



## 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

<b>Meeting Date</b>	Tuesday, May 9, 2023
<b>Start Time</b>	5:00 PM
<b>End Time</b>	6:30 PM
<b>Location</b>	Address: 11311 Frascati Street, Agua Dulce, CA 9190
<b>Purpose</b>	Regular scheduled meeting

### Agenda

#### 1. Opening Items

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1.1. Call The Meeting To Order	(5:00 PM - 5:00 PM)
1.2. Roll Call	(5:00 PM - 5:00 PM)
1.3. Pledge Of Allegiance	(5:00 PM - 5:00 PM)
1.4. Approve Agenda	(5:00 PM - 5:00 PM)
1.5. Approve Minutes	(5:00 PM - 5:00 PM)

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#### Documents

- Minutes-2023-04-04-v1.pdf
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#### 2. Curriculum Moment

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#### 3. Public Comments

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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.

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#### 4. Consent Items

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4.1. Personnel Report	(5:00 PM - 5:00 PM)
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#### Due date:

#### Documents

- 5.09.23\_AguaDulcePersonnelReport.pdf
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#### 4.2. Check Register

(5:00 PM - 5:00 PM)

**Due date:**

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### 5. Discussion And Reports

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#### 5.1. School Director Report

(5:00 PM - 5:00 PM)

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### 6. Action Items

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#### 6.1. Vacation Policy

(5:00 PM - 5:00 PM)

Discuss and take action on 2023-2024 Vacation Policy.

**Due date:**

Documents

- 2023 - 2024 Vacation Policy - iAD (1).pdf
- 

#### 6.2. Annual Request for Federal Funding

(5:00 PM - 5:00 PM)

Request approval to submit for Federal Title I, II, and IV funding for the 2023-2024 school year.

**Due date:**

Documents

- Annual Request For Federal Title Funding - iLEAD AD.pdf
- 

#### 6.3. Title 1 School Wide Program

(5:00 PM - 5:00 PM)

Request approval to have the Title I program schoolwide to support all learners as outlined by the Federal guidelines.

**Due date:**

Documents

- iLEAD Agua Dulce School Wide Program - Title I, Part A - .pdf
- 

### 7. Board Comments

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#### 7.1. Board Comments

(5:00 PM - 5:00 PM)

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### 8. Closing Items

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#### 8.1. Next Meeting Date

(5:00 PM - 5:00 PM)

The next meeting is scheduled for June 21st at 5PM. Please note there is an additional June meeting scheduled for June 28th as well.

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#### 8.2. Celebration Date is June 15th

(5:00 PM - 5:00 PM)

Kindergarten celebration will be June 15th at 9AM and 8th grade celebration will be at 1PM on the same day.

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#### 8.3. Adjournment

(5:00 PM - 5:00 PM)





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**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

<b>Date</b>	Tuesday, April 4, 2023
<b>Started</b>	5:04 PM
<b>Ended</b>	6:30 PM
<b>Location</b>	Address: 11311 Frascati Street, Agua Dulce, CA 9190
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Christine Johnson
<b>Recorder</b>	Nicole Higdon

## Minutes

### 1. Opening Items

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#### 1.1. Call The Meeting To Order

The meeting was called to order at 5:04PM.

**Status:** Completed

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#### 1.2. Roll Call

Present, Christine Johnson

Present, Kurt Knechtel

Present, Michelle Guzman

Absent, Mary Johnson

**Status:** Completed

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#### 1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

**Status:** Completed

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#### 1.4. Approve Agenda

Motion: Michelle Guzman

Second: Kurt Knechtel

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

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#### 1.5. Approve Minutes

Discuss and take action on Board meeting minutes.





Motion: Michelle Guzman

Second: Kurt Knechtel

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

Documents

- Minutes-2023-03-07-v1.pdf

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## 2. Curriculum Moment

### 2.1. Curriculum Moment

5th grade will be discussing their current project.

Two fifth grade learners presented their current leadership project. Their driving question is "what character lab traits do I need to develop to make a change in my community?"

