



MEETING AGENDA - iLEAD Online 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 in Acton between 9:00 am and 3:30 pm.

Meeting

Meeting Date	Thursday, March 16, 2023
Start Time	5:30 PM
End Time	7:00 PM
Location	Address: 29477 The Old Rd, Castaic, CA 91384 Zoom 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	(5:30 PM - 5:30 PM)
1.2. Roll Call	(5:30 PM - 5:30 PM)
1.3. Pledge Of Allegiance	(5:30 PM - 5:30 PM)
1.4. Approve Agenda	(5:30 PM - 5:30 PM)
1.5. Approve Minutes	(5:30 PM - 5:30 PM)

2. Curriculum Moment

2.1. Curriculum Moment	(5:30 PM - 5:30 PM)
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3. Public Comments

3.1. Public Comments	(5:30 PM - 5:30 PM)
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4. Consent Items

4.1. Personnel Report	(5:30 PM - 5:30 PM)
4.2. Check Register	(5:30 PM - 5:30 PM)

5. Discussion And Reports



5.1. Learner Board Ambassador	(5:30 PM - 5:30 PM)
5.2. School Director Report	(5:30 PM - 5:30 PM)
5.3. Annual Form 700	(5:30 PM - 5:30 PM)
5.4. A-G Grant-Hearing	(5:30 PM - 5:30 PM)

6. Action Items

6.1. Brown Act Meeting Guidelines	(5:30 PM - 5:30 PM)
6.2. 2023-2024 Holiday Policy	(5:30 PM - 5:30 PM)
6.3. Revised IP Governance Agreement	(5:30 PM - 5:30 PM)

7. Board Comments

7.1. Board Comments	(5:30 PM - 5:30 PM)
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8. Closing Items

8.1. Graduation Date - June 16 at 5pm	(5:30 PM - 5:30 PM)
8.2. Board Member Celebration and Training	(5:30 PM - 5:30 PM)
8.3. Next Meeting Date - April 20, 2023	(5:30 PM - 5:30 PM)
8.4. Adjournment	(5:30 PM - 5:30 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 Online Board

Meeting

Date	Thursday, February 16, 2023
Started	5:30 PM
Ended	7:00 PM
Location	This meeting will be virtual. Zoom https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Regular Scheduled Meeting
Chaired by	
Recorder	Rigo Ortega

Approval

Minutes approved on: 2/20/2023

Minutes

1. Opening Items

1.1. Call The Meeting To Order

Meeting was called to order at 5:32 pm

Status: Completed

1.2. Roll Call

Shawna Brown - Present

Bret Pellico - Present

Chris Bojorquez - Present

Status: Completed

1.3. Pledge Of Allegiance

The Pledge Of Allegiance was recited.

Status: Completed

1.4. Approve Agenda

Motion to approve was made with the amendment to move the Closed Session item to 7.1 with the addition of Report of Closed as 7.2.

Motioned Brent Pellico

Seconded: Shawna Brown

Unanimously approved

Due date:

Status: Completed

1.5. Approve Minutes

Motioned Brent Pellico

Seconded: Shawna Brown

Unanimously approved

Due date:

Status: Completed

Documents

- Online -Minutes-2022-12-15-F.pdf
-

2. Curriculum Moment

2.1. Curriculum Moment

Nadya Canche presented her Maybe just maybe poem for Curriculum Moment

Status: Completed

Documents

- 2-16-23 Site Director Board Report .docx.pdf
-

3. Public Comments

3.1. Public Comments

The public may address the iLEAD Online 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.

Public Comments were made.

Chris Bojorquez apologized to the Board for having to leave the meeting at this time.

Status: Completed

4. Consent Items

4.1. Personnel Report

Motioned: Brent Pellico

Seconded: Shawna Brown

Brent - Yes

Shawna- Yes

Chris- Absent

Due date:



Status: Completed

Documents

- 2.16.2023Online_PersonnelReport.docx.pdf
-

4.2. Check Register

Motioned: Brent Pellico

Seconded: Shawna Brown

Brent - Yes

Shawna- Yes

Chris- Absent

Due date:

Status: Completed

Documents

- Online Payment Register 20221207 (1).pdf
 - Online Payment Register v2 20230208.pdf
 - Online Payment Register 20230208.pdf
-

4.3. Revised 2020 Form 990

Motioned: Brent Pellico

Seconded: Shawna Brown

Brent - Yes

Shawna- Yes

Chris- Absent

Due date:

Status: Completed

Documents

- iLead Online_Amended Return DRAFT.pdf
-

5. Discussion And Reports

5.1. Learner Board Ambassador

Matthew Iraheta presented the learner board ambassador report and answered questions from the board.

Status: Completed

5.2. School Director Report

Erin Jones presented the Director's Report and answered questions from the board.

Status: Completed

Documents

- 2-16-23 Site Director Board Report .docx.pdf
-



5.3. ADP Time Off Requests and Bill.com Reimbursement Process

Kim Lytle presented ADP Time Off Requests and Bill.com Reimbursement Process and answered questions from the board.

Status: Completed

5.4. Brown Act Meeting Requirements

Kim Lytle presented the Brown Act Meeting Requirements and answered questions from the board.

Status: Completed

Documents

- New Brown Act Changes - January 2023.pdf
 - iLEAD Online - AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements (12).pdf
-

6. Action Items

6.1. School Accountability Report Card

Allison Bravo presented the School Accountability Report Card and answered questions from the board.

Shawna - Yes

Brent - Yes

Chris - Absent

Due date:

Status: Completed

Documents

- Online 21-22 SARC.pdf
-

6.2. 2023-2024 School Calendar

Cassandra Coleman presented the 2023-2024 School Calendar and answered questions from the board.

Shawna - Yes

Brent - Yes

Chris - Absent

Due date:

Status: Completed

Documents

- 2023-24 DRAFT iLEAD Online Calendars Tr A & C v2301271000.pdf
-

6.3. Nepotism Policy

Natasha Baugh presented the Nepotism Policy and answered questions from the board.

