



MEETING AGENDA - iLEAD Agua Dulce Board

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

Meeting

Meeting Date Wednesday, June 21, 2023
Start Time 5:00 PM
End Time 6:00 PM
Location Address: 11311 Frascati Street, Agua Dulce, CA 9190
Join Zoom Meeting <https://us02web.zoom.us/j/3858775783>
Meeting ID: 385 877 5783
Dial in Number: 1-669-900-6833

Purpose Regular Scheduled Meeting

Agenda

1. Opening Items

1.1. Call The Meeting To Order	(5:00 PM - 5:00 PM)
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1.2. Roll Call	(5:00 PM - 5:00 PM)
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1.3. Pledge Of Allegiance	(5:00 PM - 5:00 PM)
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1.4. Approve Agenda	(5:00 PM - 5:00 PM)
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Due date: 6/21/2023

1.5. Approve Minutes	(5:00 PM - 5:00 PM)
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Discuss and take action on the Board Meeting Minutes.

Due date: 6/21/2023

Documents

- Minutes-2023-05-09-v1.pdf
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2. Public Comments

2.1. 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.

3. Consent Items



3.1. Personnel Report

(5:00 PM - 5:00 PM)

Due date: 6/21/2023

Documents

- 6.21.23_AguaDulcePersonnelReport.pdf

3.2. Check Register

(5:00 PM - 5:00 PM)

Due date: 6/21/2023

Documents

- iAD_Payment Register Summary_20230614.pdf
- iAD_Payment Register_20230614.pdf

4. Discussion And Reports

4.1. School Director Report

(5:00 PM - 5:00 PM)

Documents

- Site Director Board Report - .pdf

5. Closed Session

5.1. Public Employee Performance Evaluation

(5:00 PM - 5:00 PM)

Gov. Code section 54957(b)(1): School Director

5.2. Report of Closed Session

(5:00 PM - 5:00 PM)

6. Action Items

6.1. School Director Employment Agreement

(5:00 PM - 5:00 PM)

Discuss and take action regarding the School Director employment agreement.

Due date: 6/21/2023

6.2. Camera Policy

(5:00 PM - 5:00 PM)

Discuss and take action regarding Camera Policy.

Due date: 6/21/2023

Documents

- iLEAD Agua Dulce Camera Policy.pdf

6.3. Shared Resource Agreement

(5:00 PM - 5:00 PM)

Discuss and take action regarding the revised iLEAD CA Service Agreement.

Due date: 6/21/2023

Documents

- iCA Service Agreement July 2023(7004719.2).pdf



6.4. Special Education Resource Agreement

(5:00 PM - 5:00 PM)

Discuss and take action regarding the revised iLEAD CA Sp. Ed. Shared Service Agreement.

Due date: 6/21/2023

6.5. 2023-2024 Board Meeting Dates

(5:00 PM - 5:00 PM)

Discuss and take action regarding the 2023 - 2024 Board Meeting Dates.

Due date: 6/21/2023

Documents

- 2023-2024 Board Calendar-iLEAD Agua Dulce (1) (2).pdf
-

7. Board Comments

7.1. Board Comments

(5:00 PM - 5:00 PM)

8. Closing Items

8.1. Next Meeting Date - June 28 @ 5:00

(5:00 PM - 5:00 PM)

The next meeting is scheduled for June 28th at 5PM.

8.2. Adjournment

(5:00 PM - 5:00 PM)

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

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

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



MEETING MINUTES - iLEAD Agua Dulce Board

Meeting

Date	Tuesday, May 9, 2023
Started	5:00 PM
Ended	6:30 PM
Location	Address: 11311 Frascati Street, Agua Dulce, CA 9190
Purpose	Regular scheduled meeting
Chaired by	Christine Johnson
Recorder	Nicole Higdon

Minutes

1. Opening Items

1.1. Call The Meeting To Order

The meeting was called to order at 5:01PM.

Status: Completed

1.2. Roll Call

Christine Johnson, present

Kurt Knechtel, present

Mary Johnson, present

Michelle Guzman, present

Status: Completed

1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

Status: Completed

1.4. Approve Agenda

Motion, Mary Johnson

Second, Kurt Knechtel

Motion passed unanimously.

Status: Completed

1.5. Approve Minutes

Motion, Michelle Guzman

Seconded, Kurt Knechtel

Abstain, Mary Johnson



Mary abstained due to being absent. Motion passed unanimously.

Status: Completed

Documents

- Minutes-2023-04-04-v1.pdf
-

2. Curriculum Moment

3. Public Comments

3.1. Public Comments

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

No public comments were made.

Status: Completed

4. Consent Items

4.1. Personnel Report

Motion, Mary Johnson

Seconded, Kurt Knechtel

Motion passed unanimously.

Due date:

Status: Completed

Documents

- 5.09.23_AguaDulcePersonnelReport.pdf
-

4.2. Check Register

Motion, Mary Johnson

Seconded, Kurt Knechtel

Motion passed unanimously.

