



## 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

<b>Meeting Date</b>	Thursday, May 18, 2023
<b>Start Time</b>	5:30 PM
<b>End Time</b>	7:00 PM
<b>Location</b>	Address: 29477 The Old Rd, Castaic, CA 91384 Zoom <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Regular Scheduled Meeting

### Agenda

#### 1. Opening Items

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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)

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#### 2. Curriculum Moment

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

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

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

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#### 5. Discussion And Reports

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5.1. Learner Board Ambassador	(5:30 PM - 5:30 PM)
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5.2. School Director Report	(5:30 PM - 5:30 PM)
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## 6. Action Items

6.1. Annual Request For Federal Title Funding	(5:30 PM - 5:30 PM)
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6.2. Board Role	(5:30 PM - 5:30 PM)
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6.3. Revised Telework Policy	(5:30 PM - 5:30 PM)
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6.4. 2023-2024 Vacation Policy	(5:30 PM - 5:30 PM)
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## 7. Closed Session

7.1. Conference with Legal Counsel - Anticipated Litigation	(5:30 PM - 5:30 PM)
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7.2. Report of Closed Session	(5:30 PM - 5:30 PM)
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## 8. Board Comments

8.1. Board Comments	(5:30 PM - 5:30 PM)
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## 9. Closing Items

9.1. Graduation Date - June 16th 5:30 pm	(5:30 PM - 5:30 PM)
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9.2. Next Meeting Dates - June 22nd & 29th at 5pm	(5:30 PM - 5:30 PM)
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9.3. Adjournment	(5:30 PM - 5:30 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 Online Board

### Meeting

<b>Date</b>	Monday, April 24, 2023
<b>Started</b>	5:30 PM
<b>Ended</b>	7:56 PM
<b>Location</b>	Address: 29477 The Old Rd, Castaic, CA 91384 Zoom Meeting: <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Regular Scheduled Meeting
<b>Chaired by</b>	
<b>Recorder</b>	Rigo Ortega

### Minutes

## 1. Opening Items

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### 1.1. Call The Meeting To Order

The meeting called to order at 5:31 pm

**Status:** Completed

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### 1.2. Roll Call

Brent Pellico - Present

Christopher Bojorquez - Present

Giselle Bice - Present

Ken Newton - Present

**Status:** Completed

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### 1.3. Pledge Of Allegiance

Pledge Of Allegiance was recited.

**Status:** Completed

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### 1.4. Approve Agenda

Brent Pellico motioned to approve the agenda with section 9 moved to section 8 and vice versa.

Seconded - Christopher Bojorquez

Unanimously approved

**Due date:**

**Status:** Completed

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### 1.5. Approve Minutes

Discuss and take action on the Board Meeting Minutes.

Motioned: Christopher Bojorquez

Seconded: Brent Pellico

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Minutes-2023-03-16-v1.pdf
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## 2. Curriculum Moment

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### 2.1. Curriculum Moment

Britannia Rivas presented the curriculum moment and answered questions from the board.

**Status:** Completed

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## 3. Public Comments

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### 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 or alert them during Public Comments. Comments for the public will be limited to 3 minutes for agenda items, 2 minutes for items not on the agenda, and 20 minutes for all comments.

No public comment.

**Status:** Completed

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## 4. Consent Items

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### 4.1. Personnel Report

Motioned: Brent Pellico

Seconded: Chris Bojorquez

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- 4.20.23\_OnlinePersonnelReport .pdf
- 

### 4.2. Check Register

Motioned: Brent Pellico





Seconded: Chris Bojorquez

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Online Payment Register March Tabled - 20230308 (1).pdf
  - iLEAD Online Payment Register 20230404.pdf
  - iLEAD Online Payment Register Summary 20230404.pdf
  - iLEAD Online Check register\_iCC1 Payment Details.pdf
- 

## 5. Discussion And Reports

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### 5.1. Learner Board Ambassador

Matthew Iraheta presented the Learner Board Ambassador report and answered questions from the board.

**Status:** Completed

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### 5.2. School Director Report

Kate Wolfe presented the School Director's Report and answered questions from the board.

**Status:** Completed

Documents

- Site Director Board Report iLEAD Online 4\_20\_23.docx.pdf
- 

## 6. Action Items

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### 6.1. 2022-2023 Annual Audit Agreement

Discuss and take action regarding the 2022-2023 Annual Audit Agreement.

Keith Gallion presented the 2022-2023 Annual Audit Agreement and answered questions from the board.

Motioned: Brent Pellico

Seconded: Giselle Bice

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- iLEAD Online Proposal Document - Christy White, Inc.pdf
- 

### 6.2. Revised EL Master Plan and Reclassification Process

Discuss and take action regarding the Revised EL Master Plan and Reclassification Process.

Michele Bowes presented the Revised EL Master Plan and Reclassification Process and answered questions from the board.



Motioned: Christopher Bojorquez

Seconded: Ken Newton

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Master Plan for English Learners Revisions (1).pdf
  - FINAL VERSION EL MP Online 3\_2023 (1).pdf
- 

### 6.3. A-G Grant

Discuss and take action regarding the A - G Grant opportunity.

Allison Bravo presented the A-G Grant and answered questions from the board.

Motioned: Brent Pellico

Seconded: Giselle Bice

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- iLEAD Online A-G Success Grant.pdf
- 

### 6.4. 2022-2023 Second Interim Finance Report

Discuss and take action regarding the second interim finance report.

Keith Gallion presented the 2022-2023 Second Interim Finance Report and answered questions from the board.

Motioned: Brent Pellico

Seconded: Christopher Bojorquez

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- iLEAD Online\_2022-23 Second Interim Budget Alternative Form and MYP.pdf
- 

### 6.5. Revised Articles Of Incorporations

Discuss and take action to revise the iLEAD Online Articles of Incorporation.

Kate Wolfe presented the Revised Articles Of Incorporation and answered questions from the board.

Motioned: Brent Pellico

Seconded: Christopher Bojorquez

Unanimously approved



**Due date:**

**Status:** Completed

Documents

- Amended Articles Of Incorporation\_iLEAD Online\_April2023 .pdf
- 

## 7. Board Comments

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### 7.1. Board Comments

Giselle Bice would like to thank iLEAD Online for letting her participate in a campfire, advisory, and open house. She loved the experience and everything she saw.

Christopher Bojorquez is happy that the learners are able to participate in in-person events and that they are still able to interact with each other not only virtually.

**Status:** Completed

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## 8. Closing Items

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### 8.1. Board Member Celebration and Training - April 27th 5:00 pm

iLEAD CA has planned a Board Member Celebration and training on Thursday, April 27 at 5:00. Look for invitation and RSVP.

