



MEETING AGENDA - iLEAD Agua Dulce Board

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all of the Board members shall be available for public inspection at the main office of the school between 9:00 am and 3:30 pm.

Meeting

Meeting Date	Tuesday, September 7, 2021
Start Time	5:00 PM
End Time	6:30 PM
Location	Address: 11311 Frascati Street, Agua Dulce, CA 9190 Zoom Meeting: https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Regular scheduled meeting

Agenda

1. Opening Items

1.1. Call The Meeting To Order	(5:00 PM - 5:00 PM)
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1.2. Roll Call	(5:00 PM - 5:00 PM)
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1.3. Pledge Of Allegiance	(5:00 PM - 5:00 PM)
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1.4. Approve Agenda	(5:00 PM - 5:00 PM)
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Due date: 9/7/2021

1.5. Approve Minutes	(5:00 PM - 5:00 PM)
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Due date: 9/7/2021

Documents

- Minutes-2021-06-08-v3.pdf
 - Minutes-2021-07-27-v1.pdf
-

2. Curriculum Moment

2.1. Curriculum Moment	(5:00 PM - 5:00 PM)
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Our first Freshman Ambassadors will be reporting on the new Ambassador program and what their plans are for this year.

3. Public Comments

3.1. Public Comments	(5:00 PM - 5:00 PM)
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The public may address the iLEAD Agua Dulce governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

4. Consent Items

4.1. Personnel Report (5:00 PM - 5:00 PM)

Due date: 9/7/2021

Documents

- Personnel Report_Agua Dulce 9.2.2021-2.pdf
-

4.2. Check Register (5:00 PM - 5:00 PM)

Due date: 9/7/2021

Documents

- iAD Payment Register 20210901.pdf
-

5. Discussion And Reports

5.1. School Director Report (5:00 PM - 5:00 PM)

Documents

- Site Director Board Report - Sept.pdf
-

5.2. Budget Report (5:00 PM - 5:00 PM)

6. Action Items

6.1. Revised Uniform Complaint Policy (5:00 PM - 5:00 PM)

Request approval of the Revised Uniform Complaint Policy to follow the legal requirements for public concerns to be addressed.

Due date: 9/7/2021

7. Board Comments

7.1. Board Comments (5:00 PM - 5:00 PM)

8. Closing Items

8.1. Next Meeting Date Tuesday, October 26th (5:00 PM - 5:00 PM)

Next meeting is Tuesday, October 26th at 5PM.

8.2. Adjournment (5:00 PM - 5:00 PM)



Please note: items on the agenda may not be addressed in the order they appear. The Board of Directors may alter the order at their discretion.

- **Board Room Accessibility:** The Board of Directors encourage those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the office at least 48 hours before the scheduled Board of Directors meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).]

The Secretary of the Board of Directors, hereby certifies that this agenda was publicly posted 72 or 24 hours prior to the meeting as required by law.



MEETING MINUTES - iLEAD Agua Dulce Board

Meeting

Date	Tuesday, June 8, 2021
Started	5:06 PM
Ended	6:50 PM
Location	Due to social distancing, this meeting will be held virtually. You may join us on ZOOM at: Zoom Meeting: https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Regular Scheduled Meeting
Chaired by	Christine Johnson
Recorder	Nicole Higdon

Minutes

1. Opening Items

1.1. Call The Meeting To Order

The meeting was called to order at 5:06PM.

Status: Completed

1.2. Roll Call

Mary Johnson, present

Kurt Knechtel, present

Susan Slates, present

Christine Johnson, late, arrived at 5:12PM

Lester Mascon, absent.

Status: Completed

1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

Status: Completed

1.4. Approve Agenda

Motion: Mary Johnson

Second: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:



Status: Completed

1.5. Approve Minutes

Motion: Susan Slates

Second: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- Minutes-2021-05-11-v1.pdf
-

2. Curriculum Moment

2.1. Curriculum Moment

Ms. Munn introduced her 8th grade learners, Sam and Sammy, & sets up the glider experience. Their driving question was "How can participating in projects help us to navigate risk in life?"

Learner Sam says she has been with iLead since Kindergarten so she has heard about this experience for a long time. She discusses learning about the aspect ratio, glide ratio, the math behind it all and how she'll never look at birds or planes the same way.

Sammy discusses how nervous they were beforehand. Knowing that the pilot can take over at any time helped them feel better. Sammy learned that "it's okay to be afraid of what you don't know." Both learners were very grateful for this experience.

Status: Completed

3. Public Comments

3.1. Public Comments

The public may address the iLEAD Agua Dulce governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

No public comments were made.

Status: Completed

4. Consent Items

4.1. Personnel Report

Motion: Mary Johnson

Second: Susan Slates

Absent: Lester Mascon



Unanimously approved.

Due date:

Status: Completed

Documents

- Personnel Report_Agua Dulce 6.2.2021.pdf
-

4.2. Check Register

Motion: Mary Johnson

Second: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- iAD Sage Check Register 20210603.pdf
 - iAD Bill.com Payment Register 20210603.pdf
-

5. Discussion And Reports

5.1. School Director Report

Lisa Latimer, Site Director, reported about the lockdown, parent donations, summer session, 8th grade celebration, Book Bonanza and answered questions of the Board.

Status: Completed

Documents

- Site Director Board Report - June.pdf
-

5.2. AADUSD MOU and Lease Agreement Update

Amanda Fischer, iLEAD Support Provider, reported the AADUSD MOU and answered questions of the Board.

Status: Completed

6. Closed Session

6.1. Public Employee Performance Evaluation

2.2 Gov. Code 54957 - School Director

Board members went into a zoom breakout room.

Status: Completed

6.2. Report of Closed Session

No formal action taken in Closed Session. Nothing reported from Closes Session.



Status: Completed

7. Action Items

7.1. School Director's Employment Agreement

Christine Johnson made motion:

We would like to approve the iLEAD Agua Dulce School Director Contract for the 2021-2022 school year, beginning on July 1, 2021 and concluding June 30, 2022.

The School Director's annual pay has increased. The increase is 5 % for an annual salary of \$97522.99.

She will be entitled to participate in the employee benefit program at the same rate of employer pay as all current employees which will be \$600 per month.

Motion: Christine Johnson

Second: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

7.2. Permanent Remote Work Agreement

Natasha Baugh, iLEAD Support Provider, reports the Permanent Remote Agreement and answers questions of the Board.