Due date:

Status: Completed

Documents

- iAD Payment Register 20230504.pdf
 - iAD Payment Register Summary 20230504.pdf
-

5. Discussion And Reports



5.1. School Director Report

Lisa Latimer, Site Director, gave her report and answered questions of the Board. Her report included upcoming events, and said that WASC approved the school for 6 years. The official letter still has to go through the IB Board, but there are no concerns.

Status: Completed

6. Action Items

6.1. Vacation Policy

Discuss and take action on 2023-2024 Vacation Policy.

Kim Lytle, iLEAD Support Provider, discussed the vacation policy and answered questions of the Board.

Motion: Mary Johnson

Second: Kurt Knechtel

Motion passed unanimously.

Due date:

Status: Completed

Documents

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

6.2. Annual Request for Federal Funding

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

Farnaz Kaufman, iLEAD Support Provider, presented and answered questions of the Board. Board needs to approve the request for funding.

Motion: Mary Johnson

Second: Kurt Knechtel

Motion passed unanimously.

Due date:

Status: Completed

Documents

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

6.3. Title 1 School Wide Program

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

Farnaz Kaufman, iLEAD Support Provider, presented and answered questions of the Board. This year the site qualifies for school wide, because we passed a 40% threshold of low income population.

Motion: Mary Johnson

Seconded: Michelle Guzman

Motion passed unanimously.



Due date:

Status: Completed

Documents

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

7. Board Comments

7.1. Board Comments

Mary Johnson asked if the parents/public could zoom in to the Board meetings. She wants to ensure families can speak and are not limited by child care, or work commitments. Kim Lytle, iLEAD Support Provider, lets the Board know they can add that, and design the protocol from there, such as allowing public comments etc. The Board agrees that we should include the zoom link on the agenda moving forward like it did during the Covid protocols.

Mary Johnson also thanks everyone for the Board celebration. The Board all agreed that the night was great and thank Amanda Fischer.

Status: Completed

8. Closing Items

8.1. Next Meeting Date

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

The next meeting is scheduled for June 21st at 5PM, followed by another June meeting on June 28th at 5PM.

Status: Completed

8.2. Celebration Date is June 15th

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

Celebration for Kindergarten will be June 15th at 9AM, followed by the 8th grade celebration at 1PM.

Status: Completed

8.3. Adjournment

The meeting was adjourned at 5:31PM.

Status: Completed

EMPLOYMENT – NEW HIRES

N/A

RESIGNATIONS/TERMINATIONS

Robles, Lumpini

Student Support

5.26.2023

STATUS CHANGE

Petrogonas, Marjorie

Substitute to Classroom Support

6.05.23

Company Name: iLEAD Agua Dulce
Report Name: Payment Register Summary
Report Title 2: Mission Valley Bank
Footer Text: 05/05/2023-06/14/2023

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	7,616.68
3402	Health & Welfare Benefits - Classified positions	9,513.17
4210	Professional Development References	855.94
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	2,707.02
4310	Science Supplies	372.52
4325	Custodial Supplies	432.54
4330	Health & Safety	69.91
4335	Home Study Stipend	4,295.91
4340	Office Supplies	1,008.29
4355	Facilities Supplies	3,967.68
4420	NonClassroom Furniture & Equipment	887.23
4710	Vended Food Service	18,925.62
4720	Food Supplies	186.49
5210	Travel for PD, Conferences, & School Development	118.04
5240	Professional Development - Meetings & Collaborations	459.80
5310	Professional Dues, Memberships, and Subscriptions	1,592.00
5510	Utilities - Electricity	176.23
5540	Utilities - Trash	4,135.06
5630	Repairs & Maintenance - Facilities	1,206.96
5804	Professional Services - Auditing & Tax Preparation	5,675.25
5829	Operating Expenditures - Events	1,202.42
5830	Operating Expenditures - Marketing & Advertising	250.00
5850	Student Services Expenditures - Student Information System	79.29
5853	Student Services Expenditures - Student & Group Activities	4,248.00
5855	Student Services Expenditures - Substitutes	11,023.00
5910	Telephone & Fax	1,610.65
5920	Internet Services	779.92
5940	Postage Expense	28.06
9310	Prepaid Expenditures (Expenses)	5,237.94
9535	Retirement Liability	31,978.37
Grand Total		\$ 120,639.99

Company name: iLEAD Agua Dulce
Report name: Payment Register
Report title 2: Mission Valley Bank
Footer Text: 05/05/2023-06/14/2023
Created on: 6/14/23
Location: 118--iLEAD Agua Dulce