**Status:** Completed

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### 8.2. Graduation Date - June 16th 5 pm

**Status:** Completed

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### 8.3. Next Meeting Date - May 18, 2023 5:30pm

**Status:** Completed

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### 8.4. Adjournment

Meeting adjourned at 7:56 pm

**Status:** Completed

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## 9. Closed Session

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### 9.1. Conference with Legal Counsel - Anticipated Litigation

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

Nothing to report

**Status:** Completed

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**EMPLOYMENT - NEW HIRES**

NA

**RESIGNATIONS/TERMINATIONS**

Celaya, Carrie

Care Team - Classroom Support

04.28.23

**STATUS CHANGE**

NA

**Company name:** iLEAD Online  
**Report name:** Payment Register  
**Report title 2:** Mission Valley Bank  
**Footer Text:** 04/05/2023-05/10/2023  
**Created on:** 5/11/23  
**Location:** 116--iLEAD Online

Date	Vendor	Amount
4/7/23	ASCA000--ASCA Conference	359.00
4/7/23	CLIF000--Clifton Larson Allen LLP	5,092.50
4/7/23	EMP1118	316.21
4/7/23	ILEA300--iLEAD California	13,280.48
4/7/23	LEGA003--Legal Shield	118.60
4/7/23	PURC001--Purchase Power 6545	16.89
4/7/23	SCHO009--School Pathways LLC	260.00
4/7/23	SUNL000--Sun Life Assurance Company of Canada	34.62
4/7/23	TMOB006--T-Mobile 3616	1,681.14
4/7/23	WEXH000--WEX Health Inc.	20.40
4/10/23	ILEA300--iLEAD California	693.19
4/10/23	ILEA300--iLEAD California	1,812.62
4/10/23	ILEA300--iLEAD California	36,032.86
4/10/23	KAIS000--Kaiser Foundation Health Plan	6,309.07
4/10/23	UPSF000--UPS	419.67
4/11/23	ILEA300--iLEAD California	12,043.17
4/11/23	ILEA300--iLEAD California	33,271.55
4/11/23	ILEA300--iLEAD California	34,493.73
4/11/23	ILEA300--iLEAD California	12,173.47
4/20/23	APLU000--APlus+	1,917.38
4/20/23	CIGN000--Cigna Healthcare	1,638.41
4/20/23	EMP1740	125.00
4/20/23	FIDE000--Fidelity Security Life Insurance Company	258.98
4/20/23	FIDE000--Fidelity Security Life Insurance Company	79.18
4/20/23	ILEA000--iLEAD Lancaster Charter Schools	4,107.20
4/20/23	MAKE000--Maker Learning Network	250.00
4/20/23	NATI000--National Benefit Services	850.00
4/20/23	NATI000--National Benefit Services	850.00
4/20/23	NATI000--National Benefit Services	850.00
4/20/23	SCHO009--School Pathways LLC	6,295.93
4/20/23	SUNL000--Sun Life Assurance Company of Canada	834.02
4/20/23	UPSF000--UPS	286.88
4/21/23	LOSA001--Los Angeles County Office of Education (LACOE)	11.42
4/27/23	AMAZ116--Amazon Capital Services (Online)	24.06
4/27/23	RIVE000--Riverside County Office of Education	13,200.00
4/27/23	UPSF000--UPS	89.25
4/28/23	NATI000--National Benefit Services	425.00
4/28/23	UPSF000--UPS	102.50

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
5/1/23	LOSA001--Los Angeles County Office of Education (LACOE)	56,356.32
5/2/23	ILEA300--iLEAD California	3,201.60
5/2/23	SUNL000--Sun Life Assurance Company of Canada	34.62
5/3/23	CLIF000--Clifton Larson Allen LLP	5,958.75
5/3/23	HESS000--Hess and Associates Inc	302.50
5/3/23	KAIS000--Kaiser Foundation Health Plan	6,309.07
5/3/23	KHTS000--KHTS Radio	500.00
5/3/23	LEGA003--Legal Shield	118.60
5/3/23	MELL000--Mellady Direct Marketing	411.35
5/4/23	WEXH000--WEX Health Inc.	23.80
5/5/23	ILEA300--iLEAD California	1,812.62
5/5/23	MELL000--Mellady Direct Marketing	1,000.00
5/5/23	TMOB006--T-Mobile 3616	1,681.80
5/5/23	UPSF000--UPS	68.08
5/10/23	AFLA000--AFLAC	2,121.72
5/10/23	BETT002--Better Cloud, Inc	3,124.20
		<b>\$273,649.41</b>



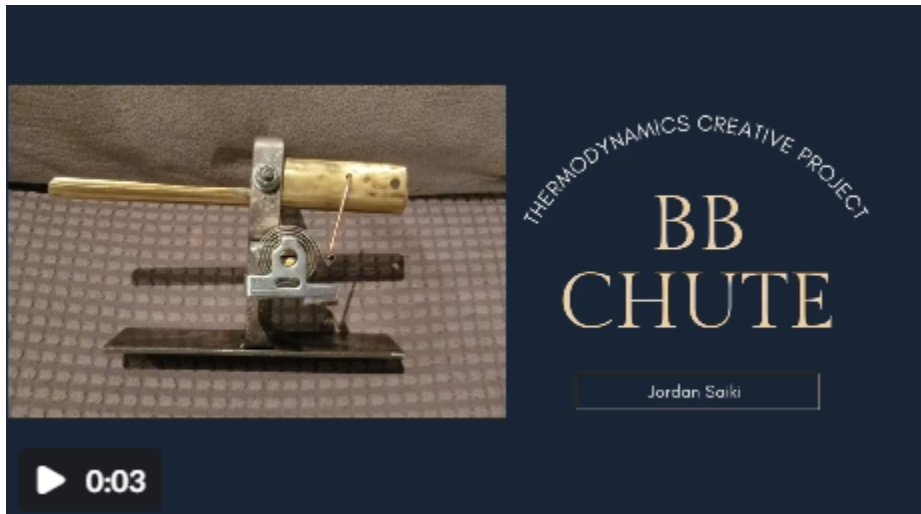
**Company Name:** iLEAD Online  
**Report Name:** Payment Register Summary  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 04/05/2023-05/10/2023

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	15,324.76
3402	Health & Welfare Benefits - Classified positions	2,555.93
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	24.06
4340	Office Supplies	411.35
5230	Conference & Workshop Registration Fees	484.00
5240	Professional Development - Meetings & Collaborations	3,201.60
5310	Professional Dues, Memberships, and Subscriptions	156.75
5510	Utilities - Electricity	61.29
5520	Utilities - Gas	480.69
5550	Operations - Janitorial Services	138.46
5610	Rent - Facilities Rent and CAM Charges	3,625.24
5630	Repairs & Maintenance - Facilities	12.75
5801	Professional Services - Service Fees	103,798.14
5804	Professional Services - Auditing & Tax Preparation	11,051.25
5806	Professional Services - Consultant Fees	302.50
5807	Professional Services - BTSA	13,200.00
5825	Operating Expenditures - Banking Charges & Fees	99.37
5827	Operating Expenditures - Other Benefit Fees	31.82
5830	Operating Expenditures - Marketing & Advertising	1,750.00
5850	Student Services Expenditures - Student Information System	6,555.93
5852	Student Services Expenditures - Special Education Contracted	37,497.12
5853	Student Services Expenditures - Student & Group Activities	4,107.20
5920	Internet Services	3,362.94
5940	Postage Expense	1,043.36
9310	Prepaid Expenditures (Expenses)	5,041.58
9535	Retirement Liability	56,356.32
9536	403b Payable	2,975.00
<b>Grand Total</b>		<b>\$273,649.41</b>

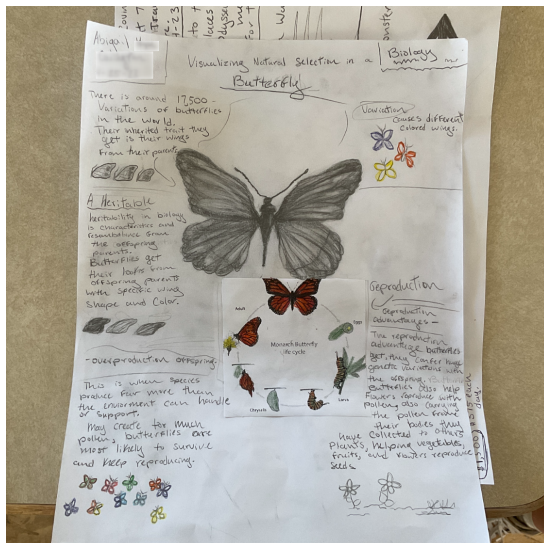
iLEAD Online  
Interim School Director's Report - Kate Wolfe  
May 18, 2023

**Presentations of Learning**

- ★ 10th grader Jordan made a BB Chute to explore thermodynamics



- ★ Highschooler Abigail C created a beautiful poster to study the process of natural selection in butterflies



- ★ Lower school learner Spencer Thomas W created [a fantastic project around an endangered animal!](#)

# I spy.....Axolotl

- ★ 9th grade learner Halston V brought *The Tempest* to life by creating her own [stop motion video](#)!



