sensitive customer, student, or employee information and cyber-attacks on the 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. The Student Accident Policy, including base and catastrophe, covers students and their parents from costs associated with becoming 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 or scope of their job. The Umbrella Policy acts as excess coverage, and is mostly the primary insurance for losses not covered by the other policies. The expiring policy's premium was \$67,635, and was increased to \$66,902, which was a decrease of 1% over the expiring policy. The premium noted can be variable throughout the policy and does not include any significant changes to staffing or payroll, center location changes, center moves, center upgrades or 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 OFY-SG's Revised Fiscal Policies and 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 \$66,902. 9 Dot and the President recommended the approval of this item. The proposed motion was to approve and ratify the OFY-SG General Liability Insurance Renewal, which included Property, General Liability, Educators Legal Liability, Crime, Cyber, Student Accident, Umbrella, and Worker's Compensation insurance policies and quotes, as approved by the President.

Ms. Gothold moved to approve the OFY-SG Consent Agenda. Ms. Varuzhanyan 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 sixteen (116) students. The monthly progression rate for Month 2 ended at 85.96%, and the progression rate for Month 3 increased to 93.25%. In September, the School's Counselor hosted the first meeting of the Resilient Individuals Striving for Excellence ("R.I.S.E") program. This group of students also attended a college tour to visit California State University Fullerton and Fullerton College to explore and compare the options between a four-year university and a community college. OFY-SG hosted its annual Back to School Night in September to invite students and their families to receive LCAP

information, fill out LCAP surveys, meet the teachers and staff, and learn about the additional programs that the School provides. Over thirty (30) families attended this event and enjoyed dinner and desserts provided by OFY-SG. The School's Bilingual Scholars had the opportunity to attend a field trip to Olvera Street and see a play about the importance of preserving the past as we deal with societal changes. The students really enjoyed this experience and were able to ask questions during the meet and greet with the actors in the play. In October, the Associated Student Body ("ASB") students took part in a service learning trip to hike and pick up trash in Eaton Canyon. This opportunity allowed the students to earn community service hours toward their graduation requirement. Also, in October, OFY-SG sent a group of students to attend the Black History and Culture Pathways trip to learn hands-on about Black History and Culture in the United States by touring major monuments, government buildings, and museums. Ms. Acosta-Alonzo asked the Board if there were any questions, to which there were none.

B.2 OFY-SG School Wellness Policy Progress to Goals Update

Ms. Acosta-Alonzo presented the OFY-SG School Wellness Policy Progress to Goals Update. The School adopted a Wellness Policy which contains annual goals in various wellness related categories such as Nutrition Education, Nutrition Promotion, Physical Activity and Education, and other School-Based Related Activities. The School shall provide no less than one (1) update per semester to the Board on progress made towards goal achievement. For Nutrition Education, OFY-SG highlighted mental health through a Suicide Awareness campaign. The ASB students passed out Suicide Awareness buttons to students along with a card that listed important crisis phone numbers. The School Counselor provided a Suicide Awareness newsletter to students and families with resources and guidance on the topic. OFY-SG created a partnership with the Operations Assistant from the National Alliance on Mental Illness ("NAMI") to obtain information about NAMI's free program, *Ending the Silence*, which was designed to give students, staff, and families an opportunity to learn about mental illness. The School provided the students with an opportunity to take part in a service learning trip to Eaton Canyon. The students picked up trash while along Eaton Canyon to make the environment cleaner. At the resource center, students were provided with healthy snacks and a wellness lunch item, and were taught how to make healthy life choices through exercise and healthier food choices. For Nutrition Promotion, OFY-SG offered a breakfast and lunch meal program and highlighted this program to students and families at Back to School Night and through the monthly newsletter and daily announcements. All meals were fully accessible to students at the entrance of the resource center. For Physical Activity and Education, the School continued to have successful sports participation which included Boys' Basketball and Girls' Volleyball in the Fall semester. The Girls' Basketball and Boys' Volleyball teams had the opportunity to participate in one-day tournaments. OFY-SG continued to promote and offer necessary Physical Education courses to all students. For School-Based Activities, the School organized a youth safety field trip which was a one (1) day ocean education adventure. Los Angeles County lifeguards introduced the students to many aspects of ocean safety through in-the-water participation. The students also participated in a Cardiopulmonary Resuscitation ("CPR") and First Aid demonstration, kayaking, surfing/paddling, boogie boarding, and beach games. Ms. Acosta-Alonzo asked the Board if there were any questions, to which there were none.

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

Ms. Acosta-Alonzo presented the OFY-SG Local Control and Accountability Plan ("LCAP")/School Plan for Student Achievement ("SPSA")/Comprehensive Support and Improvement ("CSI") Progress Update. This item provided the Board with a comprehensive update on the implementation status of the 2024-2025 LCAP, including progress toward achieving the goals, priorities, and expected outcomes as outlined within the LCAP. Additionally, this update covered the progress of spending in accordance with the plan and the effectiveness of strategies tied to the SPSA and CSI interventions. One key area of focus for this update was the progress toward achieving the outlined goals within the LCAP with a focus on student performance

metrics, academic growth, and equity indicators. Another key area of focus was the spending and resource allocation which included a summary of funds allocated and spent thus far to highlight alignment with the targeted use of resources per the LCAP. Ms. Acosta-Alonzo noted that the School was waiting on pending data from the California Dashboard that was scheduled to be released in December 2024. The data that was available was related to core course completion rates. Ms. Acosta-Alonzo stated that the core completion rates were low since it was early in the school year, but the rates did increase as of the time of this meeting. A summary of spent funds was included, and shall be updated two (2) more times this school year. Ms. Acosta-Alonzo asked the Board if there were any questions, to which there were none.