Shawna - Yes

Brent - Yes

Chris - Absent



Due date:

Status: Completed

Documents

- iLEAD Online Charter School Anti-Nepotism Policy 2023.pdf
-

6.4. Revised Employee Guidebooks

Natasha Baugh presented the Revised Employee Guidebooks and answered questions from the board.

Shawna - Yes

Brent - Yes

Chris - Absent

Due date:

Status: Completed

Documents

- iLEAD Online _ Employee Guidebook 22-23(Updated January 2023).pdf
-

6.5. Board Member Vacancies

Discuss and take action to add Board Members to the iLEAD Online Board Team.

The board discussed vacancies and tabled the item.

Due date:

Status: Completed

7. Closed Session

8. Board Comments

8.1. Board Comments

Status: Completed

8.2. Conference with Legal Counsel - Anticipated Litigation

Gov. Code section 54956.9(d)(2): 1 Matter

Report of Closed:

The Board voted to authorize iLEAD CA to seek administrative support with the Board Chair to make administrative decisions as needed.

Shawna - Yes

Brent - Yes

Chris - Absent

Status: Completed



9. Closing Items

9.1. Next Meeting Date - March 16, 2023

March 16, 2023

Status: Completed

9.2. Adjournment

Meeting adjourned at 8:30 pm

Status: Completed



MEETING MINUTES - iLEAD Online Board

Meeting

Date	Monday, February 27, 2023
Started	5:30 PM
Ended	7:51 PM
Location	This meeting will be held virtually. You may join us on Zoom at: Zoom https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Regular Scheduled Meeting
Chaired by	
Recorder	Rigo Ortega

Minutes

1. Opening Items

1.1. Call The Meeting To Order

Meeting called to order at 5:31pm

Status: Completed

1.2. Roll Call

Brent Pellico - Present

Shawna Brown - Present

Chris Bojorquez - Present

Status: Completed

1.3. Pledge Of Allegiance

Pledge Of Allegiance was recited

Status: Completed

1.4. Approve Agenda

Motioned: Chris Bojorquez

Seconded: Shawna Brow

Unanimously approved

Due date:

Status: Completed

2. Public Comments

2.1. Public Comments

The public may address the iLEAD Online 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.

The public addressed the board

Status: Completed

3. Closed Session

3.1. Conference with Legal Counsel - Anticipated Litigation

Gov. Code Section 54956.9(b)

Significant exposure to litigation pursuant to 54956.9(b): 2 cases

Status: Completed

3.2. Public Employment

Gov. Code Section 54957 Title: Interim School Director

Status: Completed

4. Report of Closed Session

Status: Completed

5. Action Items

5.1. Compensation Comparability Study

Discuss and take action regarding Compensation Comparability Study.

Motioned: Shawna Brown

Seconded: Chris Bojorquez

Unanimously approved

Due date:

Status: Completed

Documents

- iLEAD Online Compensation Comparability Study 2.24.23 (4863-2573-4226.v1).pdf
-

5.2. Interim School Director Employment Agreement

Discuss and take action regarding Interim School Director Employment Agreement and Compensation.

As to the next item regarding approval of the Interim Site Director's employment agreement, I am required by law to indicate, prior to any vote on the employment agreement, that agreement provides the following:



1. A work schedule of a minimum of 214 days annually;
2. A base annual salary of:\$120,591.58 for the 2022-2023 school year; with an additional \$1,000 a month for performing extra duties
3. Sick Leave to accrue at the rate of 12 days annually;
4. \$650 toward annual health benefit premium;
5. Employer contributions for PERS or STRS, subject to program and eligibility requirements.

Motioned: Shawna Brown

Seconded: Chris Bojorquez

Unanimously approved

Due date:

Status: Completed

5.3. Board Member Positions

Discuss and take action to add Board Members to the iLEAD Online Board Team.

Shawna Brown moves to accept Giselle D. Bice as a member of the Board

Seconded: Chris Bojorquez

Unanimously approved

Shawna Brown moves to accept Ken Newton as a member of the Board

Seconded: Brent Pellico

Status: Completed

6. Board Comments

6.1. Board Comments

No Board Comments Were Made

Status: Completed

7. Closing Items

7.1. Next Meeting Date - March 16, 2023

Status: Completed

7.2. Adjournment

Meeting adjourned at 7:51pm

Status: Completed



MEETING MINUTES - iLEAD Online Board

Meeting

	Special meeting
Date	Tuesday, February 21, 2023
Started	5:30 PM
Ended	8:30 PM
Location	This meeting will be held virtually. Zoom https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Closed Session: Conference with Legal Counsel – Anticipated Litigation Public Employee Discipline/Dismissal/Release
Chaired by	Brent Pellico
Recorder	Rigo Ortega

Minutes

1. Opening Items

1.1. Call The Meeting To Order

Meeting was called to order at 5:30 pm

Status: Completed

1.2. Roll Call

Brent Pellico - Present

Shawna Brown - Present

Chris Bojorquez - Present

Status: Completed

1.3. Pledge Of Allegiance

Pledge Of Allegiance was recited

Status: Completed

1.4. Approve Agenda

Motioned: Brent Pellico

Seconded: Shawna Brown

Unanimously approved

Due date:

Status: Completed



2. Public Comments

2.1. Public Comments

The public may address the iLEAD Online 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.