## Professional Learning/Staff Support

- ★ Many members of our staff participated in trauma and resilience training offered through LACOE this month.
- ★ Linda K participated in 'Science of Reading' training and is planning to share it with our staff.
- ★ Our Math team worked on incorporating literacy skills with math and explored **Mathematical activities for World Book Day: Bookmarks**
- ★ We had an all staff PL this month around how to use technology to engage learners in fun ways. We tried the tier list challenge ourselves and it was a great conversation starters!
- ★ Our facilitators do regular course walkthroughs and share projects to continue conversations around best practices and grow the ways we engage learners.

## School Celebrations/Events

- ★ We have had some WONDERFUL feedback from our families! Check out some highlights below:

It's the quality of the staff -- facilitators, special education teacher, counselor, Speech and OT specialists. Although many are out-of-state, they do an excellent job of honing in on what is interesting and stimulating for our child. We love that the teachers come from all over the country as we know that ILEAD Online has selected from a large pool to get the best of the best.

They have created a culture of kindness and accountability in an online environment, which is not easy. Our child has found friends that they meet with in real life. Our child feels seen and understood by all their teachers. As we know, effective learning happens when learners feel comfortable. We are delighted that, thanks to the teaching team, our child is thriving.

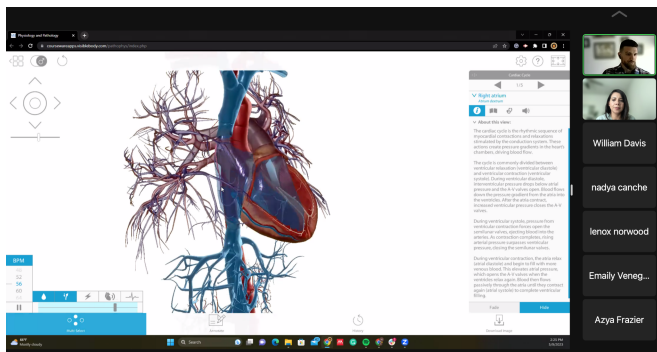
Project-based learning is also an essential element in the independent study experience. It is why we came to ILEAD Online in the first place. Our child is truly learning the information as they are hands-on in the education process. (edited)

"As of right now I can't think of any suggestions for improvement because the support and understanding of the staff has been amazing and I just want to thank each and every one of you for reaching out to your students each and every day."

"My school helps me meet my learning goals and objectives because my teachers always answer all questions I have and help me to make sure that I fully understand what I am learning. This helps me meet my goal of getting straight A's."

Ms. Estrada is an amazing facilitator ! Mr. Dyer and Ms. Skomsvold are amazing History teachers! Mrs. McKniff is amazing!

- ★ Spring Shindig was a SUCCESS! Learners joined virtually to draw Spring flowers, paint trees, make caterpillar crafts and cook yummy snacks.
- ★ Our own Harley Y joined coach Lourdes's advisory to share all about the circulatory system in 3D



- ★ We had SO MUCH fun at the Park Bash. There were games, tie dying and even a chance to meet some animal ambassadors



- ★ Our campfires are always fun for the kids! They joined together for a brain break this past week in Ms. Jodi's class and it was lots of fun! Ms. Jeanne's learners got a treat in their campfire when Ms. Shannon B shared her baby chicks for a Spring Math activity.



- ★ We had an open house on May 8th which went really well. There were some prospective families there who asked great questions!

### UPCOMING:

A vibrant poster for the ILEAD ONLINE BEACH BASH. The background is a teal color with stylized palm fronds at the top. The text "ILEAD ONLINE" is in white, "BEACH BASH" is in large orange letters with a white outline, "JUNE 2, 2023" is in large black letters, "Zuma Beach" is in black, "Lifeguard Tower #3" is in blue, "30050 Pacific Coast Hwy, Malibu, CA 90265" is in black, and "11:00AM-1:00PM" is in large black letters. At the bottom, there is a small illustration of a lifeguard stand on a sandy beach with waves in the background.

**ILEAD ONLINE**  
**BEACH BASH**  
**JUNE 2, 2023**  
**Zuma Beach**  
**Lifeguard Tower #3**  
**30050 Pacific Coast Hwy, Malibu, CA 90265**  
**11:00AM-1:00PM**



**Intro to Piloting  
Info Meeting**  
Thursday, May 18, 2023  
6:00 - 6:30 PM

**Explore the opportunities and requirements  
connected to becoming a pilot!**

ILEAD 8th-12th graders and their families are invited to an informational meeting about the upcoming Intro to Piloting Course, including the projected schedule and cost.

Through this course, learners will gain insight into the next steps in their piloting journey, including scheduled flight instruction and ground school, exposure to FAA pilot content, scholarship writing guidance, and developing a plan for study and training.

This course is led by *Kathleen Fredette*, Director of STEAM Initiatives, and is offered in partnership with Skylark North Gliding School & local pilots.

[Register here](#) to receive the Zoom link to join the meeting.



ILEAD Student Achievement Programs  
Kathleen Fredette 2023



2022-2023



**iLEAD Online**  
**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 Online**  
**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 Online submit the Consolidated Application for the Federal Funded Programs listed above by date required by the State and Federal Government.



**FIRST AMENDED BYLAWS OF  
ILEAD ONLINE CHARTER SCHOOL**

**a California Nonprofit Public Benefit Corporation**

**ARTICLE I  
OFFICES**

Section 1. PRINCIPAL OFFICE. The board of directors shall fix the location of the principal executive office of the corporation at any place within or outside the State of California. If the principal executive office is located outside the State of California, and the corporation has one or more offices in the State of California, the board of directors shall likewise fix and designate a principal office in the State of California.

Section 2. OTHER OFFICES. The corporation may also establish offices at such other places, both within and outside the State of California, as the board of directors may from time to time determine or the activities of the corporation may require.

**ARTICLE II  
OBJECTIVES AND PURPOSES**

The specific objectives and purposes of this corporation are described in its articles of incorporation.

**ARTICLE III  
NONPARTISAN ACTIVITIES**

The corporation has been formed under the California Nonprofit Public Benefit Corporation Law (the "Law") for the public, nonprofit, nonpartisan, and charitable purposes described in its articles of incorporation. Notwithstanding any other provision in these bylaws, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended ("IRC"), or (b) by a corporation contributions to which are deductible under IRC Section 170(c)(2).

**ARTICLE IV  
DEDICATION OF ASSETS**

The properties and assets of this corporation are irrevocably dedicated to the charitable purposes described in Article III above and in the articles of incorporation of this corporation. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of its directors or officers, or to any individual. On

liquidation or dissolution of this corporation, all remaining assets of this corporation shall be distributed as set forth in its articles of incorporation.

## **ARTICLE V MEMBERSHIP**

Section 1. NO MEMBERS. The corporation shall not have any members.

