APPROVED

Scholarship Prep

Minutes

Special Board Meeting

Date and Time
Friday September 11, 2026 at 1:00 PM

Location
4070 Mission Ave.
Oceanside, CA, 92057

Zoom Meeting Information:
Meeting ID: 847 7579 6164
Passcode: 212359

Scholarship Prep Orange County - 1010 West 17th Street, Santa Ana, CA 92706
Legacy Room

Scholarship Prep Oceanside - 4070 Mission Avenue, Oceanside, CA 92057
Room 233

Scholarship Prep South Bay- 24910 S. Avalon Blvd., Wilmington, CA 90744
First-floor Kindergarten Classroom

Scholarship Prep Riverside County - 9707 Magnolia Ave. Riverside, CA 92503
Front Office

Scholarship Prep San Bernardino County - 20 W. 7th St. Upland, CA 91786
Admin Office

The meeting will be accessible via teleconference using the information listed above and at the locations above.

PUBLIC COMMENT:
The public is invited to address the Board during the meeting using the Zoom meeting information above, or from any of the teleconference locations. Alternatively, public comments can also be submitted via email to comments@scholarshipschools.org with "Public Comment for Board Meeting (on date of the Board Meeting)" in the subject line. The comment should include the name of the commenter, the Agenda Item number, and the topic that is to be discussed. Comments must be received by 12:30pm of the day before the scheduled Board Meeting and will be read during the meeting based upon time limitations. If the statement is not read online due to time limitations, the comments will be provided to the board members.

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. Speakers may be called in the order that requests are received, with speakers attending the meeting called prior to reading written comments submitted by email, or may be grouped by subject area. Comments are limited to three (3) minutes per speaker with no more than 15 minutes per single topic so that as many people as possible may be heard. . The Board may not take any action on matters discussed during the public testimony period that are not listed on the agenda.

Directors Present
C. Friedrichs (remote), M. Toan (remote), S. Thomas (remote)

Directors Absent
B. George, J. Ing

Directors who left before the meeting adjourned
M. Toan

I. Opening Items

A. Quorum Check

B. Call the Meeting to Order

C. Friedrichs called a meeting of the board of directors of Scholarship Prep to order on Friday Sep 11, 2026 at 1:01 PM.

C. Pledge of Allegiance

D. Reading of the Scholarship Prep Mission Statement

E. Approval of the Agenda

C. Friedrichs made a motion to approve.
M. Toan seconded the motion.
The Board approved the agenda with the following changes: Items A and B were tabled until the next meeting. The organizational updates presentation was moved to after Section 4 to accommodate time constraints.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. George	Absent
M. Toan	Aye
C. Friedrichs	Aye
S. Thomas	Aye
J. Ing	Absent

F. Invitation to Address the Board on Items on the Agenda

G. Invitation to Address the Board on Items Not on the Agenda

II. Information Section

A. Charter Impact Presentation

David Olson presented the 2025-26 Unaudited Actual Reports (UARs) for Oceanside, Orange County, Riverside, and Upland. South Bay's UAR had previously been approved and submitted to LAUSD.

Charles Friedrichs asked about the remaining Charter School Program (CSP) funds for Riverside and Sarah Schoenfeld-Nakamoto confirmed that Riverside expects to expend its remaining funds, with approximately $25,000 remaining to be spent between July 1 and September 30, after which the grant will be fully closed.

A question was also raised regarding increased special education costs at Upland and whether the increases were expected to continue. David stated that the higher costs were incorporated into the 2026-27 budget and noted that the first year of operations provided useful information for future budgeting.

Steve Thomas acknowledged the work of the finance team and noted that the UARs provide an important year-end comparison between budgeted and actual financial results.

David then presented the July 2026 financial forecasts. Oceanside, Orange County, South Bay, Riverside, and Upland were all projecting positive results for 2026-27, with improved enrollment contributing to favorable revenue projections at several schools.

Riverside was projected to reach the authorizer's 4% fund-balance target, while Upland's increased enrollment was expected to significantly improve its financial position.
David noted that Upland's increased enrollment will create a temporary cash-flow need because the additional state funding will not be received until later in the school year. Management anticipates requesting a $1 million interorganizational loan to support Upland's cash flow, structured as a five-year loan at 2.5% interest. Management expects Upland to begin repaying prior interorganizational loans as additional enrollment funding is received.
South Bay's bond covenants were also reviewed. The school was projected to remain in compliance with its minimum base rent coverage ratio and liquidity requirements.