The public addressed the board

Status: Completed

3. Closed Session

3.1. Conference with Legal Counsel – Anticipated Litigation

Gov. Code section 54956.9(d)(2): 1 Matter

Status: Completed

3.2. Public Employee Discipline/Dismissal/Release

Gov. Code Section 54957

Status: Completed

4. Report of Closed Session

We are placing an employee on paid administrative leave

Brent Pellico - Yes

Shawna Brown - Yes

Chris Bojorquez - No

The board approves the chair to be able to appoint a designated employee to fill a vacancy

Brent Pellico - Yes

Shawna Brown - Yes

Chris Bojorquez - Yes

Unanimously approved

Status: Completed

5. Board Comments

5.1. Board Comments

Status: Completed

6. Closing Items

6.1. Next Meeting Date - March 16, 2023



Status: Completed

6.2. Adjournment

Meeting adjourned at 8:30pm

Status: Completed

EMPLOYMENT - NEW HIRES

NA

RESIGNATIONS/TERMINATIONS

Joackim, Gregory	Facilitator	02.09.23
Lewis, Rose	Facilitator	02.24.23

STATUS CHANGE

Monroe, Christy	Office Manager from PT to FT	02.09.23
Wolfe, Katherine	Interim Site Director	01.27.23

Company name: iLEAD Online
Report name: Payment register
Report title 2: Mission Valley Bank
Footer Text: 02/09/2023-03/08/2023
Created on: 3/9/23
Location: 116--iLEAD Online

Date	Vendor	Amount
2/15/23	SCHO009--School Pathways LLC	546.00
2/15/23	Yukika Atsumi	175.00
2/15/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	884.50
2/15/23	ILEA300--iLEAD California	142.45
2/15/23	LAKE000--Lakeshore Learning Materials	481.82
2/16/23	ARTH000--First Insurance Funding	1,819.13
2/16/23	WEXH000--WEX Health Inc.	20.40
2/16/23	WEXH000--WEX Health Inc.	20.40
2/16/23	WEXH000--WEX Health Inc.	20.40
2/16/23	WEXH000--WEX Health Inc.	20.40
2/21/23	LEGA003--Legal Shield	118.60
2/21/23	ILEA300--iLEAD California	2,000.00
2/21/23	ILEA300--iLEAD California	1,812.62
2/21/23	ILEA300--iLEAD California	473.08
2/21/23	ILEA300--iLEAD California	1,812.62
2/21/23	ILEA300--iLEAD California	245.45
2/21/23	ILEA300--iLEAD California	26.31
2/21/23	ILEA300--iLEAD California	10,792.27
2/21/23	ILEA300--iLEAD California	1,812.62
2/21/23	ILEA300--iLEAD California	209.60
2/21/23	ILEA300--iLEAD California	46.01
2/21/23	ILEA300--iLEAD California	1,812.62
2/21/23	ILEA300--iLEAD California	48.50
2/21/23	ILEA300--iLEAD California	444.29
2/21/23	ILEA300--iLEAD California	1,812.62
2/21/23	ILEA300--iLEAD California	46.13
2/21/23	ILEA300--iLEAD California	1,812.62
2/21/23	ILEA300--iLEAD California	46.20
2/21/23	ILEA300--iLEAD California	46.62
3/2/23	KAIS000--Kaiser Foundation Health Plan	5,676.98
3/2/23	CIGN000--Cigna Healthcare	1,638.41
3/2/23	SUNL000--Sun Life Assurance Company of Canada	827.00
3/2/23	PURC001--Purchase Power 6545	14.98
3/2/23	FIDE000--Fidelity Security Life Insurance Company	79.18
3/2/23	FIDE000--Fidelity Security Life Insurance Company	258.98
3/3/23	ILEA300--iLEAD California	1,812.62
3/3/23	TMOB006--T-Mobile 3616	1,489.03
3/6/23	WEXH000--WEX Health Inc.	20.40
3/6/23	AFLA000--AFLAC	2,121.72
3/6/23	KHTS000--KHTS Radio	250.00
3/6/23	LEGA003--Legal Shield	118.60
3/6/23	LOSA001--Los Angeles County Office of Education (LACOE)	55,429.09
Total		99,286.27

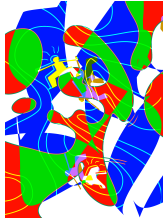
Company name: iLEAD Online
Report name: Check Register GL Total
Report title 2: Mission Valley Bank
Footer Text: 02/09/2023-03/08/2023

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	8,921.71
3402	Health & Welfare Benefits - Classified positions	1,917.76
4120	Core Curriculum - Software & Programs	131.58
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	481.82
5230	Conference & Workshop Registration Fees	2,685.00
5310	Professional Dues, Memberships, and Subscriptions	5,605.52
5410	Liability Insurance	1,791.17
5510	Utilities - Electricity	346.51
5520	Utilities - Gas	278.01
5550	Operations - Janitorial Services	537.20
5560	Operations - Security	159.70
5610	Rent - Facilities Rent and CAM Charges	12,688.34
5630	Repairs & Maintenance - Facilities	51.00
5803	Professional Services - Business Services	1,500.00
5806	Professional Services - Consultant Fees	295.29
5808	Professional Services - Legal Fees	884.50
5825	Operating Expenditures - Banking Charges & Fees	9.99
5826	Operating Expenditures - Interest	27.96
5827	Operating Expenditures - Other Benefit Fees	102.00
5830	Operating Expenditures - Marketing & Advertising	250.00
5840	Operating Expenditures - Software Licenses	2,289.60
5850	Student Services Expenditures - Student Information System	546.00
5920	Internet Services	1,748.80
5940	Postage Expense	192.43
9310	Prepaid Expenditures (Expenses)	415.29
9535	Retirement Liability	55,429.09
Grand Total		\$99,286.27

School Name
Interim School Director's Report - Kate Wolfe
March 16th 2023

Presentations of Learning

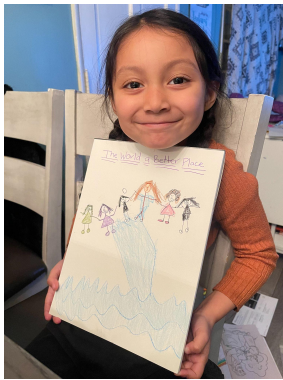
- ★ Micah B did this beautiful project on Pattern/Repetition for Digital Illustration.



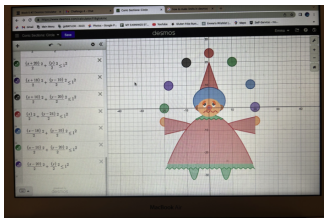
- ★ Last week first grade learners wrapped up their "Seed to Table" adventure, where over the course of 4 weeks, learners explored where our food comes from and how we can work for sustainability while preparing, purchasing, and growing our food. For his culminating project, first grade learner, Ethan, [shared his Farmer's Market journey](#) and how he got his food from 'seed to table'!