Date	Vendor	Amount
5/5/23	AGUA001--Agua Dulce Hardware	58.85
5/5/23	AMAZ100--Amazon Capital Services (iCA)	1,451.47
5/5/23	ATT118A--AT&T 9839.	503.56
5/5/23	CLIF000--Clifton Larson Allen LLP	3,365.25
5/5/23	DUNN000--Dunn-Edwards Paints	156.58
5/5/23	EMP2238	132.32
5/5/23	FRES001--Fresh Start Healthy Meals, Inc.	7,807.52
5/5/23	MCCA000--McCalla Company	1,547.44
5/5/23	OUTS000--Outschool, Inc [S]	60.00
5/5/23	PANT000--Panther Pest Control	585.00
5/5/23	PANT000--Panther Pest Control	120.00
5/5/23	PURE000--Pure Oasis Water	122.25
5/5/23	TIM118A--Time Warner Cable 9656	389.96
5/5/23	WAS118A--Waste Management 3008.	2,067.53
5/8/23	EMP2143	521.85
5/9/23	ACAD005--Academy Swim Club [S]	1,595.25
5/9/23	AMAZ100--Amazon Capital Services (iCA)	438.00
5/9/23	BETT002--Better Cloud, Inc	1,972.92
5/9/23	DANC007--Dancin' In Acton, Inc.	320.00
5/9/23	JIVE000--Jive Communications, Inc.	440.63
5/9/23	LEES000--Lee, Sue Yeon	50.00
5/9/23	LOSA002--Los Angeles Zoo	903.00
5/9/23	OFFI000--ODP Business Solutions LLC	300.66
5/9/23	ONLI000--Online Purchasing Systems	763.43
5/9/23	OUTS000--Outschool, Inc [S]	20.00
5/9/23	ROUE000--John Roueche , D.V.M.	120.00
5/9/23	THEH000--The Hidden Dojo	150.00
5/10/23	AFLA000--AFLAC	1,125.92
5/11/23	AMAZ100--Amazon Capital Services (iCA)	319.66
5/11/23	CIGN000--Cigna Healthcare	861.50
5/11/23	FIDE000--Fidelity Security Life Insurance Company	117.16
5/11/23	FIDE000--Fidelity Security Life Insurance Company	97.32
5/11/23	NATI001--Nationwide	32.76
5/11/23	PARE002--Parent Square, Inc.	1,092.00
5/11/23	WEXH000--WEX Health Inc.	13.60
5/15/23	EMP1838	51.23
5/17/23	KHPP000--Kristan Hinze	350.25
5/18/23	AMAZ100--Amazon Capital Services (iCA)	529.60

Date	Vendor	Amount
5/18/23	HORS000--Kim Wineland (Horse ETC)	275.00
5/18/23	LAVI000--LaVine Equestrian	260.00
5/18/23	LITT001--Little School of Music [S]	188.00
5/18/23	MODE002--Model United Nations at UCLA	-37.50
5/18/23	NUES000--Nuestra Escuelita Spanish Academy	169.00
5/18/23	OUTS000--Outschool, Inc [S]	55.00
5/18/23	SCHO013--School Food and Wellness Group	500.00
5/18/23	SKYL000--Skylark North*	1,650.00
5/19/23	SCHO015--School Zone Transportation, Inc	750.00
5/22/23	AMAZ100--Amazon Capital Services (iCA)	165.33
5/22/23	CORD000--Cordero, Efrain	80.00
5/22/23	MODE002--Model United Nations at UCLA	37.50
5/23/23	AMAZ100--Amazon Capital Services (iCA)	456.03
5/23/23	INVI000--Invigorate Education, LLC	526.44
5/23/23	OUTS000--Outschool, Inc [S]	165.00
5/23/23	PURE000--Pure Oasis Water	61.65
5/23/23	WEST000--West Coast Music Academy [S]	420.00
5/24/23	EDI118A--Southern California Edison 9069	176.23
5/24/23	MCCA000--McCalla Company	406.36
5/24/23	PANT000--Panther Pest Control	100.00
5/25/23	CLIF000--Clifton Larson Allen LLP	2,310.00
5/30/23	EMP2154	13.95
5/30/23	LOSA001--Los Angeles County Office of Education (LACOE)	31,978.37
5/30/23	SCOO000--Scoot Education	1,044.00
5/31/23	EMP2238	125.94
5/31/23	GRAV001--Gravie, Inc	2,501.59
5/31/23	LITT001--Little School of Music [S]	-188.00
5/31/23	MCCA000--McCalla Company	725.90
6/1/23	AFLA000--AFLAC	1,125.92
6/1/23	EMP1838	66.81
6/1/23	EMP2143	192.09
6/1/23	LITT001--Little School of Music [S]	376.00
6/1/23	NEWM004--New Management, Inc	151.11
6/2/23	AMAZ100--Amazon Capital Services (iCA)	65.70
6/2/23	EMP2143	98.06
6/2/23	O9M30WL5R--Savannah West	59.10
6/2/23	PURE000--Pure Oasis Water	61.65
6/2/23	SCHO009--School Pathways LLC	79.29
6/2/23	SCOO000--Scoot Education	8,169.00
6/2/23	TIM118A--Time Warner Cable 9656	389.96
6/2/23	WAS118A--Waste Management 3008.	2,067.53
6/5/23	AMAZ100--Amazon Capital Services (iCA)	1,354.71
6/5/23	EMP0699	67.84
6/5/23	EMP2238	87.09