Section 2. ASSOCIATES. Nothing in this Article V shall be construed as limiting the right of the corporation to refer to persons associated with it as “members” even though such persons are not members of the corporation, and no such reference shall make anyone a member within the meaning of Section 5056 of the California Corporations Code (the “Code”), including honorary or donor members. Such individuals may originate and take part in the discussion of any subject that may properly come before any meeting of the board of directors, but may not vote. The corporation may confer by amendment of its articles of incorporation or these bylaws some or all of the rights of a member, as set forth in the Law, upon any person who does not have the right to vote for the election of directors, on a disposition of substantially all of the corporation’s assets, on the merger or dissolution of it, or on changes to its articles of incorporation or bylaws, but no such person shall be a member within the meaning of Section 5056. The board of directors may also, in its discretion, without establishing memberships, establish an advisory council or honorary board or such other auxiliary groups as it deems appropriate to advise and support the corporation.

Section 3. AUTHORITY VESTED IN THE BOARD. Any action that would otherwise require approval by a majority of all members or approval by the members requires only approval of the board of directors. All rights that would otherwise vest under the Law in the members will vest in the board of directors

## **ARTICLE VI DIRECTORS**

Section 1. POWERS. Subject to the provisions of the Law and any limitations in the articles of incorporation and these bylaws, the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised by or under the direction of the board of directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the board of directors shall have the following powers in addition to the other powers enumerated in these bylaws:

(a) To approve personnel policies and monitor their implementation; to select and remove certain officers, agents, and employees of the corporation; prescribe any powers and duties for them that are consistent with law, with the articles of incorporation, and with these bylaws; and fix their compensation.

(b) To conduct, manage, and control the affairs and activities of the corporation and to make such rules and regulations that are consistent with law, the articles of

incorporation, and these bylaws, as they deem to be appropriate and in the best interests of the corporation.

(c) To adopt, make, and use a corporate seal; and to alter the form of such seal.

(d) To borrow money and to incur indebtedness on behalf of the corporation, and to cause to be executed and delivered for the purposes of the corporation, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities.

(e) To change the principal executive office or the principal office in the State of California from one location to another; to cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country and conduct its activities within or outside the State of California; and to designate a place within the State of California for the holding of any board of directors meeting or meetings.

(f) To act as a trustee under any trust incidental to the principal objects of the corporation, and to receive, to hold, to administer, to exchange, and to expend funds and property subject to such trust.

(g) To receive endowments, devises, bequests, gifts, and donations of all kinds of property for its own use, or in trust, in order to carry out or to assist in carrying out, the objects and purposes of the corporation and to do all things and acts necessary or proper to carry out each and all of the purposes and provisions of such endowments, devises, bequests, gifts, and donations with full power to mortgage, sell, lease, or otherwise to deal with or dispose of the same in accordance with the terms thereof.

(h) To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of real and personal property.

## Section 2. NUMBER AND ELECTION OF DIRECTORS.

(a) The board of directors shall be comprised of between three (3) and five (5) members, with the exact number to be determined from time to time by the board, unless and until changed by amendment of these Bylaws. Directors shall be elected by the vote of a majority of directors then in office. All directors shall have full voting rights, including any representative appointed by the Acton-Agua Dulce Unified School District under Education Code Section 47604(c).

(b) The qualifications for directors are generally the ability to attend board meetings, a willingness to actively support and promote the corporation, and a dedication to its charitable endeavors. The board shall strive for members to represent the general community,

to have legal, financial and pedagogical experience, or other skills and expertise, to effectively govern the charter school.

(c) The Board of Trustees of the Acton-Agua Dulce Unified School District may appoint one representative to serve on the board pursuant to Education Code Section 47604(c).

Section 3. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS. No more than 49 percent of the persons serving on the board of directors may be interested persons (as defined in this Section 3). An “interested person” is (a) any person compensated by the corporation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation, if any, paid to a director as director; or (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Section 4. TERM OF OFFICE; EVENTS CAUSING VACANCIES ON BOARD. Each director shall hold office for three (3) years and until a successor is elected. A director may serve multiple terms. A vacancy or vacancies on the board of directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the board of directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under the Law, Chapter 2, Article 3; and (c) the increase of the authorized number of directors.

Section 5. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the chairman of the board, if any, or to the president, or the secretary, or to the board of directors. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director’s resignation is effective at a later time, the board of directors may elect a successor to take office as of the date when the resignation becomes effective. Except upon notice to the Attorney General of California, no director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs.

Section 6. REMOVAL OF DIRECTORS. A director may be removed at any time with or without cause by a majority of the directors then in office.

Section 7. VACANCIES. Vacancies on the board of directors shall be filled by the existing board of directors. Each director elected to fill a vacancy shall hold office until the expiration of the term of the replaced director and until a successor is elected.

Section 8. PLACE OF MEETINGS AND MEETINGS BY TELEPHONE. Any meeting of the board of directors may be held at any place within or outside the State of California that has been designated from time to time by resolution of the board or in the notice of the meeting. In the absence of such designation, meetings shall be held at the principal executive office of the corporation. Any meeting, including annual, regular or special, may be held by conference

telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another. All such directors shall be deemed to be present in person at such telephonic meeting. Notwithstanding anything in these bylaws to the contrary, for so long as the corporation is authorized to and operates a California charter school, all meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act and Education Code section 47604.1, as amended from time to time.

Section 9. ANNUAL AND REGULAR MEETINGS. The annual meeting of the board of directors shall be held each year on the date and time as may be fixed by the board of directors. At such annual meeting, officers shall be elected and any other proper business may be transacted. Other regular meetings of the board of directors shall be held at such time as shall from time to time be fixed by the board of directors. Notice of regular meetings shall be given in accordance with the Ralph M. Brown Act.

Section 10. SPECIAL MEETINGS. Special meetings of the board of directors for any purpose or purposes may be called at any time by the chairman of the board, the president, any vice president, the secretary, or any two directors.

Notice of the time and place of special meetings shall be given in accordance with the Ralph M. Brown Act.

Section 11. QUORUM. A majority of the authorized number of directors then in office shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 13 below. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the board of directors, subject to the more stringent provisions of the Law or other applicable laws.

Section 12. WAIVER OF NOTICE; CONSENT. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of meeting shall also be deemed given to any director who attends the meeting without protesting, before or at the commencement of the meeting, the lack of notice to that director.

Section 13. ADJOURNMENT. A majority of the directors present, whether or not constituting a quorum, or if all Directors are absent then the clerk or Secretary, may adjourn any meeting to another time and place in compliance with Section 54955 of the Ralph M. Brown Act.

Section 14. FEES AND COMPENSATION. Directors and members of committees shall receive no compensation for their services; provided however, that directors and members of committees may receive reimbursement of actual and necessary out-of-pocket expenses incurred when conducting the corporation's business.

## **ARTICLE VII COMMITTEES**

Section 1. COMMITTEES OF DIRECTORS. The board of directors may, by resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Appointments to such committees shall be by a majority vote of the directors then in office. The board may designate alternate members of any committee, who may replace any absent member at any meeting of the committee. Any committee exercising the authority of the board must be comprised only of directors then in office. No committee may do any of the following::

- (a) undertaking any final action on any matter that, under the Law, also requires approval of the board of directors;
- (b) the filling of vacancies on the board of directors or in any committee;
- (c) the amendment or repeal of bylaws or the adoption of new bylaws;
- (d) the amendment or repeal of any resolution of the board of directors that by its express terms is not so amendable or repealable; or
- (e) the appointment of any other committees of the board of directors or the members thereof.