- ★ Jeanne M shared this lovely drawing entitled "Being United" from Olimpia



- ★ Check out this awesome Desmos graph project submitted by a learner in Brooklynn Gross's Algebra 2B course - they had to use conic section equations and restrict the domain and range to create this drawing!



Professional Learning/Staff Support

- ★ Staff attended the Power of Reflection PL opportunity and worked on how to encourage reflection in learners and in their own practice
- ★ Staff are working hard in training around testing. This includes test administration, encouraging growth, and understanding how to use testing data to personalize learning.
- ★ Our CTE lead regularly attends PL virtually through LACOE to learn more about best practices and growing our CTE catalog
- ★ Samin Davari, our facilitator support lead, offers in-depth support to all our induction candidates around best practices, personalized learning, differentiation and scaffolding, etc. These sessions are always thoughtful, engaging and supportive.

School Celebrations/Events

- ★ iLEAD Online held a virtual open house on 3/6/23 for interested families and we had over 20 attendees. Since then, we've seen several of them decide to enroll full time.
- ★ Lower School Winter Celebration: Learners, families and facilitators connected over hot chocolate and ice skating. Yay for the 100th day of school!



- ★ High school learners and staff gathered in advisory this week to hear Lisa Ling, this week's guest speaker, talk about the impact technology has on us individually and as a society.



- ★ High school learners celebrated winter formal alongside SCVi kids this past week and everyone had a blast!



iSupport Activities and Updates

Our team is working on getting the word out to parents who would like to join and help with fundraising, field studies, and anything that might be needed to help with renewal. We have lots of interested parents who are looking forward to sharing and meeting on a regular basis. They will be meeting virtually on Tuesdays at 9am for now and we held the orientation for our parents this past week.

Enrollment

Budgeted Enrollment - 306 (includes +35 Track C)

Current Enrollment - 276

Total Learners in the process of registration- 12



Electronic Form 700 Details

for Board Members and Required Staff

County Required Annual Filing Due By April 1

Required Electronic Filing Directions:

- Email will come from "COI-Desk" which is the County Form 700 electronic oversight system
- Initial email will contain your User ID and Temporary Password for the Electronic Filing System
 - A request to change your Password will be initiated
 - Hint - It is easier to put the initial password in by copy and pasting
 - Save User ID and Password for future annual filings of the required Form 700 using this electronic system
- When filing you must use Explorer or GoggleCrome as your Internet platform for this system to run efficiently - If one does not work it is recommended to use the other.
- The electronic filing system cannot be used on a Tablet or Phone
- The Cover Page will be filled in for you using this system (Name, Agency Name, Division, Your Position, Jurisdiction of Office, Type of Statement)
- Section 4 - Schedule Summary
 - If you have nothing to report select "NONE"
 - Then, click "Continue"
 - Then click "Continue with Confirmation"
 - Then, check the box for "I acknowledge"
 - Then, click "Submit"
 - If you have schedules to report
 - Click "Continue" instead of "none"
 - Chose the tab at the top for the appropriate schedules that you need to submit information
 - Then, apply the changes to the document and preview the document
 - Then click "Continue with Confirmation"
 - Then, check the box for "I acknowledge"
 - Then, click "Submit"

Annual Filing Due By April 1

email - kim.lvtle@ileadcalifornia.org for support



iLEAD Online A-G Completion Improvement Grant Plan

School Name: iLEAD Online

School Vision and Mission:

The mission of the iLEAD Online is to provide a rigorous, relevant, inquiry-based, self-directed and collaborative learning environment for all learners in grades K-12 to prepare them for college and career.

The vision of iLEAD Online is that all learners will possess the knowledge, skills, and confidence to achieve health and wellness, master academic standards, develop a deep understanding of subject matter and collaborate effectively with the community in which they live. All learners will graduate college and career ready by meeting rigorous graduation requirements.

CDS Code:

19 75309 0136531

Board Hearing Date:

Local Board Approval Date:

Describe how the funds will support pupils, including tutoring programs, to improve access to A-G courses and the LEAs A-G completion rate

Using survey data, staff input, evidence-based research, and internal data, iLEAD Online plans to implement the following to increase the school's A-G completion rate:

1. Market, offer, and support Credit Recovery opportunities for learners receiving a D, F, or Fail in an A-G course Spring 2020 and 2020-21. Credit recovery may occur during summer or the school calendar year. Communication will include educating learners and families on the benefit or retaking courses and completing A-G requirements. Learner success rates will be tracked.
2. Task a team of learners, parents, and credentialed teachers to evaluate the current course catalog and make recommendations for adding additional A-G courses to provide more access to relevant coursework.
3. Offer free AP tests for unduplicated learners in 2022-23, 2023-24, and 2024-25 as budget allows. This includes educating unduplicated families of this offering before the start of the school year to increase the amount of unduplicated learners who register for an AP course and sign up to take the AP exam.
4. Provide online tutoring with trained staff for unduplicated learners identified as Tier II and Tier III learners in A-G courses.
5. Market and promote A-G approved college credit courses. Families of unduplicated learners will be offered course associated cost coverage for books and supplies in 2023-24 and 2024-25 to eliminate barriers to enrolling in college credit courses.
6. Provide internal and external professional development opportunities to counselors and credentialed teachers. Content will focus on multi-tiered systems of support to increase layers of support for struggling learners, promote a college/career ready culture through graduation planning, CTE course enrollment, dual enrollment for A-G eligible courses, and promoting the benefits of completing A-G requirements.



7. Develop a virtual “College/Career Corner” resource space with an emphasis on providing information and support in English and Spanish for low-income, English learners, and foster youth will provide accessible information and support for families and learners starting in 8th grade.

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

iLEAD Online currently serves approximately 54% unduplicated learners. iLEAD Online will implement several actions and services to increase or improve services for unduplicated pupils to improve their A-G eligibility.

Online tutoring will be offered in 2023-24 specifically targeting English language learners and foster youth to implement strategies to increase foundational skills for academic success, increased math support, and increased support in language acquisition skills.