Motion: Mary Johnson

Second: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- Permanent Remote Work Agreement- iLEAD Agua Dulce 21.22.pdf
-

7.3. 2021-2024 Local Control Accountability Plan

Tricia Luckeroth, iLEAD Support Provider, reported the LCAP with additional details from the Site Director Lisa Latimer.

Motion: Kurt Knechtel

Second: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:



Status: Completed

Documents

- iLEAD Agua Dulce Annual Update Icap2017 (20).pdf
- iLEAD Agua Dulce Local Priority Self-Reflection Tool Rubric - 2018-19.pdf
- iLEAD AguaDulce 2020-2021 annual update LCP.pdf
- iLEAD Agua Dulce 21-24 LCAP (1).pdf
- budgetoverviewparent2021 - iLEAD Agua Dulce Copy.xlsx - Template.pdf

7.4. 2020-2021 Estimated Actuals, 2021-2022 Preliminary Budget & Staffing Assumptions, & Multi Year Budget

Kelly O'Brien, iLEAD Support Provider, reports and answered questions of the Board.

Motion: Susan Slates

Second: Mary Johns

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- 21_22 Estimated Actuals, Preliminary Budget and MYP_BoardMeetingSummary_06032021 (1).pdf
- 21_22 - Preliminary Budget - Staffing Assumptions - iLEAD Agua Dulce _06.03.2021 (1).pdf

7.5. 2021 - 2022 Education Protection Account Resolution

Kelly O'Brien, iLEAD Support Provider, reports the Education Protection Account Resolution form and answers questions of the Board.

Motion: Mary Johnson

Second: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- Agua Dulce FY2122 Education Protection Account Resolution (1).pdf

7.6. Math Placement Policy

Tricia Luckeroth, iLEAD Support Provider, reports the Math Placement Policy that is required for High School and answered questions of the Board.

Motion: Susan Slates

Second: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.



Due date:

Status: Completed

Documents

- iLEAD Agua Dulce_Math_Placement_Policy.pdf
-

7.7. Graduation Requirement Policy

Tricia Luckeroth, iLEAD Support Provider, reports the Graduation Policy that is required for High School and answered questions of the Board.

Motion: Mary Johnson

Second: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- _iLEAD Agua Dulce Graduation Requirement Board Policy.pdf
-

7.8. Insurance Policies

Myron Breitstein, iLEAD Support Provider, reports and explains the various insurance policies ranging from workers compensation, liability, cyber and answered questions of the Board.

Motions: Susan Slates

Seconds: Mary Johnson

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- iLEAD Agua Dulce Liability Insurance Renewal 2021.2022 Board Memo.pdf
-

7.9. 2021-2022 Family Guidebook

Lisa Latimer, Site Director, reports on the updated Family Guidebook for the 2021-2022 school year.

Motions: Mary Johnson

Seconds: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents



- AD Family Guidebook 2021-2022 (1).pdf
-

7.10. iLEAD CA Shared Resource Agreement

Amanda Fischer, iLEAD Support Provider, reports the Shared Resource Agreement and answered questions of the Board.

Motion: Mary Johnson

Seconds: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- 21-22 Redlined iCA Resource Sharing Agreement 060421 (1).pdf
-

7.11. iCA Special Education Shared Resources

Amanda Fischer, iLEAD Support Provider, reports on iCA Special Education Shared Resources and answered questions of the Board.

Motion: Mary Johnson

Seconds: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- 20-21 SPED RESOURCE SHARING (1) (1).pdf
-

7.12. Annual Board Meeting Calendar Dates

Kim Lytle, iLEAD Support Provider, reports on the Calendar Dates & answers questions of the Board. Moving dates to Wednesdays will not work for all Board members so the meetings will remain on Tuesdays. The October meeting will be pushed to the 26th.

Motion: Mary Johnson

Seconds: Kurt Knechtel

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- DRAFT 2020 - 2021 Board Calendar-i LEAD Agua Dulce .pdf
-



7.13. LACOE Certification of Signatures

Kim Lytle, iLEAD Support Provider, reports on LACOE Certification.

Motion: Mary Johnson

Seconds: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- iLEAD Agua Dulce 503-804 Certification of Signatures - June 2021.pdf
-

8. Board Comments

8.1. Board Comments

Christine Johnson expresses how happy the Board was to renew Lisa Latimer's contract & that they appreciate her greatly.

Status: Completed

9. Closing Items

9.1. Next Meeting Date - TBD

Regularly scheduled meeting September.

Status: Completed

9.2. Adjournment

The meeting adjourned at 6:50PM.

Status: Completed



MEETING MINUTES - iLEAD Agua Dulce Board

Meeting

	Special meeting
Date	Tuesday, July 27, 2021
Started	6:01 PM
Ended	6:13 PM
Location	Due to social distancing, this meeting will be held virtually. You may join the meeting on ZOOM at: Zoom Meeting: https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Employee Guidebook - Revised Acton Agua Dulce Unified School District MOU - Revised Acton Agua Dulce Lease Agreement Independent Study Policy - Revised
Chaired by	Christine Johnson
Recorder	Nicole Higdon

Meeting documents

- iLEAD_AguaDulce_Guidebook_21_22 Redline (1).pdf
- iLEAD AD and AADUSD Lease.pdf
- _iLEAD AD and AADUSD MOU.pdf
- AD_ Independent Study Policy(5245720.1) (002) 2.pdf

Minutes

1. Opening Items

1.1. Call The Meeting To Order

The meeting was called to order at 6:01PM.

Status: Completed

1.2. Roll Call

Christine Johnson - Present

Mary Johnson - Present

Susan Slates - Present

Kurt Knechtel - Late, arrived 6:05PM.

Lester Mascon - Absent

Status: Completed

1.3. Approve Agenda

Motioned: Susan Slates

Seconded: Mary Johnson



Absent: Lester Mascon

Unanimously passed.

Status: Completed

2. Public Comments

2.1. Public Comments

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No public comments were made.

Status: Completed

3. Action Items

3.1. Employee Guidebook - Revised

Request approval of the Employee Guidebook.

Changes outlined in red to reflect legal guidelines, practice, and laws for employees.

Kim Lytle, iLEAD Support Provider, reported the Employee Guidebook information.

Mary Johnson commented that she appreciated the redlined version.

Motioned: Mary Johnson

Seconded: Susan Slates

Absent: Lester Mascon

Unanimously passed.

Due date:

Status: Completed

Documents

- iLEAD_AguaDulce_Guidebook_21_22 Redline (1).pdf
-

3.2. Acton Agua Dulce Unified School District MOU - Revised

Request approval of the negotiated MOU with Acton Agua Dulce Unified School District for the renewed Charter Petition.