They discussed the changes they hope to make regarding pollution, climate change and being leaders on campus.

**Status:** Completed

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## 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

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## 4. Consent Items

### 4.1. Personnel Report

A motion was made to approve all consent items.

Motion: Michelle Guzman

Second: Kurt Knechtel

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

Documents





- PersonnelReport.pdf
- 

#### 4.2. Check Register

A motion was made to approve all consent items.

Motion: Michelle Guzman

Second: Kurt Knechtel

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

Documents

- iAD Payment Register Summary 20230329.pdf
  - iAD Payment Register 20230329.pdf
- 

#### 4.3. Revised LACOE Certificate of Signatures

Updated form due to change in Board member.

A motion was made to approve all consent items.

Motion: Michelle Guzman

Second: Kurt Knechtel

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

Documents

- Revised iLEAD Agua Dulce - 4\_23 Certification of Sig.pdf
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### 5. Discussion And Reports

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#### 5.1. School Director Report

Lisa Latimer, Site Director, presented her report and answered questions of the Board.

Topics included in the report were field trips, facilities, safety letter, lottery and upcoming events such as play day on May 5th from 10am -12pm, and then the end of the year Jamboree on June 2nd from 5pm-8:30pm.

**Status:** Completed

Documents

- director report march .docx.pdf
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### 6. Action Items

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#### 6.1. 2022-2023 Annual Audit Agreement





Discuss and take action of the 2022-2023 Annual Audit Agr

Keith Gallion, iLEAD Support Provider, presented the report and answered questions of the Board. For the current school year we are changing auditors and the recommendation is to go with Christy White Inc.

Motion: Kurt Knechtel

Second: Michelle Guzman

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

Documents

- iLEAD Agua Dulce Proposal Document - Christy White, Inc..pdf
- 

## 6.2. 2022-2023 Second Interim Finance Report

Discuss and take action regarding the Seconcd Interim Finance Report.

Keith Gallion, iLEAD Support Provider, presented his report and answered questions of the Board.

Motion: Kurt Knechtel

Second: Michelle Guzman

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

Documents

- Agua Dulce 2022-23 Second Interim Budget Alternative Form and MYP.pdf
- 

## 6.3. Revised EL Master Plan and Reclassification Process

Discuss and take action of the Revised EL Master Plan and Reclassification Process

Michelle Bowes, iLEAD Support Provider, presented the EL Master Plan and Reclassification Process and answered questions of the Board.

The biggest revisions were reflected at the state level.

Motion: Michelle Guzman

Second: Kurt Knechtel

Absent: Mary Johnson

The motion passed unanimously.

**Due date:**

**Status:** Completed

Documents

- FINAL VERSION Agua Dulce EL MP 3\_2023 (2).pdf
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## 7. Board Comments

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### 7.1. Board Comments

No comments made.

**Status:** Completed

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## 8. Closing Items

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### 8.1. Board Member Celebration and Training

iLEAD CA has planned a Board Member Celebration and training on Thursday, April 27 at 5:30. Look for invitation and RSVP.

iLEAD CA has planned a Board Member Celebration and training on Thursday, April 27th at 5:30PM.

**Status:** Completed

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### 8.2. Next Meeting Date

Our next meeting date is May 9th at 5PM.

The next meeting is May 9th at 5PM.

**Status:** Completed

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### 8.3. Celebration Date

Kindergarten celebration will be June 15th at 9AM, and 8th grade celebration will be at 1PM the same day.

Kindergarten celebration will be June 15th at 9AM and 8th grade celebration will be at 1PM on the same day.

**Status:** Completed

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### 8.4. Adjournment

The meeting was adjourned at 5:53PM.