AP Exam fees will be covered in full for unduplicated learners in 2022-23, 2023-24, and 2024-25. Book and supply costs associated with taking an A-G eligible college credit course will also be covered in full for unduplicated learners during the 23-24 school year.

Professional development for counselors and teachers will focus on multi-tiered systems of support to increase layers of support for struggling learners, promote a college/career ready culture through graduation planning, CTE course enrollment, dual enrollment for A-G eligible courses, and promoting the benefits of completing A-G requirements.

The development of a “College/Career Corner” online resource space with an emphasis on providing information and support in English and Spanish for low-income, English learners, and foster youth will provide accessible information and support for families and learners starting in 8th grade.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

iLEAD Online maintains a robust and accurate UC approved A-G course list through its course catalog. All learners have the opportunity to customize their graduation plan and semester schedule with their credentialed teacher of record. Learners may also take college course credits at partnering community colleges for A-G credit. Completion of UC A-G course requirements is highly encouraged for all learners but not required.

The number of students who were identified for opportunities to retake A-G approved courses in which they received a “D”, “F”, or “Fail” grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

39 learners. Credit recovery will be offered online through in-house online courses in the Track A



and Track C school year calendar with extra tutoring and support from staff.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The plan and described services supplement the LCAP and Learning Recovery Plan rather than supplant. Credit recovery for learners who received a D in an A-G course, coverage of AP exam fees for unduplicated learners, and expansion of A-G courses in the current course catalog are not planned expenditures in the LCAP or Learning Recovery Plan.

While professional development is described in the LCAP to improve CCI and graduation rates, specific professional development to supporting A-G completion rates is not a planned expenditure in the current LCAP cycle. A-G funds will expand tutoring services to provide specific support for English language learners and foster youth in core A-G courses.

Therefore, the planned services are expenditures complement/supplement current strategies and budgeted expenditures in supporting iLEAD Online high school learner success.

Plan Expenditures	
Description of Programs and Services	Amount Budgeted
Credit Recovery opportunities for learners receiving a D, F, or Fail in an A-G course Spring 2020 and 2020-2021	\$3,000.00
Expansion of UC A-G approved courses in catalog	\$3,000.00
AP fees for Unduplicated learners	\$3,000.00
Online tutoring specifically for English language learners and foster youth	\$2,000.00
College Credit Course Costs for Unduplicated learners	\$3,000.00
Professional development for counselors and teachers	\$5,000.00
College Corner development	\$450.00
Total Funds Allocated	Total Funds Budgeted
\$19,459.00	\$19,450.00

INTELLECTUAL PROPERTY ASSIGNMENT AND GOVERNANCE AGREEMENT

This Intellectual Property Assignment and Governance Agreement (this "**IP Governance Agreement**") is effective as of December 1, 2022 (the "**Effective Date**") and is by and among iLEAD California Charters 1, a California non-profit corporation as described in Section 501(c)(3) of the IRS Code, also known as iLEAD California ("**iCA**"), on one hand, and Empower Generations ("**Empower Generations**"), iLEAD Agua Dulce ("**Agua Dulce**"), iLEAD Online Charter School ("**Online**"), iLEAD Lancaster ("**Lancaster**"), and Santa Clarita Valley International School ("**SCVi**"), all California non-profit public benefit corporations as described in Section 501(c)(3) of the IRS Code operating California public charter schools (each a "**School**" and collectively, the "**Schools**"), on the other hand.

RECITALS

WHEREAS, iCA and Maker Learning Network, a California non-profit corporation as described in Section 501(c)(3) of the IRS Code and formerly iLEAD Schools Development ("**MLN**") are parties to that Intellectual Property Agreement, dated November 30, 2022 ("**IP Agreement**"), pursuant to which MLN assigned and licensed certain intellectual property to iCA;

WHEREAS, iCA and the Schools, on one hand, and MLN, on the other hand, are parties to that Termination Agreement, dated November 30, 2022 ("**Termination Agreement**");

WHEREAS, in consideration for the payments made under the Termination Agreement, iCA desires to assign to the Schools all rights, title, and interest in and to certain intellectual property, and the Schools desire to obtain from iCA all rights, title, and interest in and to such intellectual property pursuant to the terms and conditions of this IP Governance Agreement;

WHEREAS, in consideration for the payments made under the Termination Agreement, iCA desires to grant to the Schools and the Schools desire to obtain from iCA a non-exclusive license to certain intellectual property pursuant to the terms and conditions of this IP Governance Agreement; and

WHEREAS, iCA and the Schools desire to set up a certain committee to oversee the management, maintenance, and use of certain shared intellectual property.

NOW, THEREFORE, in exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows.

1. Assignment

- a. Subject to the terms of this IP Governance Agreement, iCA hereby irrevocably conveys, transfers, and assigns all of its right, title, and interest in and to the following ("**Assigned IP**"):
 - i. to Empower Generation, the intellectual property listed in Schedule 1;
 - ii. to Agua Dulce, the intellectual property listed in Schedule 2;
 - iii. to Online, the intellectual property listed in Schedule 3;
 - iv. to Lancaster, to the intellectual property listed in Schedule 4; and
 - v. to SCVi, the intellectual property listed in Schedule 5.

For clarity, the foregoing assignment includes all of iCA's (1) intellectual property or proprietary rights of any kind whatsoever accruing under any of the Assigned IP provided by applicable law of any jurisdiction, by international treaties and conventions, and otherwise throughout the world; and (2) rights in any and all claims and causes of action with respect to any of the Assigned IP, whether accruing before, on, or after the date hereof, including all rights to and claims for damages, restitution, and injunctive and other legal and equitable relief for past, present, and future infringement, dilution, misappropriation, violation, misuse, breach, or default, with the right but no obligation to sue for such legal and equitable relief and to collect, or otherwise recover, any such damages.