Kim Lytle, iLEAD Support Provider, reported and answered questions of the Board.

Motioned: Mary Johnson

Seconded: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:



Status: Completed

Documents

- iLEAD Agua Dulce MOU 21-22 Final.pdf
-

3.3. Acton Agua Dulce Unified School District Lease Agreement

Request approval of the negotiated Lease Agreement with Acton Agua Dulce Unified School District for the continued use of the school location.

Kim Lytle, iLEAD Support Provider, reported and answered questions of the Board.

Motioned: Mary Johnson

Seconded: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- iLEAD AD and AADUSD Lease (1).pdf
-

3.4. Independent Study Policy - Revised

Due to new legislation for the implementation of Independent Study, the school policy has been revised to meet legal requirements.

Cassandra Coleman, iLEAD Support Provider, reported and answered questions of the Board.

Motioned: Mary Johnson

Seconded: Susan Slates

Absent: Lester Mascon

Unanimously approved.

Due date:

Status: Completed

Documents

- AD_ Independent Study Policy(5245720.1) (002) 2.pdf
-

4. Board Comments

4.1. Board Comments

Mary Johnson asked Lisa Latimer how Summer Session went. Lisa reported that all Facilitators, learners and families were happy and it went very well. There were over 100 learners that participated and she hoped to do it again.

Status: Completed

5. Closing Items



5.1. Next Meeting Date - September 7

The next meeting is September 7, 2021

Status: Completed

5.2. Adjournment

Meeting adjourned at 6:13PM.

Status: Completed

EMPLOYMENT – NEW HIRES

Correna Lairson - School Counselor - 7/1/21
Armine Movsisyan - iLEADership Resident - 8/1/21
Taige Steese - Facilitator - 8/1/21
Melissa Taub Rogers - Facilitator - 8/1/21
Angel Gallegos - Facilitator - 8/1/21
Angela Gutierrez - Educational Facilitator - 8/1/21
Leslie Ortiz - Education Specialist - 8/1/21
Krista Moody - Care Team - 8/2/21
Ruby Hollenbeck - Care Team - 8/5/21
Johnathan Franco - Maintenance - 8/9/21
Nicolas Steese - Exploratorium Tech - 8/24/21

RESIGNATIONS/TERMINATIONS

Monica Leon - Care Team - 6/18/21
Deja Munn - Facilitator - 6/30/21
Casey Morrison - Facilitator - 6/30/21
Kasandra Gould - Facilitator - 6/30/21
Melinda Vanclapdurp - Education Specialist - 7/1/21
Nicole Maier - Educational Facilitator - 8/1/21
Elizabeth Enriquez - Care Team - 8/4/21
Jenna Loucks - iCREATE Coordinator - 8/19/21

STATUS CHANGE

Emily Leighton - part time to full time - 8/9/21

Agua Dulce
School Director's Report - Lisa Latimer
September 2021

School-wide Project

- Driving Questions
- SEL Focus

Events

- Meet the Facilitator
- Campus Beautification
- iSUPPORT
- Back to School Night virtual

Critters

- Petunia and Links
- Goats
- Bunnies

Enrollment

TK - 4

K - 44

1st - 30

2nd - 39

3rd - 34

4th - 27

5th - 25

6th - 38

7th - 29

8th - 20

9th - 13

Homeschool - 25

Total- 328

Company Name: iLEAD Agua Dulce
Report Name: Payment Register
Report Title 2: XXXX0546 - iAD Main - Mission Valley Bank
Footer Text: 06/03/2021-08/31/2021
Created On: 9/1/21
Location: 118--iLEAD Agua Dulce