B. Organization Update

Jason Watts provided the organizational update covering the following topics:

- **Enrollment Update:** Total enrollment of approximately 2,315 students across all sites. Oceanside enrollment increased slightly, South Bay continued to perform strongly, and Upland and Riverside remained on track. The efforts of site teams and the recruitment and communications teams in maintaining enrollment was recognized.
- **South Bay Renewal Update:** LAUSD staff provided comments on the renewal petition. The majority were described as minor corrections or clarifications. Additional comments may be provided following LAUSD's review of the responses. Final findings and a recommendation are expected to be presented to the LAUSD Board on September 28.
- **Communications and Media Update:** Several recent media features showcasing Scholarship Prep South Bay, including a full-page feature in the *Los Angeles Times* and segments on Spectrum News and ABC. The coverage focused on the use of trauma-informed approaches, support for students and families, chronic absenteeism, and resources available to students experiencing homelessness. Staff noted that South Bay had a 1.4% chronic absenteeism rate compared with the state's 19.4% rate during the 2024–25 school year, and that the school saw a 20-point increase in math scores. Charles Friedrichs asked who was responsible for the media preparation. Jason confirmed that Larson Communications coordinated outreach and prepared staff, students, and families for interviews while the communications team prepared scripts, conducted pre-interviews, and supported participants throughout the media process.

III. Consent Calendar

A. Approve the August 20th Regular Meeting Minutes

B. Approve the August 20th Special Meeting Minutes

C. Approve the July Financials

D. Approve Scholarship Prep - San Bernardino County contract and change orders with BR Concepts Building Solutions, LLC in the amount of $78,081.07

E. Approve the Updated Service Fees for Scholarship Prep - Orange County with RepublicServices

F. Approve the HMH Education Company Curriculum Purchase for All Sites not to exceed $10,000

G. Approve the Great Minds PBC Curriculum Purchase for all sites not to exceed $10,000

H. Approve the additional contracted services with Tutored by Teachers Inc. in the amount not to exceed $30,000.00

I. Approve the Revised Memorandum of Understanding Between Young Men's Christian Association of Orange County and Scholarship Prep - Orange County

J. Approve the Artificial Intelligence (AI) Policy

K. Approve the Updated Coordinator of Facilities Job Description

L. Approve the Updated Talent Coordinator Job Description

M. Approved the Updated Administration Compensation Plan

N. Approve the Updated Certificated Compensation Plan

O. Approve the Revised Fiscal Policies and Procedures Manual

P. Approve Barbara George's mileage reimbursement in the amount of $95.75

Q. Approve the Scholarship Prep agreement with Swing Education, Inc.

R. Approval of Consent Calendar

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
Consent calendar Items A and B were tabled until the next meeting.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Thomas	Aye
M. Toan	Aye
B. George	Absent

Roll Call

J. Ing	Absent
C. Friedrichs	Aye

IV. Actions Items

A. Approve the Memorandum of Understanding by and between San Diego County Board of Education and Scholarship Prep - Oceanside

C. Friedrichs made a motion to approve.
M. Toan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Ing	Absent
C. Friedrichs	Aye
M. Toan	Aye
B. George	Absent
S. Thomas	Aye

B. Approve the Scholarship Prep - Orange County 2025-26 Unaudited Actuals Report

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. George	Absent
S. Thomas	Aye
C. Friedrichs	Aye
M. Toan	Aye
J. Ing	Absent

C. Approve the Scholarship Prep - Oceanside 2025-26 Unaudited Actuals Report

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Friedrichs	Aye
B. George	Absent
M. Toan	Aye
J. Ing	Absent
S. Thomas	Aye

D. Approve the Scholarship Prep - Riverside County 2025-26 Unaudited Actuals Report

C. Friedrichs made a motion to approve.
M. Toan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Ing	Absent
C. Friedrichs	Aye
S. Thomas	Aye
M. Toan	Aye
B. George	Absent

E. Approve the Scholarship Prep - San Bernardino County 2025-26 Unaudited Actuals Report

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Ing	Absent
C. Friedrichs	Aye
M. Toan	Aye
S. Thomas	Aye
B. George	Absent

F. Approve the Scholarship Prep - Orange County 2025-26 Education Protection Account Actuals

C. Friedrichs made a motion to approve.
M. Toan seconded the motion.
David Olson presented the EPA actuals for each school. The schools received the following EPA funds, which were used for certificated staff salaries and benefits.

Jason Sitomer explained that EPA funding is provided under the California Constitution to schools established after 2012 and is intended to support the provision of a high-quality education, with the funds commonly used for teacher salaries and benefits.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Friedrichs	Aye
J. Ing	Absent
M. Toan	Aye
B. George	Absent
S. Thomas	Aye

G. Approve the Scholarship Prep - Oceanside 2025-26 Education Protection Account Actuals

C. Friedrichs made a motion to approve.

S. Thomas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Ing	Absent
S. Thomas	Aye
C. Friedrichs	Aye
M. Toan	Aye
B. George	Absent

H. Approve the Scholarship Prep - South Bay 2025-26 Education Protection Account Actuals

C. Friedrichs made a motion to approve.
M. Toan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. George	Absent
J. Ing	Absent
C. Friedrichs	Aye
S. Thomas	Aye
M. Toan	Aye

I. Approve the Scholarship Prep - Riverside County 2025-26 Education Protection Account Actuals

C. Friedrichs made a motion to approve.
M. Toan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Friedrichs	Aye
B. George	Absent
S. Thomas	Aye
M. Toan	Aye
J. Ing	Absent

J. Approve the Scholarship Prep - San Bernardino County 2025-26 Education Protection Account Actuals

C. Friedrichs made a motion to approve.
M. Toan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Toan	Aye
C. Friedrichs	Aye
S. Thomas	Aye

Roll Call

J. Ing	Absent
B. George	Absent

K. Approve the Scholarship Prep - Orange County 2025-26 Prop 28 Arts & Music Annual Report

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
David Olson presented the 2025–26 Proposition 28 annual reports for Orange County, Oceanside, and South Bay.
Funds were primarily used to support elective teacher salaries and benefits.