- b. With respect to any trademarks included in the Assigned IP, whether registered or unregistered, iCA hereby assigns to the applicable assignee identified above in subpart (a) all related content, programs and social media accounts, together with any goodwill connected with the use of, and symbolized by, such trademarks.
- c. With respect to any domain names included in the Assigned IP, iCA hereby assigns to the applicable assignee identified above in subpart (a) any artwork, media files, information, and content hosted or made available on the applicable websites.
- d. For clarity, all right, title and interest in and to the intellectual property listed in Schedule 7 will remain with iCA.

2. License

Subject to the terms and conditions of this IP Governance Agreement, including Section 6(b)(iii), iCA hereby grants to each of the Schools a non-exclusive, irrevocable, royalty-free, sublicensable license to reproduce, prepare derivative works of, distribute, display publicly, and use the intellectual property set forth in Schedule 6 ("**Shared IP**").

3. Transfer

- a. iCA will promptly:
 - i. complete and submit to the United States Patent and Trademark Office ("**USPTO**") and the registrar for each of the domain names included in the Assigned IP, as applicable, any and all instructions and documentation necessary to transfer ownership of the registered trademark and domain names to the applicable School;
 - ii. transfer all USPTO prosecution history and files, including all attorney work-product related to trademark "EMPOWER GENERATION" (Registration Number 6173686) to Empower Generation; and
 - iii. grant the Schools complete and full access to all websites, social media accounts, and other digital assets included in the Assigned IP, including by providing the Schools with the relevant GoDaddy and other registrar account names and passwords.
- b. All reasonable costs and expenses that iCA incurs under this section related to Assigned IP will be at the applicable School's expense or as otherwise set forth in the Shared Resource Agreement entered into between iCA and the Schools ("**Shared Resource Agreement**").

All costs and expenses that iCA incurs under this section related to Shared IP will be paid for by the SC Budget (defined below) or as otherwise set forth in the Shared Resource Agreement.

4. Waiver of Moral Rights

As against any School, iCA hereby irrevocably waives (and to the fullest extent permitted by law, causes all employees and contractors to waive) all of its rights under all laws now existing or hereafter permitted, with respect to any and all purposes for which the Assigned IP and Shared IP and any derivative works thereof may be used, including without limitation: (a) all rights under the United States Copyright Act, or any other country's copyright law, including but not limited to, any rights provided in 17 U.S.C. §§ 106 and 106A; and (b) any rights of attribution and integrity or any other "moral rights of authors" existing under applicable law.

5. Further Assurances

Following the Effective Date, upon a School's request, iCA will, at such School's expense, take such steps and actions, and provide such cooperation and assistance to such School, including the execution and delivery of any affidavits, declarations, oaths, exhibits, assignments, powers of attorney, or other documents, as may be necessary to effect, evidence, or perfect the assignment of the Assigned IP to the applicable School.

6. Governance

- a. **Members.** The Board of Directors of each party will appoint five members ("**SC Members**") to form the Steering Committee ("**SC**"). Each party will identify the SC Members to the other parties in writing as soon as reasonably practicable following the Effective Date. A party may replace any of its SC Members as needed. Any replacement will be upon notice to the other parties.
- b. **Responsibilities.** The SC will be responsible for:
 - i. Nominating and voting for a chair of the SC ("**Chair**") who will govern on a two-year period;
 - ii. Making decisions regarding the Shared IP, including improving and making derivative works of, maintaining, licensing, and selling the Shared IP;
 - iii. Making decisions regarding the "iLEAD" network ("**Network**"), including deciding what iCA and Schools must do or not do to be considered a part of the Network and voting to remove a School or iCA from the Network. Once a party is voted to be removed from the Network ("**Former Member**"), the Former Member may only reproduce, prepare derivative works of, distribute, perform publicly, display publicly, and use the Shared IP as they exist as of the day that the Former Member is removed from the Network; provided that, this provision does not grant any Former Member any rights to use the "iLEAD" trademark;
 - iv. Setting a budget ("**SC Budget**") to be used solely to perform the obligations set forth in Section 3(b) and this Section 6, which will be: (1) at least \$15,000 USD per year in total; (2) paid for by each party proportional to the number of students enrolled at the school operated by such party; and (3) managed by iCA unless otherwise set forth by the SC. Any budget that is not used in the applicable one-year period will be rolled over to the following year; and
 - v. Resolve any disputes amongst the parties.

- c. **Meeting.** The SC will meet at least once a year in person or virtual, during which the majority of the SC must be present with at least five of the parties to this IP Governance Agreement represented (“*Quorum*”). The Chair will be responsible for setting up such meeting, providing at least 30 days prior notice to the SC, and rescheduling if the Quorum is not met. Any SC Member may request a meeting by providing written request to each other SC Member, but there must be a Quorum for such meeting to be held.
- d. **Voting.** Each SC Member will get a vote, which may be cast through proxy voting. All decisions made by the SC must be made by at least two-thirds vote.

7. Extending Benefits under IP Agreement

iCA will use best efforts to extend to the Schools the benefits of any representations, warranties and indemnities for the Assigned IP or Shared IP that MLN has provided under the IP Agreement.

8. Limitation of Liability

NO PARTY WILL BE LIABLE TO ANOTHER PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, WHETHER BASED ON CONTRACT OR TORT AND WHETHER OR NOT ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. General

- a. **Governing Law.** This IP Governance Agreement will be governed by and construed under the laws of the State of California without regard to the conflict of laws principles thereof.
- b. **Entire Agreement.** This IP Governance Agreement and Termination Agreement constitute the entire agreement among the parties with respect to its subject matter, and supersede all other prior representations, understandings, and agreements, whether written or oral, with respect to such subject matter. Any modification or amendment to this IP Governance Agreement will be effective only if in a written agreement signed by all parties.
- c. **Severability.** In the event any provision of this IP Governance Agreement is determined to be invalid or unenforceable by ruling of an arbitrator or court of competent jurisdiction, the remainder of this IP Governance Agreement (and each of the remaining terms and conditions contained herein) will remain in full force and effect.
- d. **Construction.** This IP Governance Agreement is the result of negotiations between and has been reviewed by each of the parties hereto and their respective counsel, if any; accordingly, this IP Governance Agreement will be deemed to be the product of all of the parties hereto, and no ambiguity will be construed in favor of or against any one of the parties hereto.
- e. **Bankruptcy.** All rights and licenses granted by one party to any other party under this IP Governance Agreement are and will be deemed to be rights and licenses to “intellectual property” as such term is used in and interpreted under, Section 365(n) of the United States Bankruptcy Code.