Process Date	Vendor	Method	Amount	GL account/Account label	Memo
6/3/21	TIM118A--Time Warner Cable 9656	EFT	302.62	5920--Internet Services	iAD- Acct#8448 20 003 0439656
6/4/21	ONLI000--Online Purchasing Systems	EFT	2,123.00	9310--Prepaid Expenditures (Ex	iAD- Annual Subscription
6/4/21	SCHO013--School Food and Wellness Group	EFT	500.00	5310--Professional Dues, Membe	iAD- NSLP Administrative Fee
6/8/21	MCCA000--McCalla Company	EFT	452.92	4325--Custodial Supplies	iAD-Cleaning Supplies
6/8/21	OUTS000--Outschool, Inc [S]	EFT	362.00	4335--Home Study Stipend	iAD - EMR - March - Curriculum
6/8/21	AMAZ100--Amazon Capital Services (ICA)	EFT	122.95	4340--Office Supplies	iAD-Office Supplies
6/8/21	KAIS000--Kaiser Foundation Health Plan	EFT	7,829.25	3402--Health & Welfare Benefit	EE Benefits 06.21
6/9/21	LLPC000--Lisa Latimer	EFT	167.45	4355--Facilities Supplies	iAD-Facilities Supplies
6/10/21	MCCA000--McCalla Company	EFT	19.47	4325--Custodial Supplies	iAD-Cleaning Supplies
6/10/21	VALE002--Valencia Tutors Learning Center [S]	EFT	2,330.00	4335--Home Study Stipend	iAD-VCI-Oct, Nov, Dec, Jan, Feb and Mar Curriculum
6/14/21	AMAZ100--Amazon Capital Services (ICA)	EFT	583.35	4420--NonClassroom Furniture &	iAD-Non Classroom Supplies
6/15/21	WECR000--We Craft Box	EFT	229.96	4335--Home Study Stipend	iAD-EMR-April-Curriculum
6/15/21	MAKE000--Maker Learning Network	EFT	4,935.00	5804--Professional Services -	iAD-Clifton Larson Shared Auditing Services
6/18/21	WHIT012--Whitaker Plumbing	EFT	1,100.00	5630--Repairs & Maintenance -	iAD- Facilities and Maintenance
6/18/21	AFFO000--Affordable Copier Service	EFT	335.43	4345--Printing & Reproduction	iAD-Printing Supplies
6/18/21	POWE005--Power Clean Janitorial, Inc	EFT	2,528.00	5550--Operations - Janitorial	iAD- Janitorial Service June
6/18/21	INSI000--Inside SCV Magazine	EFT	125.00	5830--Operating Expenditures -	iAD- Advertising
6/18/21	ADRI000--Adriene Madden Publishing LLC [S]	EFT	140.00	4335--Home Study Stipend	iAD - EMR - May- Curriculum
6/18/21	HORS000--Kim Wineland (Horse ETC)	EFT	200.00	4335--Home Study Stipend	iAD - VCI -June - Curriculum
6/18/21	AMAZ100--Amazon Capital Services (ICA)	EFT	996.22	4305--Educational Supplies (CI	iAD- Classroom Supplies
6/18/21	HOME010--Home Made Restaurant	EFT	200.47	5240--Professional Development	iAD- PD
6/18/21	WAS118A--Waste Management 3008	EFT	139.43	5540--Utilities - Trash	Service 06/01-06/30
6/18/21	ATT118A--AT&T 9839	EFT	437.34	5910--Telephone & Fax	iAD- Acct# 661 268-0087 983 9
6/18/21	EMP1123--Nicole Higdon	EFT	78.70	5829--Operating Expenditures -	iAD - 8th Grade Graduation Supplies
6/18/21	EMP0583--Munn, Deja	EFT	600.00	5853--Student Services Expendi	iAD- Glider Flights for 8th Grade
6/22/21	AKIN000--Akins IT Inc	EFT	9,166.74	4430--IT Equipment & Supplies	iAD- IT Equipment
6/22/21	SCHO009--School Pathways Holdings, LLC	EFT	1,098.13	5850--Student Services Expendi	iAD- PLSIS Oversight
6/23/21	WHIT012--Whitaker Plumbing	EFT	195.00	5630--Repairs & Maintenance -	iAD- Facilities and Maintenance
6/23/21	HORS000--Kim Wineland (Horse ETC)	EFT	120.00	4335--Home Study Stipend	iAD - VCI - May - Curriculum
6/23/21	IDAHO00--Idaho Department of Labor	EFT	205.20	3501--State Unemployment Insur	iAD- Unemployment Insurance
6/23/21	AMAZ100--Amazon Capital Services (ICA)	EFT	270.64	4355--Facilities Supplies	iAD- Facilities Supplies
6/23/21	LEGA003--Legal Shield	EFT	147.50	3401--Health & Welfare Benefit	EE Benefits 05.21
6/23/21	JIVE000--Jive Communications, Inc.	EFT	388.27	5910--Telephone & Fax	iAD-6/1/21-6/30/21
6/25/21	DANC007--Dancin' In Acton, Inc.	EFT	115.00	4335--Home Study Stipend	iAD - VCI - May - Curriculum
6/25/21	OAKC000--Oak Creek Corral	EFT	135.00	4335--Home Study Stipend	iAD - VCI - May - Curriculum
6/25/21	EDI118A--Southern California Edison 9069	EFT	2,922.29	5510--Utilities - Electricity	iAD- Acct#700386499069
6/28/21	LOSA001--Los Angeles County Office of Education (LACOE)	Check-2082	19,581.95	9535--Retirement Liability	iAD STRS
6/30/21	PROC000--Procopio, Cory, Hagreaves & Savitch	EFT	912.00	5808--Professional Services -	iAD- Legal Bills
6/30/21	AMAZ100--Amazon Capital Services (ICA)	EFT	906.58	4340--Office Supplies	iAD-Office Supplies- LCFF
6/30/21	AMAZ100--Amazon Capital Services (ICA)	EFT	985.36	4410--Classroom Furniture & Eq	iAD-Supplies- ESSER 3
6/30/21	CIGN000--Cigna Healthcare	EFT	920.87	3401--Health & Welfare Benefit	EE Benefits 06.21
6/30/21	AETN000--Aetna	EFT	1,810.34	3401--Health & Welfare Benefit	EE Benefits 06.21