Date	Vendor	Amount
6/5/23	SCOO000--Scoot Education	1,810.00
6/7/23	FIDE000--Fidelity Security Life Insurance Company	111.62
6/7/23	KAIS000--Kaiser Foundation Health Plan	13,467.41
6/7/23	LEGA003--Legal Shield	31.90
6/7/23	SAVI000--Saving Wildlife International	795.00
6/8/23	FIDE000--Fidelity Security Life Insurance Company	144.74
6/8/23	FRES001--Fresh Start Healthy Meals, Inc.	11,118.10
6/8/23	FUNA001--Funatic Events & Entertainment LLC	800.00
6/8/23	MCCA000--McCalla Company	597.68
6/12/23	ATT118A--AT&T 9839.	666.46
6/13/23	AMAZ100--Amazon Capital Services (iCA)	719.96
6/13/23	KHTS000--KHTS Radio	250.00
6/13/23	ROUE000--John Roueche , D.V.M.	245.00
		\$ 120,639.99

Agua Dulce
School Director's Report - Lisa Latimer
June 2023

School Events

- Kindergarten and 8th grade celebrations
- Jambore
- Glider Project
- Pilot Class

Facilities

- Wifi
- Plumbing

Staff

- Retainment
- Showcases

2023-2024 Enrollment

TK	12
K	36
1st	28
2nd	38
3rd	26
4th	35
5th	40
6th	28
7th	23
8th	31
9th	17
10th	8
11th	5
Homeschool-	27
Grand total-	354



iLEAD Agua Dulce Charter School

Security Camera Usage Policy

Board Approved:

I. PURPOSE

iLEAD Agua Dulce Charter School may install video security cameras throughout the school campus for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure learning environment for all learners and staff, to ensure public safety for community members who visit or use our iLEAD Agua Dulce facility, and to diminish the potential for personal and school loss or destruction of property. The use of security cameras can deter school violence and property crime, and provide schools with needed information when incidents do occur.

II. GENERAL PROTOCOLS

Signage and Notification:

Signage will be posted at iLEAD Agua Dulce buildings that notifies learners, parents, staff and the general public of iLEAD Agua Dulce use of security cameras, e.g. stating that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time.

Camera Placement:

The security camera system will be installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to the site's buildings, and large gathering spaces such as hallways, corridors, cafeteria, lobby, playgrounds, and/or main entries. Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, or nurse's offices.

Viewing:

Active monitoring of live recordings during school hours may occur only by authorized individuals, for example in the case of a suspected emergency, potential violation of law or school policy, or safety concern. Reviewing of recordings will occur only when a potential incident occurs inside or outside the building (e.g. vandalism, graffiti, theft, fighting, etc.).

Viewing of video surveillance footage is to be performed by authorized individuals that have the permission of the Site Director(s). No sound is to be monitored or recorded in connection with the video surveillance system. Surveillance system misuse shall be addressed on a case- by-case basis by the Site Directors and/or iLEAD Agua Dulce's Board.

Limited Access to Recordings:

Any video recordings used for security purposes in school buildings or grounds pursuant to this policy are the sole property of iLEAD Agua Dulce Charter School. Such video may be deleted or recorded over as necessary, and release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Site Directors or his/her designee. Law enforcement officials (Chief of Police/designee) may be granted access to video recordings by the Site Director/designee as required and/or permitted by law. Video recordings may also be shared as necessary if knowledge of the information is necessary to protect the health or safety of a student or other person.

Data Storage:

All video recordings and logs that are retained are stored in a secure location. Recordings will be saved for no more than thirty (30) days and automatically deleted, unless being used in an ongoing investigation or for another purpose as determined by the Site Director/designee.

RESOURCE SHARING AGREEMENT

(Effective July 1, 2023)

This Resource Sharing Agreement (“**Agreement**”) is entered into as of July 1, 2023 (“**Effective Date**”) by and between the following California nonprofit public benefit corporations, which may each be referred to herein as a “**Party**” or “**School**” and collectively as the “**Parties**” or “**Schools**” to this Agreement: iLEAD California Charters 1 (“**iCA**”); iLEAD Agua Dulce (“**iAD**”); iLEAD Lancaster (“**iL**”); iLEAD Online Charter School (“**iOCS**”); Empower Generations (“**EG**”); and Santa Clarita Valley International (“**SCVi**”).

WHEREAS, iCA, iAD, iL, iOCS, EG, and SCVi are each nonprofits that separately operate California public charter schools focused on project based learning, and based on the iLEAD program model.

WHEREAS, iCA, which currently operates the largest of the charter schools, employs staff members and houses other resources beneficial for certain functions of charter schools using the iLEAD program, including: learning support; leadership support; school, community, and authorizer relations; employee services; technology functions; board support; accounting and financial services; compliance and reporting; facilities; and communications, outreach, and public relations.

WHEREAS, the Parties seek to share these resources of iCA among them cooperatively to achieve cost savings and other scale benefits for each Party, so that each Party may have access to additional, valuable, specialized, and/or expensive resources that might otherwise not be available to them.