B.4 OFY-SG Financial Update

Mr. Salazar presented the OFY-SG Financial Update. The financial update was based on the September close and includes the Senate Bill (“SB740”) report, the Detailed Income Statement, the Variance Analysis Report, the Balance Sheet, and the Cash Flow Forecast. On the SB740 report, the projected Second Principal Apportionment (“P2”) Average Daily Attendance rate (“ADA”) was 513.62. Based upon that ADA projection, the total revenue was \$8,620,306. Certificated Salaries and Benefits were \$3,721,472, or 43.17% of revenue. Instruction and Related Services, including Certificated Salaries and Benefits were \$6,944,938, or 80.56% of revenue. For the non-instructional expenses, Operations and Facilities was \$373,094 and Administration and Other Activities was \$527,420. The excess revenue, before the spending benchmarks were considered, was \$774,854 or 8.99% excess revenue percentage on the year. The School has met and exceeded its Certificated spending benchmark by \$251,799. The School has met and exceeded its total combined Instructional spending benchmark by \$83,949. The excess revenue remained at \$774,854 or 8.99% excess revenue percentage on 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 included the School’s actuals from July through September with the budget from October to June, rolled up into the SB740 report. Mr. Salazar noted that total revenue remained the same at \$8,620,306. The total payroll, including certificated, non-certificated, and benefits, was at \$3,939,472, or 45.70% of revenue. The total expenses were \$7,845,452. Mr. Salazar reviewed the variance analysis report and indicated that the threshold of 1% of Year-to-Date expenses was \$26,940. 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 line items was overbudget due to both budgets being based on staffing assumptions from April 2024. Mr. Salazar noted that the salaries were reforecasted in October 2024, but the data was not available to present at the time of this meeting. For Other Employee Related Costs, this line item came in underbudget due to the budget being based on prior year actuals which shall be reforecasted in October 2024. For Service Fees, the Back Office Service Fees were overbudget due to the fees being based on revenue. Mr. Salazar noted that the Back Office Service Fees were based on revenue and increased in line with the increase in revenue. The Charter Management Fee came in under budget due to the fee rate reduction from 5.5% to 5.0% for the 2024-2025 school year. For Consulting, the Special Education (“SPED”) Services line item was underbudget due to the invoices from September being received late in the closing process. The Career and Technical Education (“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 came in underbudget due to the adopted budget which assumed the School would spend \$9,931 per month. This line item shall be adjusted in October 2024.

Mr. Salazar also reviewed the balance sheet. As of September 2024, total assets were \$11,065,418; total liabilities were \$5,646,130; and total net assets were \$5,419,289. Mr. Salazar proceeded to review the cash forecast. As of September 2024, OFY-SG had \$2,195,319 cash in bank. The cash forecast was pushed out

to June 2025, and OFY-SG was projected to have \$1,896,030 cash in bank. Mr. Salazar asked the Board if there were any questions, to which there were none.

C. Action Item(s)

C.1 OFY-SG Youth Suicide Prevention Policy and Plan

Ms. Frymark presented the OFY-SG Youth Suicide Prevention Policy and Plan. The Board was asked to review and consider approval of the OFY-SG Youth Suicide Prevention Policy and Plan. The School's CMO and Partners in Special Education, Inc. ("PSE"), a Nonpublic, Nonsectarian Agency, 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 215 included: i) LEAs must revise staff training materials to include best practices for youth suicide prevention by January 1, 2025; ii) Governing Boards must review and update their Youth Suicide Prevention Policy, and, at minimum, every five (5) years thereafter; and iii) LEAs are encouraged to provide youth suicide prevention training for all staff serving all grade levels. The revisions to the OFY-SG Youth Suicide Prevention Policy included the following: 1) Established a Crisis Response Team; 2) Updated language to indicated that services are provided by a mental health professional; 3) Updated statistics to reflect current research on youth populations at high-risk for suicide; and, 4) Updated flowchart for staff to use for quick reference to signs of suicidal behavior and crisis support contact information. Ms. Frymark shared that the School's Crisis Response team shall include a multifaceted team that includes mental health professionals, Assistant Principals, and School Psychologists. For Staff Training and Policy Implementation, all staff of OFY-SG shall receive annual training as required by the existing policy and in the revised policy. All staff shall receive written protocols and trainings broken down into prevention, intervention, referrals, in-school attempts, out-of-school attempts, return-to-school procedures, and postvention. The School's CMO and a certified California Nonpublic, Nonsectarian Agency shall 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 covered the expenditures for training services and policy development. Ms. Frymark indicated that PSE was already working with the School to begin all required trainings. Once approved, the School will move to prepare and implement the trainings to all staff. This policy was reviewed by the School's legal counsel and Leadership team. 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 commented that she believes this program will actually help in identifying students in crisis. Ms. Frymark agreed, and stated that this item was to ensure that the School staff feels trained, equipped, and supported to navigate these types of moments of crisis.

Ms. Moreno thanked Ms. Frymark and her team for all their hard work and ensuring all required legal updates were included.

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

5. Adjournment

Ms. Moreno indicated that the next regularly scheduled Board meeting will be on January 23, 2025 at 10:00 A.M (PT). There were no additional comments or questions prior to adjournment.

Ms. Gothold moved to adjourn. Ms. Varuzhanyan seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote. The meeting was adjourned at 10:32 A.M. (PT).

Lilit

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