6/30/21	FRES001--Fresh Start Healthy Meals, Inc.	EFT	5,198.29	4710--Vended Food Service	iAD-AprilFood Service
6/30/21	MAKE000--Maker Learning Network	EFT	540.00	5920--Internet Services	iAD-Hotspots
6/30/21	MAKE000--Maker Learning Network	EFT	295.84	3401--Health & Welfare Benefit	iAD-HSA Enrollment
6/30/21	MAKE000--Maker Learning Network	EFT	250.00	5830--Operating Expenditures -	iAD-KHTS Marketing
6/30/21	MAKE000--Maker Learning Network	EFT	96.54	4355--Facilities Supplies	iAD-Intercompany
7/2/21	ILEA010--iLEAD Online Charter	EFT	435.00	4335--Home Study Stipend	iAD - VCI - June - Curriculum
7/2/21	OAKC000--Oak Creek Corral	EFT	135.00	4335--Home Study Stipend	iAD - VCI - June - Curriculum
7/6/21	DANC007--Dancin' In Acton, Inc.	EFT	-65.00	4335--Home Study Stipend	VOID
7/6/21	DANC007--Dancin' In Acton, Inc.	EFT	65.00	4335--Home Study Stipend	iAD - VCI -June - Curriculum
7/7/21	DANC007--Dancin' In Acton, Inc.	EFT	65.00	4335--Home Study Stipend	iAD - VCI -June - Curriculum
7/7/21	AMAZ100--Amazon Capital Services (iCA)	EFT	833.39	4305--Educational Supplies (CI	iAD-Classroom Supplies- ELO
7/7/21	ILEA300--iLEAD California	EFT	182,479.40	5801--Professional Services -	iAD-iCA Shared Service
7/7/21	LLPC000--Lisa Latimer	EFT	236.72	5829--Operating Expenditures -	iAD-8th Grade Graduation Supplies
7/8/21	MCCA000--McCalla Company	EFT	311.02	4325--Custodial Supplies	iAD-Cleaning Supplies
7/8/21	MCCA000--McCalla Company	EFT	-311.02	4325--Custodial Supplies	VOID
7/8/21	MCCA000--McCalla Company	EFT	311.02	4325--Custodial Supplies	iAD-Cleaning Supplies
7/8/21	EDUC003--Educational Design LLC	EFT	1,089.00	5310--Professional Dues, Membe	iAD-Subscriptions
7/8/21	ARTH000--First Insurance Funding	EFT	4,968.26	9520--Payroll Liabilities	Agua Dulce-Down Payment Acct# ILEASCH-02
7/8/21	MAKE000--Maker Learning Network	EFT	9,719.00	5801--Professional Services -	iAD-Monthly Service Fess
7/12/21	CLIF000--Clifton Larson Allen LLP	EFT	1,050.00	5808--Professional Services -	iAD-PPP Loan
7/12/21	BEND002--Piano Boise LLC dba Allemande Music Academy	EFT	1,055.00	4335--Home Study Stipend	iAD - VCI -Oct, Nov, Dec, Jan, Feb, Mar, Apr and May - Curriculum
7/12/21	CONR001--Palmdale School of Music Inc.	EFT	480.00	4335--Home Study Stipend	iAD - VCI- May and June- Curriculum
7/12/21	LITT001--Little School of Music [S]	EFT	1,620.00	4335--Home Study Stipend	iAD - VCI -Sept - June- Curriculum
7/12/21	OUTS000--Outschool, Inc [S]	EFT	40.00	4335--Home Study Stipend	iAD - EMR - June - Curriculum
7/12/21	APPL000--Apple Inc	EFT	5,430.03	4430--IT Equipment & Supplies	iAD- MacBooks
7/12/21	AMAZ100--Amazon Capital Services (iCA)	EFT	185.43	4305--Educational Supplies (CI	iAD-Classroom Supplies- ELO
7/15/21	INSI000--Inside SCV Magazine	EFT	125.00	5830--Operating Expenditures -	iAD-August Advertising
7/15/21	MYST002--Mystery Science	EFT	1,499.00	5310--Professional Dues, Membe	iAD- Membership
7/15/21	PROC000--Procopio, Cory, Hagreaves & Savitch	EFT	2,926.00	5808--Professional Services -	iAD- Legal Bills
7/15/21	LAVI000--LaVine Equestrian	EFT	360.00	4335--Home Study Stipend	iAD - VCI - May- Curriculum
7/15/21	CADD000--Caddell, Jennifer C.	EFT	90.00	4335--Home Study Stipend	iAD - VCI - May - Curriculum
7/15/21	APPL004--Applied Music Studio [S]	EFT	300.00	4335--Home Study Stipend	iAD - VCI - April - Curriculum
7/15/21	CORD000--Cordero, Efrain	EFT	128.00	4335--Home Study Stipend	iAD - VCI - Dec - Curriculum
7/15/21	VALE002--Valencia Tutors Learning Center [S]	EFT	140.00	4335--Home Study Stipend	iAD - VCI - June - Curriculum
7/15/21	HUCK000--HuckleBerry Center for Creative Learning [S]	EFT	2,816.00	4335--Home Study Stipend	iAD - VCI - Jan - Curriculum
7/15/21	AIN001--Diane Lewis	EFT	1,657.50	4335--Home Study Stipend	iAD - VCI -Feb, Mar, Apr and May - Curriculum
7/15/21	TIM118A--Time Warner Cable 9656	EFT	384.96	5920--Internet Services	iAD- Acct#8448 20 003 0439656
7/15/21	SCHO009--School Pathways Holdings, LLC	EFT	478.12	5850--Student Services Expendi	iAD- PLSIS Oversight
7/15/21	AMAZ100--Amazon Capital Services (iCA)	EFT	116.99	4305--Educational Supplies (CI	iAD-Supplies-ELO
7/15/21	WAS118A--Waste Management 3008	EFT	777.34	5540--Utilities - Trash	Service 07/01-07/30
7/15/21	ATT118A--AT&T 9839	EFT	437.34	5910--Telephone & Fax	iAD- Acct# 661 268-0087 983 9
7/15/21	FRES001--Fresh Start Healthy Meals, Inc.	EFT	5,973.40	4710--Vended Food Service	iAD-June Food Service
7/15/21	JIVE000--Jive Communications, Inc.	EFT	387.32	5910--Telephone & Fax	iAD-7/1/21-7/30/21
7/16/21	LAVI000--LaVine Equestrian	EFT	-360.00	4335--Home Study Stipend	VOID
7/16/21	LAVI000--LaVine Equestrian	EFT	360.00	4335--Home Study Stipend	iAD - VCI - May- Curriculum
7/19/21	INSI000--Inside SCV Magazine	EFT	-125.00	5830--Operating Expenditures -	VOID
7/20/21	HIGH010--High Desert Training Services, LLC	EFT	1,250.00	5230--Conference & Workshop Re	iAD- CPR Training
7/20/21	KIDA004--KIDA Academy, LLC.	EFT	355.00	5851--Student Services Expendi	iAD- OT Assessment
7/20/21	INSI000--Inside SCV Magazine	EFT	125.00	5830--Operating Expenditures -	iAD- Advertising