Section 2. MEETINGS AND ACTION. Meetings and action of standing committees of the board shall be governed by, and held and taken in accordance with, the provisions of Article VI of these bylaws, Sections 8 (place of meetings and meetings by telephone), 9 (annual and regular meetings), 10 (special meetings), 11 (quorum), 12 (waiver of notice), and 13 (adjournment), with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except for the following: (a) the time of regular and annual meetings of committees may be determined by resolution of the board of directors as well as the committee; (b) special meetings of committees may also be called by resolution of the board of directors; and (c) notice of special meetings of committees shall also be given to any alternate members, who shall have the right to attend all meetings of the committee. Minutes of each meeting of any committee shall be kept and filed with the corporate records. The board of directors may adopt rules for the government of any committee not inconsistent with the provisions of these bylaws.

## **ARTICLE VIII OFFICERS**

Section 1. OFFICERS. The officers of the corporation shall be a president, a secretary, and a treasurer. The corporation may also have, at the discretion of the board of directors, a chairman of the board, one or more vice presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed in

accordance with the provisions of Section 3 of this Article VIII. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as the president or the chairman of the board.

Section 2. ELECTION. The officers of the corporation, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article VIII, shall be chosen by the board of directors, and each shall serve at the pleasure of the board, subject to the rights, if any, of an officer under any contract of employment.

Section 3. OTHER OFFICERS. The board of directors may appoint, and may empower the president to appoint, such other officers as the activities of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the bylaws or as the board of directors may from time to time determine.

Section 4. REMOVAL AND RESIGNATION. Subject to the rights, if any, of any officer under any contract of employment, any officer may be removed, either with or without cause, by the board of directors or, except in case of an officer chosen by the board of directors, by any officer upon whom such power of removal may be conferred by the board of directors.

Any officer may resign at any time by giving written notice to the corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any such resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

Section 5. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular appointments to such office.

Section 6. CHAIRMAN OF THE BOARD. The chairman of the board, if such an officer be elected, shall, if present, preside at meetings of the board of directors and exercise and perform such other powers and duties as may be from time to time assigned to him or her by the board of directors or prescribed by the bylaws. If there is no president, the chairman of the board will in addition be the chief executive officer of the corporation and shall have the powers and duties prescribed in Section 7 of this Article VIII.

Section 7. PRESIDENT. Subject to such supervisory powers, if any, as may be given by the board of directors to the chairman of the board, if there be such an officer, the president shall have general supervision, direction, and control of the activities and the officers of the corporation. He or she shall preside, in the absence of the chairman of the board, or if there be none, at all meetings of the board of directors. He or she shall have the general powers and duties of management usually vested in the office of president of the corporation and shall have such other powers and duties as may be prescribed by the board of directors or the bylaws.



Section 8. VICE PRESIDENTS. In the absence or disability of the president, the vice presidents, if any, in order of their rank as fixed by the board of directors or, if not ranked, a vice president designated by the board of directors, shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president. The vice presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the board of directors or the bylaws and the president or the chairman of the board.

Section 9. SECRETARY. The secretary shall keep, or cause to be kept, at the principal executive office or such other place as the board of directors may direct, a book of minutes of all meetings and actions of directors, and committees of directors, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present at directors and committee meetings, and the proceedings thereof.

The secretary shall give, or cause to be given, notice of all meetings of the board of directors required by the bylaws or by law to be given, and he or she shall keep, or cause to be kept, the seal of the corporation, if one be adopted, in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or by the bylaws.

Section 10. TREASURER. The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall at all reasonable times be open to inspection by any director.

The treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation with such depositaries as may be designated by the board of directors. He or she shall distribute, or cause to be disbursed, the funds of the corporation as may be ordered by the board of directors, shall render to the president and directors, whenever they request it, an account of all financial transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or the bylaws.

## **ARTICLE IX**

### **INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES**

Section 1. DEFINITIONS. For the purposes of this Article IX, the definition of the terms “agent”, “proceeding”, and “expenses” shall be governed by Section 5238 of the Code.

Section 2. INDEMNIFICATION IN ACTIONS BY THIRD PARTIES. To the fullest extent permitted by law, the corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the corporation to procure a judgment in its favor, an action brought under Section



5233 of the Code, or an action brought by the Attorney General of California or a person granted relator status by the Attorney General of California for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 3. OTHER INDEMNIFICATION. No provision made by the corporation to indemnify its directors or officers for the defense of any proceeding, whether contained in the articles of incorporation, bylaws, a resolution of directors, an agreement, or otherwise, shall be valid unless consistent with this Article IX and the Law. Nothing contained in this Article IX shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 4. INSURANCE. The corporation shall have the power to purchase and maintain insurance to the full extent permitted by law on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such.

## **ARTICLE X RECORDS AND REPORTS**

Section 1. MAINTENANCE OF CORPORATE RECORDS. The corporation shall keep (a) adequate and correct books and records of account kept either in written form or in any other form capable of being converted into written form and (b) minutes, in written form, of the proceedings of the board of directors and committees of the board. All such records shall be kept at the corporation's principal executive office, or if its principal executive office is outside the State of California, at its principal office in this state.

Section 2. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. The corporation shall keep at its principal executive office, or if its principal executive office is not in the State of California, at its principal office in this state, the original or a copy of its articles of incorporation and bylaws, as amended to date, that shall be open to inspection by the directors at all reasonable times during office hours. If the principal executive office of the corporation is outside the State of California and the corporation has no principal office in this state, the Secretary shall, upon the written request of any director, furnish to such director a copy of the articles of incorporation or bylaws, as amended to date.

Section 3. INSPECTION. Every director shall have the absolute right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the corporation. Such inspection by a director may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 4. ANNUAL REPORTS. The board of directors shall cause an annual report to be sent to the directors within 120 days of the corporation's fiscal year end. That report shall contain the following information, in appropriate detail, for the fiscal year:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds;
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes;
- (d) The expenses or disbursements of the corporation for both general and restricted purposes; and
- (e) Any information required by Section 5 of this Article X.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

Section 5. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. As part of the annual report to all directors, the corporation shall annually prepare and mail or deliver to each director within 120 days after the corporation's fiscal year end, a statement containing any information required by Section 6322 of the Code with respect to the preceding year.

## **ARTICLE XI GENERAL MATTERS**

Section 1. CHECKS, DRAFTS, EVIDENCES OF INDEBTEDNESS. All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness, issued in the name of or payable to the corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be authorized by the board of directors.

Section 2. CORPORATE CONTRACTS AND INSTRUMENTS; HOW EXECUTED. Except as otherwise provided in these bylaws, the board of directors may authorize any officer or officers,

agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances; and, unless so authorized or ratified by the board of directors or within the agency power of an officer, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or for any amount.

Section 3. CONSTRUCTION AND DEFINITIONS. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the Law shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the singular number includes the plural, the plural number includes the singular, the masculine gender includes the feminine and neuter, and the term “person” includes both a corporation and a natural person. All references in these bylaws to the Law or to the Code shall be deemed to be those in effect from time to time.

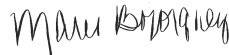
## **ARTICLE XII AMENDMENTS**

New bylaws may be adopted or these bylaws may be amended or repealed by the board of directors.

### **CERTIFICATE OF SECRETARY**

The undersigned, being the duly elected and acting Secretary of iLEAD Online Charter School, a California nonprofit public benefit corporation, does hereby certify that the foregoing First Amended Bylaws constitute the Bylaws of this corporation as duly adopted at a meeting of the Board of Directors on May 27, 2020.

IN WITNESS WHEREOF, the undersigned has executed this Certificate this 27th of May, 2020.