- f. **Notices.** Any notice given under this IP Governance Agreement will be given in writing and in the English language. All notices given under this IP Governance Agreement can be made: (i) to the email address set forth below, which will be deemed to have been given on the date of transmission; (ii) by overnight courier, which will have been deemed to be given one business day after they are sent; or (iii) registered or certified mail, which will have been deemed to be given three business days after they are sent.

Notice to iCA. legal@ileadcalifornia.org

Notice to Empower Generation. info@empowergenerations.org

Notice to Agua Dulce. info@ileadaguadulce.org

Notice to Online. info@ileadonline.org

Notice to Lancaster. info@ileadlancaster.org

Notice to SCVi. info@scvi.org

- g. **Assignment.** This IP Governance Agreement may not be assigned in whole or in part by any party without the prior written consent of all other parties, except that each party may assign its rights or delegate its obligations without consent to an entity that acquires by merger, reorganization, acquisition, sale, or otherwise all or substantially all of the business or assets of that party to which this IP Governance Agreement pertains, whether by merger, reorganization, acquisition, sale, or otherwise. Any assignment or transfer in violation of this Section 9(g) will be void. Subject to the foregoing, this IP Governance Agreement will be binding upon, and inure to the benefit of the parties and their respective successors and permitted assigns.
- h. **Specific Performance.** Each party understands and agrees that monetary damages would not adequately compensate each other party for the breach of this IP Governance Agreement by a party, that this IP Governance Agreement will be specifically enforceable, and that any breach or threatened breach of this IP Governance Agreement will be the proper subject of a temporary or permanent injunction or restraining order without the request to prove damages or post bond. Further, each party hereto waives any claim or defense that there is an adequate remedy at law for such breach or threatened breach.
- i. **Construction.** The section headings used in this IP Governance Agreement are intended to be for reference purposes only and will not enter into the interpretation or construction of this IP Governance Agreement or be construed to modify or restrict any of the terms or provisions of this IP Governance Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice-versa, and words importing gender include both genders. This IP Governance Agreement will be construed without regard to any presumption or rule requiring construction or interpretation against the Party drafting an instrument or causing any instrument to be drafted. As used in the IP Governance Agreement, the terms “include” and “including” are non-exhaustive and will be deemed to mean “include without limitation” and “including without limitation.”

- j. **Execution; Counterparts.** This IP Governance Agreement may be signed in multiple counterparts, all of which taken together will constitute one single agreement between the parties hereto. Electronic signatures will be binding for all purposes.

[Signature page follows]

The parties have executed this IP Governance Agreement as of the date first set forth above.

iCA:

By: _____
Name: _____
Title: _____
Address: _____

Empower Generations:

By: _____
Name: _____
Title: _____
Address: _____

Agua Dulce:

By: _____
Name: _____
Title: _____
Address: _____

Online:

By: _____
Name: _____
Title: _____
Address: _____

Lancaster:

By: _____
Name: _____
Title: _____
Address: _____

SCVi:


By: _____
Name: _____
Title: _____
Address: _____

Schedule 1 – Empower Generation IP

Trademark

- Empower Generations

Trademark Registration

Trademark	Filed Mark	Serial # and Filing Date	Registration # and Date
EMPOWER GENERATIONS		88834192 03/13/2020	6173686 10/13/2020

Domain Names

- empowergen.org
- empowergenerations.org
- merakimind.org

Educational Software Models

Meraki Mind (a competency-based educational platform embedded into the MerakiMind.org website including the name, rubrics, contents, and programming).

Schedule 2 – Agua Dulce IP

Trademark

- iLEAD Agua Dulce

Domain Names

- ileadaguadulce.com
- ileadaguadulce.org
- ileadthroughplay.com
- ileadthroughplay.org

Schedule 3 – Online IP

Trademark

- iLEAD Online

Domain Names

- ileadonline.org
- ileadschoolsonline.org

Schedule 4 – Lancaster IP

Trademark

- iLEAD Lancaster

Domain Names

- ilead-k12.com
- ilead-k12.org
- ileadlancaster.com
- ileadlancaster.org
- reviewlancaster.com

Schedule 5 – SCVi IP

Trademarks

- Santa Clarita Valley International
- iLEAD Santa Clarita Valley

Domain Names

- ileadcastaic.org
- ileadsantaclarita.com
- ileadsantaclarita.org
- ileadscv.com
- ileadscv.org
- santaclaritacharterschool.com
- scvi-k12.com
- scvi-k12.org
- scvi.biz
- scvievents.com
- scvifacility.com
- scvipprogram.org
- scvireviews.com
- scvisantaclarita.com
- scvisantaclarita.org
- scvitech.com
- scvcharterschool.com
- scvcharterschool.org
- scvicharterschool.com
- scvicharterschool.org

Schedule 6 – Shared IP

Trademarks

- iLEAD
- iLEAD Schools
- iLEAD Exploration
- iLEAD Antelope Valley
- iLEAD Exploration
- iLEAD Student AeroSpace Projects
- Dream Up to Space

Trademark Applications and Registrations

Trademark	Filed Mark	Serial # and Filing Date	Registration # and Date
iLEAD		86519421 01/30/2015	4858060 11/24/2015
FREE TO THINK. INSPIRED TO LEAD. ILEADSCHOOLS.ORG SERVING GRADES K-12 (Orange Circle) (With Color claims, including red-orange circular ring)		86519453 01/30/2015	4858061 11/24/2015
FREE TO THINK. INSPIRED TO LEAD. ILEADSCHOOLS.ORG SERVING GRADES K-12 ILEAD (Blue Circle) (With Color claims, including blue circular ring)		88902088 05/05/2020	
iLEAD Exploration		88806467 02/21/2020	
iLEAD Student AeroSpace Projects		88806531 02/21/2020	