**Status:** Completed

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**EMPLOYMENT – NEW HIRES**

Mahler, Sterling

Facilitator

04.24.2023



**RESIGNATIONS/TERMINATIONS**

N/A



**STATUS CHANGE**

N/A





## **Vacation Policy**

Board Approved:

### **Purpose:**

iLEAD Agua Dulce's paid vacation plan is a part of the benefits package extended to full-time, year-round staff members and is designed to provide employees with the opportunity to balance their work and home lives. The purpose of this policy is to provide eligible employees with flexibility from work that can be used for such needs as vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choice. iLEAD Agua Dulce's goal is to provide time for personal rejuvenation and to reduce unscheduled absences while providing reasonable accommodation to full time staff members without impacting employee compensation.

### **Eligibility:**

Staff members eligible for this benefit include non-instructional staff regularly scheduled and working 30 hours or more per week (.75 FTE) and 250 or more days per year.

### **Accrual:**

Employees are allocated vacation days when they are hired and on July 1st each year in accordance with the rate below. New employees are allocated hours on a prorated basis for the remainder of the months in the year.

Employees will accrue vacation time based on the following rate:

- Up to 15 days of paid vacation accruing at the rate of 1.25 days per month worked each school year.



#### Requesting Time Off:

New employees can request vacation upon the completion of their first month hired. Employees must submit a request for vacation time to their supervisor at least two weeks in advance. Requests will be granted on a first-come, first-served basis, taking into consideration the needs of iLEAD Agua Dulce.

#### Unused Vacation Time:

Employees must use all of their accrued vacation time by the end of the school year. Any vacation time not used by June 30th will be forfeited.

#### Payout:

Upon separation from employment with iLEAD Agua Dulce, employees will be paid for any accrued but unused vacation time.

Vacation time is a benefit that provides employees with the opportunity to rest and recharge, and we encourage employees to take advantage of this benefit. However, it is also important to balance the needs of the schools that we serve with the needs of individual employees, and we ask that all requests for vacation time be made with consideration for the needs of iLEAD Agua Dulce.





**iLEAD Agua Dulce  
2023 - 2024 Consolidated Application Reporting System  
Request for Funding  
Executive Summary for Board Information**

Board Approved:

The Consolidated Application is used by the California Department of Education to apply for and distribute funds from various Federal programs to county offices, school districts, and charter schools throughout California. The application is submitted online through a web-based Consolidated Application Reporting System (CARS).

Schools can request participation in Federal programs including: Title I Part A, Basic Grant (Low Income/low achieving students), Title II, Part A (Teacher and Principal Training and Recruiting), Title III, Part A (Immigrant and Limited English Proficient Students [LEP]) Title IV, Part A (Student Support and Academic Enrichment).

Once funds have been applied for the Winter Release of the application, the LEA's entitlements for each funded program will begin to be planned for and monitored. Out of each Federal program entitlement, LEAs allocate funds for indirect costs of administration for programs operated by the LEA and for programs operated at the school. In addition, every local educational agency (LEA) certifies the Spring Release data collections to document participation in Federal programs and provide assurances that the LEA will comply with the legal requirements of each program.

**Federal Program Descriptions that iLEAD Agua Dulce  
Would Be Applying For:**

**Title I Part A: Helping Disadvantaged Children:**

A federal program to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

**Title II Part A: Teacher Quality:**

A federal program that increases student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified facilitators in the classroom and highly qualified school directors and leadership residents in schools.

**Title IV, Part A: Student Support and Academic Enrichment:**

A federal program to increase capacity to provide all students with access to a well-rounded education, improve conditions for student learning, and improve use of technology to improve the academic achievement and digital literacy of all students.





### **School Site Responsibilities**

Each school receiving Federal Funds through the consolidated application is required to have a comprehensive school plan known as the School Plan for Student Achievement (SPSA) describing strategies and activities to improve student achievement and meet state standards. Supplementary services are provided by these programs to support the core program. Based on the school's comprehensive needs assessment, schools may utilize additional special highly qualified facilitators, coaches, counselors, care team members, tutoring assistance, scientifically research-based intervention programs, instructional technology, supplemental materials and equipment, professional development, conferences and workshop attendance, expert consultants, and parent/community engagement activities to meet the identified needs of the learners requiring supplemental services. Each school's School Site Council (SSC) is required to provide input, assist in the plan/budget development and recommend to the School Governing Board annually for approval of the planned program activities and budgets as part of the School Plan for Student Achievement. The School Director and/or designee reviews program regulations and guidelines with all site staff, parent groups such as iSupport and ELAC as applicable, and School Site Councils to ensure appropriate planning, implementation and evaluation and to maintain compliance for each program. All site plans are reviewed for compliance along with goals and activities to improve student achievement and parent involvement before being forwarded to the Board for approval.