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Secretary



## Revision Draft

### Telework Policy and Procedures

Board Approved: December 15, 2022

#### Introduction

Teleworking is a flexible work arrangement that allows employees of iLEAD Online (“Organization”) to work remotely at home, or in a satellite location, for all or part of their workweek. The Organization considers teleworking to be a viable, flexible work option when both the employee and the position are suited to such an arrangement. This Telework Policy is to promote general work efficiency, to continue operations during an emergency, or to accommodate other unique circumstances as approved by an employee’s supervisor **and/ or school director.** ~~Manager.~~

Teleworking may be appropriate for some employees and positions, but not for others. Whether a job position is eligible for telework is at the sole discretion of the Organization. Teleworking is a benefit, not an entitlement, and it in no way changes the terms and conditions of employment with the Organization.

#### Definitions

- **Telework**
  - Working one or more regularly scheduled workdays with Organization approval away from an Organization worksite, either at a home residence or a mutually agreed upon alternative worksite/location.
- **Teleworker**
  - An employee who has received approval by their supervisor/manager to perform job duties away from an employee’s primary location, either at a home residence or a mutually agreed upon alternative worksite/location.
- **Organization Worksite**
  - A designated campus, office, or other property of the Organization, not including a teleworker’s designated home office.
- **Home Worksite**
  - A designated home residence or a mutually agreed upon alternative worksite/location where Telework may be performed.

The Organization has four Telework arrangement options available to qualifying employees and job positions. The ~~manager~~ **employee’s supervisor and/or school director** will review with eligible employees if any of these work arrangement options are feasible. While the Organization will take employee input into account, the final decision on the exact Telework assignment will be at the discretion of the ~~supervisor/manager~~ **school director.** The Organization may make changes to the Telework arrangement options as warranted and according to business needs.

1. **Hybrid Telework:** This work arrangement involves the flexibility to perform work at the Organization Worksite and the Teleworker's Home Worksite. For example, the employee works 3 days at the Organization Worksite and 2 days from the Home Worksite. The supervisor/manager and employee establish a mutually agreed upon schedule. Hybrid Telework assignments may or may not have a specified end date.
2. **Short Term Telework:** This work arrangement involves the flexibility to perform work away from the Organization Worksite either in state or out of state for 30 days or less.
3. **Full-time In-State Telework (primary residence in the state of the employing organization):** This work arrangement involves working remotely in the state of the Organization's home office on a continuous basis. The ~~supervisor/manager-employees~~ ~~supervisor~~ and/or ~~school director~~ and employee establish work and communication expectations for achieving work success during Teleworking.
4. **Full-time Out-of-State Telework (primary residence out of the state of the employing organization):** This work arrangement involves working remotely outside of the state of the Organization's home office on a continuous basis. The ~~supervisor/manager~~ ~~employee's supervisor~~ and/or ~~school director~~ and employee establish work and communication expectations for achieving work success during teleworking.

### Eligibility and Procedures

Before entering into any Teleworking arrangement, the employee's ~~supervisor~~ and/or ~~supervisor/manager~~ ~~school director~~, will take the following into consideration to determine eligibility:

### Position suitability

Suitable positions for Telework are characterized by clearly defined tasks, essential functions and work products. The employee and supervisor/school director will discuss the job responsibilities and determine if the position is suitable and appropriate for a Telework arrangement. An employee's position may be suitable for Telework when:

- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance related to general business operations of the employer or the employer's customers.
- The position is primarily knowledge-based.
- The employees hold themselves to measurable deliverables.
- The position does not require frequent face to face interaction at the regular worksite with supervisor, colleagues, ~~clients~~ ~~learners~~, or the public, or in person.
- The essential functions do not require the employee's presence at the Organization Worksite.
- The position is not essential to the management of on-site workflow.

### Employee suitability

The employee's ~~supervisor~~ and/or ~~supervisor/manager~~ ~~school director~~, will assess the needs

and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers. An employee may be suitable for teleworking when they demonstrate and possess the following performance criteria:

- Demonstrates dependability and responsibility
- Effectively communicates with supervisors, coworkers, and clients
- Possesses the ability to work with minimal to no supervision
- Demonstrates a consistently high rate of productivity
- Demonstrates job knowledge and level of skill to perform the job effectively and efficiently
- Possesses the ability to prioritize work effectively
- Demonstrates good organizational and time management skills
- Demonstrates motivation
- Has a history of positive performance without a recent record of discipline or performance deficits

Employee will be provided with the *Telework Safety Checklist* for completion and return to your supervisor and/or school director and cc: Employee Services at [employeeservices@ileadcalifornia.org](mailto:employeeservices@ileadcalifornia.org).

### **Length of Assignment**

Unless another length of time is specified, Telework assignments are generally granted on a school year to school year basis, unless otherwise ended by the Teleworker or the Organization. Telework assignments for a future school year should be requested before the end of the current school year to have the highest likelihood of approval.

Telework assignments in place as of Fall 2023 are projected to remain in place until June 30, 2024. The Organization reserves the right to end any Telework assignments earlier as needed. Any projections on how long a Telework assignment may last have no effect on the at-will nature of employment with the Organization and are merely forecasts for what may apply should the employee remain employed with the Organization.

### **Employment**

Employees of the Organization remain at-will regardless of the assignment of Telework. This Policy does not imply or serve as an employment contract or guarantee of continued employment nor does it alter or limit the right of the Organization to terminate a Teleworker “at will.”

Job responsibilities, compensation, benefits, standards of performance, and performance evaluations remain the same as when working at the regular work site. The supervisor/manager reserves the right to assign work as necessary at any work site.

Teleworkers remain obligated to comply with all Organization rules, policies, procedures, practices. Violation of Organization policies may result in preclusion from telework and/or disciplinary action, up to and including termination of employment.

### **Business Hours and Workweek**

The Organization’s regular business hours are from 8:00 a.m. to 4:30 p.m. (PST) Monday through Friday. Teleworkers ~~may~~ will be assigned to work during regular business hours ~~or on an alternative work schedule~~, as instructed by a supervisor ~~and/or school director~~. Teleworkers may also be scheduled to work evening hours or on a weekend, as directed by their supervisor. The workweek

begins at 12:00 a.m. (PST) Saturday and ends at 11:59 p.m. (PST) on Friday.

### **Meal and Rest Periods**

Teleworkers are entitled to the same meal breaks and rest periods to which they would be entitled while working at the Organization Worksite. This includes a thirty (30) minute unpaid meal break for employees working five (5) to ten (10) hours, a paid rest break for nonexempt Teleworkers working three and a half (3.5) hours or more, and additional paid rest breaks for nonexempt Teleworkers working more than six (6) hours, and again after ten (10) hours. Employees are strongly encouraged to step away from work technology during scheduled work breaks and meals to give their mind a rest from the digital world, and to maintain mental and physical wellbeing. In the workday, take time to engage in mindfulness activities such as stretching, walking and making time for digital breaks.

### **Nonexempt Employees**

Teleworkers who are nonexempt employees will be required to accurately record all hours worked using the Organization's time-keeping system, the same as they would do for work performed at the Organization Worksite.

Only nonexempt employees are eligible for overtime. Overtime hours worked in excess of those scheduled per day and per workweek require the advance approval of the Teleworker's supervisor/manager. Failure to comply with this requirement may result in the immediate termination of the Telework arrangement.

### **Timekeeping**

Teleworkers are required to seek approval for and properly record time taken off work (vacation, holiday, sick days, jury duty, and bereavement, military leave, workers' compensation, etc.). Requests for time off without available sick and vacation accruals (if applicable) will be designated as unpaid. If time off for a leave of absence is needed, employees must first contact their school director and report it to Employee Services at [employeeservices@ileadcalifornia.org](mailto:employeeservices@ileadcalifornia.org).