Domain Names

- ilead.education

- ileadacton.com
- ileadacton.org
- ileadaerospace.com
- ileadaerospace.org
- ileadaerospaceacademy.com
- ileadaerospaceacademy.org
- ileadboardretreat.org
- ileadcampmake.org
- ileadcommons.org
- ileadcompass.com
- ileadcompass.org
- ileadeducation.com
- ileadeducation.org
- ileadencino.com
- ileadencino.org
- ileadhomestudy.com
- ileadhomestudy.org
- ileadinnovationstudios.org
- ileadnoho.com
- ileadnoho.org
- ileadnorthhollywood.org
- ileadontrack.com
- ileadontrack.org
- ileadpacoima.com
- ileadpacoima.org
- ileadretreat.com
- ileadretreat.org
- ileadsanfernando.com
- ileadsanfernando.org
- ileadschool.org
- ileadschools.com
- ileadschools.org
- ileadschoolsontrack.org
- ileadsfv.org
- ileadsimivalley.com
- ileadsimivalley.org
- ileadspirit.com
- ileadspirit.org
- ileadstaffretreat.org
- ileadstore.org
- ileadstudentsupport.org
- ileadsupport.org
- ileadsynergy.com
- ileadsynergy.org
- ileadteams.org
- ileadtech.org
- ilead.dev

- ileadclevelandeast.org
- ileadclevelandnorth.org
- ileadclevelandsouth.org
- ileadclevelandwest.org
- ileadcolumbus.com
- ileadcolumbus.org
- ileaddigest.com
- ileaddigest.org
- ileaddownriver.com
- ileaddownriver.org
- ileadersdigest.org
- ileadflorence.com
- ileadflorence.org
- ileadfoundation.com
- ileadfoundation.org
- ileadgivingtuesday.org
- ileadharambee.com
- ileadharambee.org
- ileadhillsboro.com
- ileadhillsboro.org
- ileadindiana.com
- ileadindiana.org
- ileadmichigan.com
- ileadmichigan.org
- ileadohio.org
- ileadoutreach.org
- ileadpasco.com
- ileadpasco.org
- ileadreviews.com
- ileadserver.com
- ileadserver.net
- ileadserver.org
- ileadsouthbend.com
- ileadsouthbend.org
- ileadspace.com
- ileadspace.org
- ileadspokane.org
- ileadwayne.com
- ileadwayne.org
- ileadwayneacademy.com
- ileadwayneacademy.org
- ileadzanesville.com
- ileadzanesville.org
- ileadboost.com
- ileadboost.org
- ileadcharterschool.org
- ileadcincinnati.com

- ileadcincinnati.org
- ileadnexusindy.org

Software

- Application programming interface (API) that integrates with Educational Funds Tracking Portal

Educational Models

- “Free to Think, Inspired to Lead”
- iLEAD Academic and SEL Reports of Progress
- iLEAD Board Retreat
- iLEAD Facility Design Documentation
- iLEAD Ed Talks
- iLEAD Education
- iLEAD Individual Learning Plan Process
- iLEAD iDEAL
- iLEAD Leadership Café
- iLEAD Star Search
- iLEAD Educational Model Learning Spaces
- iLEAD Related Vimeo Content
- iLEAD Learning Engine
- iLEAD New Director Onboarding
- iLEAD Parent University
- iLEAD Presentation of Learning Process
- iLEAD Showcase of Learning Process
- iLEAD Tuesdays with TED
- iLEAD Charter Petition Language, solely as they exist as of the Effective Date
- Online Courses, solely as they exist as of Effective Date
- iLEAD Project Design Guide
- iLEAD Welcome Boxes iLEAD
- Whybrary (and terms included)
- Whysayer, solely as they exist as of the Effective Date
- iSAP Website
- Dream Up to Space
- Free to Think. Inspired to Lead.

Schedule 7 – iCA IP

Trademarks

- iLEAD Hybrid
- iLEAD California Charter
- iLEAD California Charter 1

Domain Names

- ileadhybrid.org
- ileadexploration.org
- ileadantelopevalley.org
- ileadav.org



iLEAD ONLINE

Full-Time and Part-Time Hourly Employee Holiday Benefit Policy

Board Approved :

The following is our company's holiday benefit policy that outlines all the days of the year that we acknowledge and observe as holidays. iLEAD Online ("iLEAD") will close its doors on these days and employees are expected to comply by not working. Work done on a day that falls on an observed holiday will only be approved when the work is absolutely necessary to perform vital job functions related to the needs of the organization such as payroll information submission, state reporting, or any urgent matters that cannot be delayed until after the holiday.

Holiday Benefit Policy Effective July 1, 2023 through June 30, 2024

Eligibility

Exempt salaried employees who have worked for iLEAD for at least 90 days are eligible to receive holiday pay.

Non-exempt hourly employees who are classified as regular, full-time or part-time employees and who have worked for iLEAD for at least 90 days are eligible to receive holiday pay.

Hourly full-time employees will receive their normal rate of pay for holidays identified by iLEAD and set forth on a schedule issued by Employee Services annually.

Hourly eligible part-time employees will receive holiday pay on a prorated basis (paid at the rate of hours that would have normally been worked on that particular day of the week).

If a recognized holiday falls during an unpaid leave of absence, no pay will be given for the Holiday.

Paid Holiday

iLEAD recognizes the following paid holidays each year:

- New Year's Day (1/1)
- Martin Luther King Day (1/15)
- Presidents' Day (2/19)
- Memorial Day (5/27)
- Juneteenth (6/19)



- Independence Day (7/4)
- Labor Day (9/4)
- Veterans' Day (11/10)
- Thanksgiving Holiday (11/23 & 11/24)
- Christmas (12/25)

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Procedures

The following conditions apply to iLEAD's holiday benefit policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay.
- If an employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

Religious Holidays

Apart from observed state and national holidays, some employees may observe separate religious holidays. Employees may take unpaid time off for observed religious holidays, unless such an arrangement will cause undue hardship to our company.