Schools are responsible to oversee the funding budget, allowable expenditures, program development, and learner outcomes.

It is recommended that iLEAD Agua Dulce submit the Consolidated Application for the Federal Funded Programs listed above by date required by the State and Federal Government.





## **Title I, Part A Schoolwide Program**

### **2023-2024 School Year**

Board Approved:

The Board authorizes iLEAD Agua Dulce to use the Federal Title I, Part A funding for a School Wide Program.

#### **Purpose**

A Title I, Part A School Wide Program (SWP) is to enable all learners, particularly those children who are failing, or are at-risk of failing, to demonstrate proficiency, close the achievement gap, and meet the challenging State academic standards by improving the entire educational program of the school (Every Student Succeeds Act [ESSA] Section 1114[b][6]); Title 34 Code of Federal Regulations [34 CFR] 200.25[a][1][2]).

#### **Eligibility**

A Title I school is eligible to function as a School Wide Program if the school has at least 40% of its children from low-income families (34 CFR 200.25[b][1]); ESSA Section 1114[a][1][A]).

According to the 2022-2023 school data, iLEAD Agua Dulce has a low-income population of 42%.

#### **The Comprehensive Needs Assessment**

The school will begin the process by first conducting the comprehensive needs assessment that take into account information on the academic achievement of all learners in the school, including all subgroups of learners, relative to the challenging State academic standards to (ESSA Section 1114[b][6]; 34 CFR 200.26[a][1][i]). This comprehensive needs assessment will help the SWP school understand the subjects and skills for which teaching and learning need to be improved (34 CFR 200.26[a][1][i][A]); and identify the specific academic needs of students and groups of students who are not yet achieving the State's academic standards (34 CFR 200.26[a][1][i][B]).

#### **Develop the School Wide Program Plan**

The SWP Plan is developed during a one-year period unless it is determined that less time is needed to develop and implement the SWP plan (ESSA Section 1114[b][1]). This plan is, also, known as the School Plan for Student Achievement and is developed, coordinated, and integrated with other Federal, State, and local services, resources, and programs, if appropriate and applicable (ESSA Section 1114[b][5]) (California *Education Code*(EC) Section 64001[a]). This plan is developed with the involvement of parents, other members of the community, teachers, principals/administrators, students, as



applicable, other school leaders, and paraprofessionals present in the school using the School Site Council [EC Section 65000].

The SWP Plan is available to the LEA, parents, and the public, and the information contained in such a plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand (ESSA Section 1114[b][4]). The Plan remains in effect for the duration of the school's participation in a SWP (ESSA Section 1114[b][3]).

A School Wide Program school may use Title I, Part A funds to provide or conduct the following activities and interventions:

- Provide counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas (ESSA Section 1114[b][7][A][iii][I]).
- Implement a schoolwide tiered model to prevent and address problem behavior and early intervening services (ESSA Section 1114[b][7][A][iii][III]).
- Provide professional development for teachers, paraprofessionals, and other school staff to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high-need subjects (ESSA Section 1114[b][7][A][iii][IV]).
- Operate dual or concurrent enrollment programs that address the needs of low-achieving secondary school students and those at risk of not meeting the challenging State academic standards (ESSA Section 1114[e]).
- Provide opportunities for all children, including each of the subgroups of students to meet the challenging State academic standards (ESSA Section 1114[b][7][A][i]).
- Strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include a well-rounded education (ESSA Section 1114[b][7][A][ii]).