### **Communication**

Teleworkers are to be available by phone, text, web conferencing, and instant messaging during their assigned work hours to assist and support management, co-workers, vendors, learners, parents, and customers and to perform their jobs. Any lack of compliance in communication with supervisor, school director, and/or internal department team members and cross functional departments teams may result in corrective action including termination of the Telework arrangement, and up to termination of employment.

### **Operational Needs**

Teleworkers may be called into the Organization Worksite or another location where an Organization event is taking place, when in the discretion of a **manager/supervisor** and/or school director, it is deemed appropriate to their job position. The **school director or supervisor** should provide reasonable notice whenever possible. However, Teleworkers may be required to report to Organization Worksite without advance notice, as needed. The following are examples of events where one's physical presence may be required, but is not limited to:

- Week in August for iLEAD Professional Learning



- iLEAD Staff Retreat
- Student Symposium
- Learner Assessment
- Field Studies
- Professional Learning
- Conferences
- All-Boards Retreat (if applicable)
- Board Meetings (if applicable)
- 20-day Meetings (if applicable)
- Hiring Events: Star Search/Leadership Cafe (if applicable)
- Leadership Connections (if applicable)
- Team Collaborations (if applicable)
- Testing

### **Dress Code**

Employees that are approved for Telework are to maintain a neat, clean, and professional appearance during work hours. As a general rule, business casual appearance is appropriate when engaging in virtual video meetings with clients, vendors, leadership, peers, student and parents

### **Dependent Care**

Telework is not designed to be a replacement for appropriate childcare or kin care. The focus of the arrangement must remain on successfully fulfilling job responsibilities and expectations and meeting business demands. The Organization expects Teleworkers to work and be available for work during scheduled work times. Prospective Teleworkers are encouraged to discuss expectations of teleworking with family members prior to telework arrangement.

### **Absences and Tardiness**

If a Teleworker must miss work or will be late for any reason, the Teleworker must notify their supervisor as soon as possible but by no later than one hour before their schedule start time, unless doing so is beyond their control. Absences must be reported day by day unless/until a longer leave is approved by the Organization. Teleworkers who are ill or injured and anticipate being away from work for more than five (5) business days must immediately inform the Organization of their intentions. They are encouraged to speak with their health care provider and School Director, as well as, contact Employee Services for information about seeking a Leave of Absence (LOA) or State Disability Insurance benefits.

### **Equipment and Supplies**

Employees may be required by their Telework assignment to use certain technology, equipment, and supplies at their Home Worksite. On a case-by-case basis, the Organization will determine, with information supplied by the employee and the supervisor/school director, the appropriate equipment needs (including hardware, software, hotspot data, virtual phone lines and other office equipment) for each teleworking arrangement. The Employee Services and Information Technology Services Departments will serve as resources in this matter. Equipment provided to the Teleworker by the Organization will be maintained by the Organization, but must be appropriately cared for by the Teleworker when in their possession. The Organization reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. The Teleworker must sign an inventory list in acknowledgement of receipt of all Organization property assigned

to them. Teleworkers must take appropriate care of the Organization's property while in their possession and agree to take any reasonable steps or action to protect the items from damage or theft, such as locking the items away when not in use, not loaning them to others, and not allowing anyone else to use the items. The Teleworker must inform the Organization as soon as possible of any equipment malfunctions/failures, losses, or thefts. Upon termination of the Telework arrangement or the employee's employment, the employee must return all property owned by the Organization, unless other arrangements have been made.

The Organization will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Organization will also reimburse the employee for necessary and actual business-related expenses, such as shipping costs, that are reasonably incurred in carrying out the employee's job.

Teleworkers will establish a safe and appropriate work environment within their home for work purposes. The Organization will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employee must secure and keep in force during the telework arrangement homeowner or renters insurance to cover any claims arising out of damage to their personal property and/or equipment.

### **Personal Equipment**

If deemed appropriate by the Organization, equipment supplied by the Teleworker will be maintained in good working order by the Teleworker. The Organization accepts no responsibility for damage or repairs to employee-owned personal equipment. Employees who use their personal equipment for teleworking are responsible for the installation, repair, and maintenance of the equipment. The Organization accepts no responsibility for loss, damage, wear or repairs to employee-owned personal equipment.

Teleworking employees must understand and agree that Organization is entitled to, and may access, any personal equipment used while telecommuting, such as a personal computer, telephone, fax machine, monthly bills, and internet records. Teleworker may be entitled to a monthly stipend to cover certain uses of personal equipment such as a personal cell phone or home internet. More specific information will be provided in the Remote Work Agreement.

### **Tax and other legal implications**

Teleworkers must determine any tax or legal implications under Internal Revenue Service (IRS), state and local government laws, and/or restrictions of working out of a home-based office. Teleworking out-of- state has additional considerations related to taxation, reporting, and applicability of local jurisdiction employment laws. Responsibility for fulfilling all obligations in this area rests solely with the teleworker. Please seek advice from your tax expert.

### **Security of Confidential Information**

Security of confidential information is of primary concern and importance to the Organization. Consistent with state and federal law and the Organization's expectations of information security for employees working at the site, Teleworkers will be expected to ensure the protection of proprietary Organization, student, vendor and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, proper handling and disposal of all materials containing confidential information, regular password protection and maintenance on all systems containing confidential information, and any other measures appropriate for the job and

the environment.

All files, records, papers, or other materials created while teleworking are Organization property. Teleworking employees and their supervisor/managers shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them. The Organization may require employees to work in private locations when handling confidential or sensitive material. The Organization may prohibit employees from printing confidential information in teleworking locations to avoid breaches of confidentiality.

Teleworkers must back up critical information on the Organization designated location other than company issued technology on a regular basis to assure the information can be recovered if the primary source is damaged or destroyed. Teleworkers must ensure that data stored on electronic media is permanently deleted and unrecoverable before media is disposed of or reused. Teleworkers may not disclose confidential or private files, records, materials, or information, and may not allow access to Organization networks or databases to anyone who is not authorized to have access. Any incidents of loss, damage, or unauthorized access must be reported by the Teleworker to their supervisor/manager immediately.

### **Public Record Laws**

The California Public Records Act and Transparent California Law regarding public information and public records apply to teleworking employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the Organization regardless of physical form or characteristic. Public information means the contents of a public record. Upon receipt of an appropriate request, and subject to authorized exemptions, a Teleworker must permit inspection and examination of any public record or public information in the employee's custody, or any segregable portion of a public record, within required time limits. This requirement exists regardless of where the public record is located.

### **Safety**

Teleworkers are expected to maintain a safe and productive work environment with adequate lighting and ventilation. Teleworker's home workspace is to be free from safety hazards and obstruction. Teleworkers must have fire protection equipment in the home.

With reasonable notice and at a mutually agreed upon time, the Organization may make on-site visits to employee's telework location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of Organization property, and to maintain, repair, inspect, or retrieve Organization property.

Teleworkers are not to hold business visits or meetings with colleagues, customers or the public at the Home Worksite.

The Organization will provide each Teleworker with a safety checklist that must be completed at least once per year and anytime the Home Worksite changes.

### **Workers' Compensation**

Injuries sustained by the Teleworker at their Home Worksite in conjunction with their regular work duties are normally covered by the Organization's workers' compensation policy. Teleworkers are responsible for notifying the Organization of such injuries as soon as practicable. The Teleworker

agrees that it may be necessary for the workers' compensation insurance carrier or the Organization to access the telework site to investigate an injury report.

Workers' compensation does not cover injuries that are not job related. This includes, but is not limited to, commute between the Home Worksite and the Organization Worksite and the Teleworkers non-work time in their own home. Additionally, the Organization shall not be liable for any damage to property or injuries sustained by visitors, third parties or family members at the Home Worksite.