WHEREAS, the Parties have previously been sharing certain resources of iCA under that certain Resource Sharing Agreement dated July 1, 2019 and as amended effective July 1, 2021 and December 1, 2022, the term of which expired on June 30, 2023.

WHEREAS, the sharing of these resources of iCA among all of the Parties cooperatively is in the mutual interest and advantage of each of the Parties in furtherance of their shared goal to successfully implement the iLEAD program in a cost effective manner at their respective schools.

WHEREAS, it is the intent of the Parties to continue sharing certain iCA resources and allocate costs among them according to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of their mutual promises set forth in this Agreement, the Parties desire to, and hereby agree as follows:

1. **Shared Resources.** During the term of this Agreement, the Parties shall share in the costs for iCA staff and resources necessary for the functions described in Attachment A of this

Agreement and as relevant for each of the Schools (the “Shared Resources”) in accordance with the cost allocations and payment provisions described in Sections 2 and 3 herein.

2. **Cost Allocation by ADA.** The Parties shall share the actual costs incurred by iCA for the Shared Resources necessary for the functions described in Attachment A iCA shall perform the functions described in Attachment A for all Parties. A larger School requires more of iCA’s Shared Resources than a smaller School. Therefore, except as otherwise set forth herein, costs for the functions described in Attachment A shall be shared among all Schools on a pro-rata basis by ADA; except, in instances where a third party invoice or contract breaks down costs by Party in a manner other than a pro-rata basis by ADA, such costs shall be paid as set forth on the applicable invoice or contract. In accordance with Section 3 herein, the total costs incurred by iCA during the initial eight-month period of the year (July 1 through February 28, the “**First Period**”) with respect to the functions described in Attachment A shall be aggregated and divided and apportioned among the Schools based on their ADA as reported on each School’s P-2 apportionment report for the prior school year. For a School that projects an enrollment increase or decrease of 25% or more from the prior school year, or for a new School in its first year of operations, iCA shall use the School’s projected ADA for the current school year to calculate such School’s share for the First Period. Then, the total costs incurred by iCA during the remaining four- month period of the year (March 1 through June 30, the “**Second Period**”) shall be apportioned based on the Schools’ ADA as reported on their P-1 apportionment report for the current school year and certified by the California Department of Education.
3. **Bi-Monthly Payment and Reconciliation.** iCA shall provide a monthly statement to each Party outlining that Party’s share of costs for the Shared Resources based on the applicable allocation described in Section 2 above. Each Party shall be provided access to reasonable backup documentation for such costs upon request. Each Party shall submit payment to iCA within thirty (30) calendar days after receipt of the monthly statement. Upon each School’s P-1 ADA certification by the California Department of Education, iCA shall reconcile the amount each School paid during the First Period under the allocation described in Section 2 above, to the amount actually owed by each School based on its P-1 ADA for the current school year. Any amount owed by a School, or overpaid by a School, shall be reconciled and paid and/or refunded by no later than 3 months after the close of the fiscal year audit, unless otherwise mutually agreed in writing.
4. **Retention of Deposit.** Upon execution of this Agreement, each School shall have provided iCA a deposit of one percent (1%) of its ADA as reported on each School’s P-2 apportionment report for the prior school year. iCA shall retain such deposits during the term of this Agreement to ensure iCA has adequate cash flow to cover the costs of the Shared Resources. Upon termination of this Agreement pursuant to Section 8 herein, iCA

shall apply each Party's deposit amount as a credit on that Party's final monthly statement. In the event a Party's final monthly statement is less than that Party's deposit amount, iCA shall return any remaining deposit amount to the Party within thirty (30) days of termination.

5. Parties' General Responsibilities. The Parties shall each be responsible to:

- a. Comply with all applicable federal and state statutes, laws and regulations;
 - b. Ensure that neither they nor their employees shall discriminate against any other Party's employees, including iCA employees providing the functions described in Attachment A on account of disability, race, color, religion, ethnic origin, age, gender, sexual orientation, or any other characteristic protected by law;
 - c. Provide to iCA, in writing, copies of any campus or school specific rules and/or regulations applicable to iCA while providing services to a Party;
 - d. Provide a safe working area for iCA when necessary for iCA to be on a Party's site or campus;
 - e. Provide iCA all the necessary, true, and correct data, files, documents, and other information and records necessary or appropriate for the functions described in Attachment A of this Agreement, and for the other Parties to receive from iCA any requested information and records regarding iCA's performance of the functions described in Attachment A of this Agreement as iCA reasonably determines is appropriate to provide; and,
 - f. Provide feedback to iCA regarding its performance of the functions described in Attachment A of this Agreement and the Shared Resources.
- 6. iCA Responsibilities.** iCA is hereby designated to act on its own behalf and on behalf of all other Parties hereto to provide for and perform the task-related functions described in Attachment A, including to employ such employees, engage legal counsel or other consultants or third parties as necessary, and incur other reasonable and necessary costs for the mutual advantage of all participating Parties.

iCA shall provide the same quality of services for the Schools as it does for its own charter school in performing the functions described in Attachment A. iCA will endeavor to accommodate all Parties' needs, provided that no Party shall be entitled to more than its fair share of iCA's time.