Charles Friedrichs asked what arts and music activities were offered across the three schools. Sarah Schoelfeld-Nakamoto noted that offerings include jazz band at Orange County and South Bay, dance at Oceanside, and art programs across the schools, with each school offering a different combination of electives. A complete list of electives was offered to the board as a follow-up.

Staff also clarified that the Orange County report would be updated to reflect two school locations (17th Street and Grand) before submission.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Ing	Absent
C. Friedrichs	Aye
S. Thomas	Aye
B. George	Absent
M. Toan	Aye

L. Approve the Scholarship Prep - Oceanside 2025-26 Prop 28 Arts & Music Annual Report

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Toan	Aye
S. Thomas	Aye
J. Ing	Absent
B. George	Absent
C. Friedrichs	Aye

M. Approve the Scholarship Prep - South Bay 2025-26 Prop 28 Arts & Music Annual Report

C. Friedrichs made a motion to approve.

M. Toan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Ing	Absent
B. George	Absent
S. Thomas	Aye
C. Friedrichs	Aye
M. Toan	Aye

N. Approve the Scholarship Prep Contract with Paycom

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
Andrew Crowe presented a proposal to transition Scholarship Prep's payroll and timekeeping processes to Paycom and implement Paycom as the organization's first integrated Human Resources and applicant tracking system. He explained that the transition would streamline and unify existing internal systems, reduce redundancies, improve efficiency, and better support employees working across multiple campuses. The HR and Finance teams, along with site administrators, participated in the evaluation of multiple vendors, with Paycom selected as the preferred solution.

Charles Friedrichs asked whether Scholarship Prep had previously used Paycom. Andrew indicated that it had not, and Jason Sitomer clarified that the organization currently uses PayCore.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Ing	Absent
C. Friedrichs	Aye
B. George	Absent
S. Thomas	Aye
M. Toan	Aye

O. Approve the resolution authorizing an intraorganizational loan from Scholarship Prep Facility Holdings, LLC to Scholarship Prep - San Bernardino County in the amount of $1,000,000.00

C. Friedrichs made a motion to approve.
S. Thomas seconded the motion.
Staff explained that the loan is needed to support Upland's significant enrollment growth, as the State does not provide funding for new ADA during the initial months of growth. Staff anticipates the loan will stabilize cash flow through the end of the calendar year, with additional funding to be considered if needed at a future Board meeting. Staff also noted that utilizing available LLC funds will help reduce interest expense.

Charles Friedrichs asked whether the $1 million amount would be sufficient, and Jason Sitomer stated that the amount is sufficient based on current needs, with additional funds to be requested if necessary in December.
The board **VOTED** unanimously to approve the motion.

Roll Call	
M. Toan	Aye
B. George	Absent
J. Ing	Absent
S. Thomas	Aye
C. Friedrichs	Aye

M. Toan left at 2:03 PM.

V. Closing Items

A. Board Comments and Future Agenda Items

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:10 PM.

Respectfully Submitted,
C. Friedrichs

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE
Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

SPECIAL PRESENTATION MAY BE MADE
Notice is hereby given that, consistent with the requirements of the Brown Act, special presentations not mentioned in the agenda may be made at this meeting.
However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH DISABILITY
Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Jason Watts.
Email: jwatts@scholarshipschools.org

BOARD DOCUMENTS
Agenda documents that have been distributed to members of the Board are available for inspection online by requesting from Jason Watts at jwatts@scholarshipschools.org "during

normal school business hours Mon- Friday" or at any of the Scholarship Prep School Offices during regular business hours.

Scholarship Prep Orange County - 1010 West 17th Street, Santa Ana, CA 92706
7:30 a.m. to 4:00 p.m. Monday through Friday

Scholarship Prep Oceanside - 4070 Mission Avenue, Oceanside, CA 92057
7:30 a.m. to 4:00 p.m. Monday through Friday

Scholarship Prep South Bay- 24910 S. Avalon Blvd., Wilmington, CA 90744
7:30 a.m. to 4:00 p.m. Monday through Friday

Scholarship Prep Riverside County - 9707 Magnolia Ave. Riverside, CA 92503
7:30 a.m. to 4:00 p.m. Monday through Friday

Scholarship Prep San Bernardino County - 20 W. 7th St. Upland, CA 91786
7:30 a.m. to 4:00 p.m. Monday through Friday

FOR MORE INFORMATION

For more information concerning this agenda, please contact Jason Watts at:
jwatts@scholarshipschools.org