Failure to maintain a proper and safe work environment, in accordance with this policy, may be cause for terminating the Telework arrangement.

### **Employee Benefits**

Teleworkers who are eligible for the Organization sponsored benefits will continue to maintain their benefits during the Telework arrangement. However, some benefit options are not available out of the state of the primary employer's home office. Please reach out to the Benefits Department for assistance.

### **Travel**

All business travel arrangements must be pre-approved by the Teleworker's supervisor/~~manager and/or school director~~. Teleworkers will not be paid for time or mileage for travel between the Home Worksite and the employee's primary worksite as this travel is considered travel from home to work.

### **Evaluation/Cancellation/Termination of Telework Arrangement**

Any Teleworking arrangement may be discontinued at will and at any time at the request of either the Teleworker, manager/supervisor, or the Organization. Every effort will be made to provide thirty (30) days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a Telework arrangement. There may be instances, however, when no notice is possible.

Upon termination of the telework arrangement or termination of employment, the employee agrees to promptly return the Organization property, files, records, and supplies assigned to them back to the Organization. If the Teleworker's personal computer was used, Organization provided software shall be deleted.

### **Ad Hoc Arrangements**

Temporary Telework arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees as a reasonable accommodation to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal teleworking arrangements are made on a case-by-case basis, focusing first on the business needs of the Organization. If you should have any questions regarding this policy, please speak with your school director ~~or the Employee Service department at employeeservices@ileadcalifornia.org~~. For work related injuries, please contact supervisor or

## Telework Request Procedures

### Hybrid Telework

1. (a) Employee reaches out to their supervisor to discuss their Telework request  
**OR**  
(b) ~~Manager/s~~ Supervisor and/or school director reaches out to the employee to discuss Telework arrangement option with the employee.
2. ~~Manager/s~~ Supervisor routes Telework Request Form to employee for review and completion.
3. ~~Manager/s~~ Supervisor and/or School Director engages the employee in conversation to conduct a preliminary assessment of request (position/employee suitability), review proposed schedule and Telework Policy.
4. If the ~~manager/supervisor~~ Supervisor and/or School Director agrees that a Telework arrangement is feasible, the ~~Manager/s~~ School Director will discuss the request with Employee Services.
5. If the School Director deems Telework arrangement meets needs of the company they will sign **approval** and form routes to the Employee Services for processing.
  - a. If approved, the ~~Manager/s~~ Supervisor and/or School Director notifies the employee and reviews Telework Policy and arrangement. ~~Manager/s~~ Supervisor and/or School Director routes Telework Policy to the employee to review and sign acknowledgment. Signed document will route to Employee Services for recordkeeping.
  - b. If a request is denied by the ~~Executive Director or CEO~~ School Director, a reason will be provided for the supervisor to review with the employee.
6. If approved by all parties, Employee Services receives notification for recordkeeping.

### Short Term Out-of-State Telework (out of the state (30 days or less) of the employing organization

1. Employee reaches out to their supervisor to discuss their Telework request.
2. ~~Manager/s~~ Supervisor routes Telework Request Form to employee for review and completion.
3. ~~Manager/s~~ Supervisor and/or School Director engages the employee in conversation to conduct a preliminary assessment of request (position/employee suitability), review proposed schedule and Telework Policy.
4. If the ~~manager/supervisor~~ Supervisor and/or School Director agree that a Telework arrangement is feasible, the ~~Manager/s~~ School Director will discuss the request with the Employee Services.
5. If the School Director deems Telework arrangement meets needs of the company they will sign **approval** and form routes to the Employee Services for processing.
  - a. If approved, the ~~Manager/s~~ Supervisor and/or School Director notifies the employee and reviews Telework Policy and arrangement. ~~Manager/s~~ Supervisor and/or

**School Director** routes Telework Policy to the employee to review and sign acknowledgment. Signed document will route to Employee Services for recordkeeping.

- b. If a request is denied by the ~~Executive Director or CEO~~ **School Director**, a reason will be provided for the supervisor to review with the employee.
6. If approved by all parties, Employee Services receives notification for recordkeeping.

**Full Time/Continuous Telework (primary residence IN the state of the employing organization.)**

1. Employee reaches out to their supervisor to discuss their Telework request.
2. ~~Manager/s~~ Supervisor routes Telework Request Form to employee for review and completion.
3. ~~Manager/s~~ Supervisor and/or **School Director** engages the employee in conversation to conduct a preliminary assessment of request (position/employee suitability), review proposed schedule and Telework Policy.
4. **Supervisor and/or School Director** agrees that a Telework arrangement is feasible, the ~~Manager/s~~ **School Director** will discuss the request with the Employee Services.
5. If the **School Director** deems Telework arrangement meets needs of the company they will sign **approval** and form routes to the Employee Services for processing.
  - a. If approved, the ~~Manager/s~~ Supervisor and/or **School Director** notifies the employee and reviews Telework Policy and arrangement. ~~Manager/s~~ Supervisor and/or **School Director** routes Telework Policy to the employee to review and sign acknowledgment. Signed document will route to Employee Services for recordkeeping.
  - b. If a request is denied by the ~~Executive Director or CEO~~ **School Director**, a reason will be provided for the **Supervisor and/or School Director** to review with the employee.
6. If approved by all parties, Employee Services receives notification for recordkeeping.

**Full Time/Continuous Telework (primary residence OUT of the state of the employing organization.)**

1. Employee reaches out to their supervisor to discuss their Telework request.
2. ~~Manager/s~~ Supervisor routes Telework Request Form to employee for review and completion.
3. ~~Manager/s~~ Supervisor and/or **School Director** engages the employee in conversation to conduct a preliminary assessment of request (position/employee suitability), review proposed schedule and Telework Policy.
4. **Supervisor and/or School Director** agrees that a Telework arrangement is feasible, the ~~Manager/s~~ **School Director** will discuss the request with the Employee Services.

5. If the **School Director** deems Telework arrangement meets needs of the company they will sign **approval** and form routes to the Employee Services for processing.
  - a. If approved, the ~~Manager/s-Supervisor and/or School Director~~ notifies the employee and reviews Telework Policy and arrangement. ~~Manager/s-Supervisor and/or School Director~~ routes Telework Policy to the employee to review and sign acknowledgment. Signed document will route to Employee Services for recordkeeping.
  - b. If a request is denied by the ~~Executive Director or CEO~~ **School Director**, a reason will be provided for the **Supervisor and/or School Director** to review with the employee.
6. If approved by all parties, Employee Services and Payroll will receive notification.
  - a. Employee Services will document approval and telework arrangement in the HRIS system.
  - b. Employee Services will evaluate insurance needs.
  - c. Payroll will assess employer tax requirements. This may involve setting up out of state tax accounts.
  - d. Employee must update HRIS system with out of state address as soon as possible.

## Employee Acknowledgement

By my signing this acknowledgment, I am indicating that I have read, understand and agree to comply with the iLEAD Online Telework Policy. By signing below I further acknowledge and certify that I have homeowner or renters insurance and have an ergonomically safe and efficient work environment in the pre-approved teleworking location. I also agree to review and sign the Remote Work Agreement.

Employee Name:

Employee Signature: Date

Manager/Supervisor Name:

Manager/Supervisor's Signature: Date

To be completed by Employee Services:

The above-named employee is:           approved                     not approved for Telework.

Date:



## **Vacation Policy**

Board Approved:

### **Purpose:**

iLEAD Online'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 Online'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 Online.

#### 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 Online, 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 Online.