When on a Party's school campus or other site, iCA employees shall be subject to such Party's general direction and iCA will comply with the Party's applicable policies and

procedures (such as campus sign-in procedures) so long as such policies and procedures are provided to iCA in writing. However, iCA shall supervise and make all employment decisions with respect to iCA employees in its sole discretion, including all hiring, evaluation, termination, compensation, and benefits decisions. iCA shall also have sole responsibility for compliance with state and federal income tax withholding, unemployment and disability insurance withholding and contributions, STRS, PERS, social security tax withholding and contributions, workers' compensation coverage, wage and hour obligations, and any other applicable employment law requirements for iCA's employees. Nothing in this Agreement shall confer upon any Party any rights or remedies, including any right to employment, as an employee of any other Party.

iCA shall not be required to provide any Shared Resources pursuant to this Agreement to the extent that it is or becomes impracticable, in any material respect, as a result of a cause outside iCA's reasonable control or would require iCA to violate applicable law or its charter(s). If iCA determines that it will not be able to provide one or more Shared Resources pursuant to this section, it will, to the extent reasonably practicable, first meet with the other Parties to determine if there are other ways for the Schools to receive the relevant Shared Resources or if other services can be adjusted to accommodate the removal of the relevant Shared Resources.

7. **Relationship of the Parties.** The Parties acknowledge that the functions described in Attachment A are task-related functions for which resources are being shared at the request of, and at the direction of, each Party. The governing body of each School retains ultimate decision-making authority and shall at all times retain its duty to exercise its statutory, contractual, and fiduciary responsibilities governing such School's operations. The governing body of each School is the operator and manager of such School's charter school(s), and is responsible for ensuring that the School adheres to its charter(s).
8. **Term and Termination.** The term of this Agreement commences on July 1, 2023 and continues through June 30, 2026, unless and until earlier terminated as set forth in subsection (a) or (b) herein and subject to any amendments pursuant to Section 9 herein. This Agreement may be renewed upon written mutual agreement of the Parties.
 - a. ***Termination by any Party other than iCA.*** Any School other than iCA may terminate its participation in this Agreement for any reason upon sixty (60) days' written notice to all Schools. Termination of participation by any School(s) shall not terminate the Agreement as to any other School, nor relieve the terminating School(s) of any obligations incurred prior to the effective date of such termination. Following termination of a School's participation, (i) the terminating School shall pay iCA any unpaid portion of its costs through the effective date of termination, (ii) the terminating School shall not be further entitled to any of the Shared Resources, and (iii) costs shall be allocated among the remaining Schools

as set forth in Section 2.

- b. ***Termination by iCA.*** iCA may terminate this Agreement for any reason upon one hundred and fifty (150) days' notice to all Schools. Additionally, iCA may terminate any other School's participation in this Agreement in the case of a material or persistent breach by such School of any one or more of the terms of this Agreement which is not remedied within thirty (30) days after written notice is provided by iCA to the breaching School. A copy of such written notice shall also be provided to all other Schools. Upon expiration of the thirty (30) day period without the breach being cured or appropriate actions taken to commence curing the breach in the reasonable discretion of iCA, iCA may terminate the breaching School's participation. Following termination of a breaching School's participation, (i) the breaching School shall pay iCA any unpaid portion of its costs through the effective date of termination, (ii) the breaching School shall not be further entitled to any of the Shared Resources, and (iii) costs shall be allocated among the remaining Schools as set forth in Section 2.

9. **Amendments.** This Agreement may be amended as follows:

- a. ***Changes to the Shared Resources.*** The Parties acknowledge and understand that the functions and resources iCA is able to share among the Parties may change from time to time. iCA shall consult with all affected Parties regarding any changes to its capacity to provide the functions and resources described in Attachment A as soon as practicable, and shall reflect such changes in writing by providing an amended Attachment to all Parties. To the extent iCA's changes to Attachment A adds new functions or resources that would result in a substantial increase in costs, iCA shall provide all Parties ninety (90) days' notice, which notice may be waived by each Party that seeks to have services start sooner.
- b. ***Changes in the Law.*** In the event that any new enactment, repeal, or change of any federal, state, or local law, regulation, interpretation of law or regulation by an authorizer or regulator, or court or administrative decision or order materially affects the performance of any of the Parties in conformity with this Agreement, the Parties shall promptly commence negotiations in good faith regarding a mutually agreeable approach (including without limitation, an amendment to the Agreement) to address the situation. If, after such good faith negotiations, the Parties are unable to agree upon an acceptable approach, the Agreement shall terminate for all Parties without further obligation or liability among the Parties, upon any Party's sixty (60) days' written notice to the other Parties, or in such lesser time as is reasonable under the circumstances.