7/20/21	HESS000--Hess and Associates Inc	EFT	117.50	9535--Retirement Liability	iAD- 4th quarter STRS
7/20/21	ILEA300--iLEAD California	EFT	423.00	5940--Postage Expense	iAD-Postage and Zoho
7/22/21	AMAZ100--Amazon Capital Services (ICA)	EFT	991.03	4305--Educational Supplies (CI	iAD-Classroom Supplies-ELO
7/22/21	LEGA003--Legal Shield	EFT	147.50	3401--Health & Welfare Benefit	EE Benefits 06.21
7/22/21	MESV000--MES Vision	EFT	219.35	3401--Health & Welfare Benefit	EE Benefits 07.21
7/22/21	CIGN000--Cigna Healthcare	EFT	903.73	3401--Health & Welfare Benefit	EE Benefits 07.21
7/22/21	ARTH000--First Insurance Funding	EFT	3,583.76	9520--Payroll Liabilities	Agua Dulce-1st Installment Acct# ILEASCH-02
7/22/21	KAIS000--Kaiser Foundation Health Plan	EFT	8,672.26	3402--Health & Welfare Benefit	EE Benefits 07.21
7/22/21	AETN000--Aetna	EFT	1,810.34	3401--Health & Welfare Benefit	EE Benefits 07.21
7/23/21	LOSA001--Los Angeles County Office of Education (LACOE)	Check-2083	20,531.11	9535--Retirement Liability	iAD STRS
7/30/21	ACTO000--Acton-Agua Dulce Unified School District	EFT	193,234.00	5610--Rent - Facilities Rent a	iAD- Lease Agreement 2021
7/30/21	SCHO009--School Pathways Holdings, LLC	EFT	1,863.89	5850--Student Services Expendi	iAD- PLSIS Oversight
7/30/21	SPAR001--Sparkletts	EFT	82.83	4340--Office Supplies	iAD- Water Service
7/30/21	BAY118A--Bay Alarm Company 3872	EFT	496.23	5560--Operations - Security	iAD- Acct# 3483872
7/30/21	EDI118A--Southern California Edison 9069	EFT	5,149.82	5510--Utilities - Electricity	iAD- Acct#700386499069
7/30/21	MAKE000--Maker Learning Network	EFT	9,719.00	5801--Professional Services -	iAD-Monthly Service Fess
8/12/21	MCCA000--McCalla Company	EFT	593.44	4325--Custodial Supplies	iAD-Cleaning Supplies
8/12/21	KIDA004--KIDA Academy, LLC.	EFT	520.00	5851--Student Services Expendi	iAD- OT Assessment
8/12/21	ACCR000--WASC Accrediting Commission for Schools	EFT	810.00	5310--Professional Dues, Membe	iAD- Annual Accreditation Membership 21-22
8/12/21	LAKE000--Lakeshore Learning Materials	EFT	2,873.35	4110--Core Curriculum - Texts,	iAD- Curriculum
8/12/21	TIM118A--Time Warner Cable 9656	EFT	384.96	5920--Internet Services	iAD- Acct#8448 20 003 0439656
8/12/21	AMAZ100--Amazon Capital Services (ICA)	EFT	72.24	4430--IT Equipment & Supplies	iAD-IT Supplies-LCFF
8/12/21	SPAR001--Sparkletts	EFT	152.26	4340--Office Supplies	iAD- Water Service
8/12/21	WAS118A--Waste Management 3008	EFT	844.19	5540--Utilities - Trash	Service 08/01-08/30
8/12/21	ATT118A--AT&T 9839	EFT	436.34	5910--Telephone & Fax	iAD- Acct# 661 268-0087 983 9
8/13/21	SMIT011--Smith, Fleur	EFT	-70.00	5853--Student Services Expendi	VOID
8/13/21	PIPP000--Pippin, Chris	EFT	-70.00	5853--Student Services Expendi	VOID
8/13/21	PROS000--Prosser, Eden	EFT	-70.00	5853--Student Services Expendi	VOID
8/16/21	EMP0517--Latimer, Lisa	EFT	230.94	5240--Professional Development	iAD- Staff Lunch -Camp Make
8/20/21	INSI000--Inside SCV Magazine	EFT	135.00	5830--Operating Expenditures -	iAD-September Advertising
8/20/21	LITE000--Literacy Resources, LLC	EFT	567.87	4110--Core Curriculum - Texts,	iAD- Curriculum
8/20/21	DULC000--Dulce Guadalupe Avila Morales	EFT	2,800.00	5630--Repairs & Maintenance -	iAD-Lawn and Garden Maintenance
8/20/21	AMAZ100--Amazon Capital Services (ICA)	EFT	5,293.42	4340--Office Supplies	iAD-Office Supplies-ESSER III
8/20/21	NORT000--Northwest Evaluation Association (NWEA)	EFT	3,196.47	4120--Core Curriculum - Softwa	Agua Dulce- MAP Growth K-12
8/20/21	FRES001--Fresh Start Healthy Meals, Inc.	EFT	3,871.80	4710--Vended Food Service	iAD-July Food Service
8/20/21	JIVE000--Jive Communications, Inc.	EFT	387.30	5910--Telephone & Fax	iAD-8/1/21-8/30/21
8/20/21	MAKE000--Maker Learning Network	EFT	250.00	5830--Operating Expenditures -	iAD-KHTS Marketing Reimbursement
8/20/21	MAKE000--Maker Learning Network	EFT	400.00	5920--Internet Services	iAD-Hotspots
8/20/21	MAKE000--Maker Learning Network	EFT	295.84	3401--Health & Welfare Benefit	iAD-HSA Enrollments Reimbursement-Quan
8/23/21	AMAZ100--Amazon Capital Services (ICA)	EFT	459.74	4305--Educational Supplies (CI	iAD- Classroom Supplies-
8/25/21	SMIT000--Smith and June Media	EFT	600.00	5830--Operating Expenditures -	AD-Marketing and Advertising
8/25/21	MCCA000--McCalla Company	EFT	391.08	4325--Custodial Supplies	iAD-Cleaning Supplies
8/25/21	AMAZ100--Amazon Capital Services (ICA)	EFT	757.51	4305--Educational Supplies (CI	iAD- Classroom Supplies
8/25/21	CPME000--CPM Educational Program	EFT	4,069.23	4110--Core Curriculum - Texts,	iAD- Curriculum
8/25/21	ARTH000--First Insurance Funding	EFT	3,583.76	5410--Liability Insurance	Agua Dulce-2nd Installment Acct# ILEASCH-02
8/25/21	FRES001--Fresh Start Healthy Meals, Inc.	EFT	7,310.20	4710--Vended Food Service	iAD-May Food Service
8/27/21	LOSA001--Los Angeles County Office of Education (LACOE)	Check-2084	19,955.04	9535--Retirement Liability	iAD STRS
Total			\$ 612,411.65		

iLEAD Agua Dulce
Uniform Complaint Procedures Policy
Board Approved:

The Board of Directors of iLEAD Agua Dulce Charter School (the “School”) recognizes that they are responsible for complying with applicable state and federal laws and regulations governing educational programs.

This Uniform Complaint Procedures (“UCP”) Policy contains rules and instructions about UCP complaints regarding any alleged violation of federal or state laws or regulations governing certain educational programs and activities offered by the School. The School developed this UCP in accordance with Title 5, California Code of Regulations, §§ 4600-4687. The School has primary responsibility to ensure School’s compliance with applicable state and federal laws and regulations, and School will investigate and seek to resolve UCP complaints in accordance with this UCP policy. This UCP has been approved by the School’s Board of Directors.

UCP COMPLAINTS

Not all complaints fall under the scope of the UCP. Complaints arising from the employment relationship are separately addressed by the School’s employment policies. Many concerns, including classroom assignments, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, learner advancement and retention, learner discipline, learner records, the Brown Act, and other general education requirements, are not UCP complaints. The School, however, may use these complaint procedures to address complaints not covered by the UCP in its sole discretion. Only allegations within the subject matters falling within the UCP can be appealed to the CDE.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include: complaints regarding certain programs and activities (list below); complaints alleging the charging of learner fees for participation in an educational activity; complaints regarding non-compliance with the requirements of the School’s Local Control and Accountability Plans (“LCAP”); or an allegation of unlawful discrimination, harassment, intimidation, or bullying in certain programs or activities.