10. **Work Product; Intellectual Property.** Any work product that is created by iCA in the

context of providing the functions described in Attachment A shall be the property of iCA, except to the extent it involves Confidential Information or privileged information for any one Party (for example, employment records), in which case it belongs to that Party. Any intellectual property owned by a Party and used by iCA related to the Shared Resources shall remain the property of that Party. Similarly, any intellectual property owned by iCA that is utilized as part of the Shared Resources, either by iCA or another Party, shall remain the property of iCA. No Party shall have the right to grant a license, sublicense, or any other use or rights for the property of another Party. Upon termination or expiration of this Agreement, the property of each Party in the possession of any other Party shall be returned, or destroyed at the request of the Party that owns it.

11. **Confidentiality.** Each Party acknowledges that during the term of this Agreement, it may have access to certain Confidential Information of the other Party(ies), as defined below. Each Party shall maintain and enforce reasonable administrative, technical, and physical safeguards to reasonably protect the confidentiality of the other Parties' Confidential Information.

- a. ***“Confidential Information”*** means non-public information marked either “confidential” or “proprietary,” or that otherwise should be understood by a reasonable person to be confidential in nature. Confidential Information may include but is not limited to trade secrets, policies, procedures, intellectual property, business or strategic plans, contractual arrangements or negotiations, financial information, and employee information. Confidential Information does not include any information which (i) is rightfully known to the recipient prior to its disclosure; (ii) is released to any other person or entity (including governmental agencies) without restriction; (iii) is independently developed by the recipient without use of or reliance on Confidential Information; (iv) is or later becomes publicly available without violation of this Agreement or may be lawfully obtained by a Party from a non-party; or (v) which is a public record under California law.
- b. If disclosure of Confidential Information is requested pursuant to law, statute, rule, or regulation (including a subpoena, a request made to a School under the California Public Records Act, or other similar form of process), the Party to which the request for disclosure is made shall (other than in connection with routine supervisory examinations by regulatory authorities with jurisdiction and without breaching any legal or regulatory requirement) provide the applicable Party(ies) with prior prompt written notice thereof to the extent practicable, and if practicable under the circumstances, shall allow the applicable Party(ies) to seek a restraining order or other appropriate relief.

Upon the termination or expiration of this Agreement, Confidential Information of each

Party in the possession of the other Party shall be returned and/or destroyed.

12. Student Information. Each Party is responsible for its compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) (“*FERPA*”), federal Children’s Online Privacy and Protection Act (15 U.S.C. §§ 6501–6506) (“*COPPA*”), and other applicable state and federal laws pertaining to student information and privacy. For each School, iCA is a “third party” which may receive pupil records under California Education Code Section 49073.1(d)(6). Each School’s pupil records continue to be the property of and under the control of the School.

- a. To the extent necessary, iCA shall be designated as having a legitimate educational interest in accessing each School’s student education records, as that term is defined by and for purposes of FERPA, thereby allowing iCA to access personally identifiable information from student education records from each School as part of its performance of the functions described in Attachment A. For purposes of this Agreement, the term “personally identifiable information” (“*PII*”) means any information that can be used on its own or with other information to (i) distinguish one person from another, (ii) identify, contact, or locate a single person, or (iii) de-anonymize anonymous data. The Parties and iCA will work together as needed to ensure compliance with all FERPA provisions as to the Shared Resources.
- b. iCA shall not use or disclose pupil records, including PII, received from or on behalf of another School except as necessary with respect to the performance of the functions described in Attachment A, as required by law, or as otherwise authorized in writing by the applicable School. iCA shall not use any PII in pupil records to engage in targeted advertising. iCA shall protect the pupil records it receives from or on behalf of another School no less rigorously than it protects its own pupil records, including the designation and training of responsible personnel. In the event of an unauthorized disclosure of PII, iCA shall notify the affected School(s) as soon as practicable, and shall, upon the affected School(s)’s request, notify affected parents, legal guardians and eligible pupils using reasonably available technological means such as electronic mail.
- c. To the extent any pupil-generated content is stored and managed by iCA, pupils may retain possession and control of their own pupil-generated content, or may transfer pupil-generated content to a personal account, by submitting a written request to their respective School. The School will have the ability access any pupil-generated content by contacting iCA, and iCA will provide assistance to the School upon request. For purposes of this Section, “pupil-generated content” means materials created by a pupil, including, but not limited to, essays, research

reports, portfolios, creative writing, music or other audio files, photographs, and account information that enables ongoing ownership of pupil content. “Pupil-generated content” does not include pupil responses to a standardized assessment where pupil possession and control would jeopardize the validity and reliability of that assessment.

- d. A parent, legal guardian, or eligible pupil may request copies of pupil records, or may inspect and review pupil records during regular school hours, by submitting a request to their respective School. The School will provide access to the pupil’s records no later than five (5) business days following the date of the request. A parent, legal guardian, or eligible pupil may request that their respective School correct erroneous information in the pupil records by submitting a written request to the School. The School’s site director or designee will meet with the parent, guardian, and/or eligible pupil and either grant or deny the request to change information in the pupil records.
- e. iCA hereby certifies that upon the termination or expiration of this Agreement, the pupil records of each School in the possession of iCA shall be returned to the School and/or destroyed.