Complaints Regarding Programs and Activities

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- | | |
|--|---|
| • Accommodations for Pregnant and Parenting Learners | • Career Technical and Technical Education; Career Technical and Technical Training |
| • Adult Education | • Childcare and Development Programs |
| • After School Education and Safety | • Compensatory Education |
| • Agricultural Career | |

- Technical Education
- Education and Graduation requirements of Learners in Foster Care, Homeless Learners, former Juvenile Court Learners, and Learners of Military Families
- Regional Occupational Centers and Programs
- Reasonable Accommodation to a Lactating Learner
- Schoolsite Councils
- School Plan for Learner Achievement
- School Safety Plans
- Learner Fees, which includes a purchase that a learner is required to make to obtain materials, supplies, equipment or clothes associated with an educational activity
- Complaints Regarding the School's LCAP
- Every Learner Succeeds Act
- Migrant Education
- Physical Education Instructional Minutes
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- State Preschool
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content (grades nine through twelve)
- Complaints of Discrimination, Harassment, Intimidation and/or Bullying any protected group as identified in Education Code §§ 200 and 220 and Government Code § 11135, including any actual or perceived characteristics set forth in Penal Code § 422.55, based on sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the School which is funded directly by, or that received or benefits from, any state financial assistance
- Any other state or federal educational program the State Superintendent of Public Instruction or the California Department of Education or designee deems appropriate

THE UCP ANNUAL NOTICE

The School provides notice of this UCP on an annual basis. The notice addresses all learners, employees, parents or guardians, school committee members, appropriate private school officials or representatives (if applicable), and other interested parties. The notice includes information regarding allegations about discrimination, harassment, intimidation, or bullying. It lists all federal and state programs within the scope of the UCP. It lists the position at the School who is responsible for and knowledgeable about processing UCP complaints. The School's annual UCP notice is in English. If 15% or more of learners enrolled at the School speak a single primary language other than English, the annual notice will be provided in that language as well pursuant to Education Code § 48985.

DESIGNATION OF RESPONSIBLE EMPLOYEE

The School Director is the employee responsible for receiving, investigating and responding to UCP complaints (the “Responsible Employee”):

Lisa Latimer

11311 Frascati Street

Agua Dulce, CA 91390

661-268-6393

info@iLEADaguadulce.org

In no instance will the Responsible Employee be assigned to investigate a complaint in which he or she has a bias that would prohibit him or her from fairly investigating or responding to the complaint. Any complaint against Responsible Employee or that raises a concern about Responsible Employee's ability to investigate the complaint fairly and without bias should be referred to an appropriate School official, who will help assist how the complaint will be investigated.

The School will ensure that the Responsible Employee (or designee) investigating the complaint is knowledgeable about the laws and programs at issue in the complaints. The School may consult with legal counsel as appropriate.

CONFIDENTIALITY AND NON-RETALIATION

The School will ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation or bullying remains confidential as appropriate.

COMPLAINT PROCEDURES

Step 1: Filing a UCP Complaint

A UCP complaint must be filed according to the procedures set forth herein.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a UCP complaint. However, a complaint filed on behalf of a learner may only be filed by that learner or that learner's duly authorized representative.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he or she personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to the same.

A UCP complaint is written and signed. If a complainant is unable to put his/her complaint in writing due to a disability or illiteracy, the School will assist the complainant in the filing of the complaint. A signature on a UCP complaint may be handwritten, typed (including in an email), or electronically-generated. Complaints related to learner fees and/or LCAPs may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Complaints shall be filed with the Responsible Employee at the address provided herein. A learner fees complaint may also be filed with the School's Responsible Employee or designee. The Responsible Employee will maintain a log of complaints and subsequent related actions to the extent required by oversight agencies.

Upon receipt of a complaint, the Responsible Employee (or designee) will evaluate the complaint to determine whether it is subject to this UCP and will endeavor to notify the complainant within five (5) workdays if the complaint is outside the jurisdiction of this UCP.

The Responsible Employee (or designee) may also determine if interim measures are necessary pending the result of an investigation. The interim measures shall remain in place until the Responsible Employee (or designee) determines that they are no longer necessary or until the School issues its final written Investigation Report, whichever occurs first.

Timing of Complaints and Investigation

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred or the complainant first obtained knowledge of it. The time for filing may be extended by the Responsible Employee (or designee) for good cause upon written request from the complainant. Such extension shall be in writing and may not exceed ninety (90) days following the expiration of the six-month period.

All other complaints shall be filed no later than one (1) year from the date the alleged violation occurred, except for complaints regarding the educational rights of foster youth as specified in 5 CCR § 4630.5. For complaints regarding LCAP, the date of the alleged violation is the date when the School's governing board approves the LCAP or annual update.

Unless a UCP complaint is resolved through mediation as set forth below, School will investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of receipt of the complaint, unless the complainant agrees in writing to an extension of time.

Step 2: Mediation

The Responsible Employee (or designee) and complainant may mutually agree to mediation. Any School employee or member of the School's governing board who has not been involved with the allegations in the complaint may be assigned by the Responsible Employee (or designee) to serve as mediator. The mediator will arrange for both the complainant and School to present relevant evidence. The Responsible Employee (or designee) will inform the complainant that the mediation process may be terminated at any time by either the School or

complainant, in which case the complaint will proceed directly to an investigation. If mediation resolves the complaint to the satisfaction of both parties, the School will implement any remedial measures and the complainant may choose to withdraw the complaint. If mediation does not resolve the complaint to the satisfaction of both parties or within the parameters of law, the Responsible Employee (or designee) shall proceed with his/her investigation of the complaint.

The use of mediation does not extend the School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

In order to investigate the complaint, the Responsible Employee (or designee) shall have access to applicable School records and/or information related to the complaint allegations. As part of his/her investigation, the Responsible Employee (or designee) will do all of the following, in any order:

- Provide an opportunity for the complainant or complainant's representative and the School's representative to present information relevant to the complaint or investigative process.
- Obtain statements from individuals/witnesses who can provide relevant information concerning the alleged violation.
- Review documents that may provide information relevant to the allegation.
- When necessary, seek clarification on specific complaint issues.

Refusal by the complainant or his/her representatives to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in dismissal of complaint because of a lack of evidence to support the allegation.

Refusal by the School to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Final Written Decision (Investigation Report)

The Responsible Employee (or designee) shall prepare and send to the complainant a written report of the investigation and final decision (the "Investigation Report") within sixty (60) calendar days of receipt of the complaint, unless complainant agrees to extend this date. The School's Investigation Report shall be written in English and, when required by law, in the complainant's primary language.

The Investigation Report shall include:

1. The finding(s) of fact based on the evidence gathered;
2. Conclusion providing a clear determination as to each allegation as to whether the School is in compliance with the relevant law;
3. If the School finds merit in the complaint, the corrective actions required by law;
4. Notice of the complainant's right to appeal the School's Investigation Report to the CDE, except when the School has used its UCP to address a non-UCP complaint; and
5. Procedures to be followed for initiating an appeal to the CDE.

In addition, any Investigation Report on a complaint of discrimination, harassment, intimidation or bullying based on state law shall include a notice that the complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

An Investigation Report shall not include learner information protected under the Family Educational Rights and Privacy Act (FERPA) or any private employee personnel information, including but not limited to the nature of the disciplinary action taken against a learner or employee. If a learner or employee is disciplined as a result of the complaint, the Investigation Report shall simply state that effective action was taken and that the learner or employee was informed of the School's expectations.

If the School finds merit in a complaint regarding learner fees, physical education instructional minutes, or LCAP, the remedy will go to all affected learners and parents/guardians. The School, in good faith will engage in reasonable efforts to identify and fully reimburse all learners, parents and guardians who paid any unlawful learner fee within one year prior to the filing of the complaint.

APPEAL PROCESS

A complainant may appeal the School's Investigation Report by filing a written appeal within thirty (30) calendar days of the date of the Investigation Report to the California Department of Education ("CDE"). This appeal to the CDE must specify and explain the basis for the appeal, including at least one of the following:

1. The School failed to follow its complaint procedures;
2. Relative to the allegations of the complaint, the Investigation Report lacks material findings of fact necessary to reach a conclusion of law;
3. The material findings of fact in the Investigation Report are not supported by substantial evidence;
4. The legal conclusion in the Investigation Report is inconsistent with the law; and/or

5. In a case in which the School found noncompliance, the corrective actions fail to provide a proper remedy.

The appeal must be sent to CDE with: (1) a copy of the locally filed complaint; and (2) a copy of the School's Investigation Report:

Appeals of decisions regarding discrimination, harassment, intimidation, and/or bullying, and regarding provision of accommodations to lactating learners should be sent to:

California Department of Education
Education Equity UCP Appeals Office
1430 N Street
Sacramento, CA 95814
916-319-8239

Appeals of decisions regarding LCAP should be sent to:

California Department of Education
Local Agency Systems Support Office
1430 N Street
Sacramento, CA 95814
916-319-0809

Appeals of decisions regarding learner fees or all other educational program complaints should be sent to:

California Department of Education
Categorical Programs Complaints Management Office
1430 N Street
Sacramento, CA 95814
916-319-0929

The CDE may directly intervene in the complaint without waiting for action by the School when one of the conditions listed in Title 5, California Code of Regulations, § 4650 exists, including cases in which the School has not taken action within sixty (60) days of the date the complaint was filed with the School. A direct complaint to CDE must identify the basis for direct filing of the complaint, which must include evidence that supports such a basis.

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For learners, employees, parents/guardians, school committee members, school officials, and other interested parties.

iLEAD Agua Dulce Charter School ("Charter School") annually notifies learners, employees, parents or guardians, and other interested parties of the Uniform Complaint Procedures ("UCP") process. The Charter School is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

1. Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Learners
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Education and Graduation requirements of Learners in Foster Care, Homeless Learners, former Juvenile Court Learners, and Learners of Military Families
- Regional Occupational Centers and Programs
- Reasonable Accommodation to a Lactating Learner
- Schoolsite Councils
- School Plan for Learner Achievement
- School Safety Plans
- Learner Fees, which includes a purchase that a learner is required to make to obtain materials, supplies, equipment or clothes associated with an educational activity
- Charter School's LCAP
- Every Student Succeeds Act
- Migrant Education
- Physical Education Instructional Minutes
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- State Preschool
- Career Technical and Technical Education; Career Technical and Technical Training
- Childcare and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content (grades nine through twelve)
- Complaints of Discrimination, Harassment, Intimidation and/or Bullying any protected group as identified in Education Code §§ 200 and 220 and Government Code § 11135, including any actual or perceived characteristics set forth in Penal Code § 422.55, based on sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the Charter School which is funded directly by, or that received or benefits from, any state financial assistance
- Any other state or federal educational program the State Superintendent of Public Instruction or the California Department of Education or designee deems appropriate

2. Filing a UCP Complaint

Generally, a UCP complaint shall be filed no later than one year from the date the alleged violation occurred. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. For complaints relating to Local Control and Accountability Plans ("LCAP"), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the Charter School.

Complaints Concerning Learner Fees

A learner enrolled in the Charter School shall not be required to pay a learner fee for participation in an educational activity. A learner fees complaint may be filed with the Executive Director or designee.

A learner fee includes, but is not limited to, all of the following:

1. A fee charged to a learner as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a learner is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a learner is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A learner fee or LCAP complaint may be filed anonymously (without an identifying signature) if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Designated Official

The designated official ("Responsible Employee") to receive and investigate complaints is:

Lisa Latimer
11311 Frascati Street
Agua Dulce, CA 91390
661-268-6393
info@iLEADaguadulce.org

The Charter School will ensure that the Responsible Employee and other employees who may be assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible.

3. Investigation Report and Right to Appeal

Complaints will be investigated and an Investigation Report will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This time period may be extended by written

agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with the Charter School's UCP policies and procedures.

The complainant has a right to appeal the Charter School's decision concerning complaints regarding specific programs and activities subject to the UCP to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the Investigation Report.

4. Charter School's Responsibilities

The Charter School advises complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the CDE.

The Charter School advises complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures.

The Charter School provides a standardized notice with educational and graduation requirements for learners in foster care, learners who are homeless, learners from military families and learners formerly in Juvenile Court now enrolled in a school district. The following is link to a standardized notice developed by the California Foster Youth Education Task Force of the educational rights of learners in foster care, learners who are homeless, former juvenile court learners now enrolled in a school district, and learners in military families as specified in Education Code sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2: http://www.cfyetf.org/publications_19_421458854.pdf.

Copies of the UCP policy shall be available free of charge.

All Charter School learners have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the "Know Your Rights" immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>. The Charter School shall inform learners who are victims of hate crimes of their right to report such crimes.

COMMUNITY COMPLAINT FORM

Name _____

Address _____

Telephone _____

1 School site and person you are filing a complaint against:

2 Has this been discussed with him/her? Y_____N Date: _____

Description of Complaint: Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.

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What remedy or action do you suggest?

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Signature/Date: _____

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Email Form To: info@ileadaguadulce.org

Mail Form to: 11311 Frascati St, Agua Dulce, CA 91390

Date received by iLEAD Agua Dulce Office : _____