13. **Insurance.** iCA shall maintain customary and reasonable insurance coverage necessary for performance of the functions described in Attachment A, including professional liability for errors or omissions and/or directors and officers coverages, comprehensive general liability coverage, and automobile liability coverage. iCA shall name each Party as an additional insured under all of iCA’s policies. To the extent iCA incurs additional cost(s) for any enhancements necessary to its insurance policies to provide the Shared Resources to all Schools, such cost(s) may be allocated among the Schools according to Sections 2 and 3. Each Party shall be responsible for obtaining and maintaining workers’ compensation coverage and unemployment insurance for its employees.

14. **Liability.** Each Party shall be and remain responsible for its own debts and obligations. Nothing in this Agreement shall be construed as imposing on a Party any liability arising out of the operations of any other Party, except as such liability may result from the performance of the first Party’s obligations under this Agreement.

15. **Indemnification.** Each Party shall defend, indemnify, and hold the other Parties, and their employees, officers, directors, and agents, free and harmless against any liability, loss, claims, demands, damages, expenses, and costs (including attorneys’ fees, expert witness fees, and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of the performance of its obligations under this Agreement, except to the extent such loss or damage was caused by the negligence or willful misconduct of another Party.

16. **Fiduciary Obligations.** The governing body for each School has reviewed this Agreement in good faith, and in a manner in which it believes to be in the best interests of its School, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances, and has determined that the Agreement is in the best interests of its School and that the cost allocation to be paid is fair and reasonable.
17. **Assignment.** No Party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other Parties. This Agreement shall be binding on, and shall inure to the benefit of, the Parties and their respective successors and assigns.
18. **Dispute Resolution.** The Parties shall attempt to negotiate in good faith to resolve any dispute arising from or relating to this Agreement before resorting to litigation.
19. **Notice.** All notices, requests, demands, or other communications (collectively “*Notice*”) given to or by the Parties under this Agreement shall be in writing and shall be deemed to have been duly given on the date of receipt if transmitted by email or personally served on the Party(ies) to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered or certified mail, postage prepaid, addressed to the Party(ies) to whom Notice is to be given, at the applicable address set forth below:

To iCA: iLEAD California Charters 1
ATTN: Amanda Fischer
3720 Sierra Highway, Suite A
Acton, CA 93510
amanda.fischer@ileadcalifornia.org

To EG: Empower Generations
ATTN: Malaka Donovan
44236 10th Street West, Suite 105
Lancaster, CA 93534
malaka.donovan@empowergeneration.org

To iAD: iLEAD Agua Dulce
ATTN: Lisa Latimer
11311 Frascati Street
Agua Dulce, CA 91390
lisa.latimer@ileadaguadulce.org

To SCVi: Santa Clarita Valley International
ATTN: Martha Spansel/Chad Powell
28060 Hasley Canyon Road
Castaic, CA 91384
Martha.Spansel@scvi-k12.org, chad.powell@scvi-k12.org

To iL: iLEAD Lancaster

ATTN: Nykole Kent

254 E. Ave. K-4

Lancaster, CA 93535

nykole.kent@ileadlancaster.org

To iOCS: iLEAD Online Charter School

ATTN: Erin Jones

3720 Sierra Highway, Suite A

Acton, CA 93510

erin.jones@ileadschools.org

20. **Headings.** The descriptive headings of the sections and/or paragraphs of this Agreement are inserted for convenience only, are not part of this Agreement, and do not in any way limit or amplify the terms or provisions of this Agreement.
21. **Applicability.** As of the Effective Date, this Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the Parties with respect to such subject matter.
22. **Arm's Length and Independent Counsel.** This Agreement has been negotiated at arm's length and between persons (or their representatives) sophisticated and knowledgeable in the subjects in this Agreement. Accordingly, any rule of law or legal decision that would require interpretation of any ambiguities against the Party that has drafted it is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Agreement. Each Party has been advised by, or had opportunity to seek advice from, its independent counsel regarding this Agreement.
23. **No Waiver.** No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the Party making the waiver.
24. **Severability.** If any provision of this Agreement is invalid or contravenes California law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential purpose of this Agreement.
25. **Governing Law.** This Agreement shall be governed by and interpreted under California law.

26. **Authority to Contract.** Each Party warrants to the others that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said Party, and that the undersigned has been duly authorized to execute this Agreement.

27. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed, .pdf, or other electronic copy of the fully executed original version of this Agreement shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the Parties execute this Agreement as of the Effective Date above.

Santa Clarita Valley International, a
California nonprofit public benefit
corporation

By:
Name:
Its:
Date:

iLEAD California Charters 1, a California
nonprofit public benefit corporation

By:
Name:
Its:
Date:

iLEAD Agua Dulce, a California nonprofit
public benefit corporation

By:
Name:
Its:
Date:

iLEAD Lancaster, a California nonprofit
public benefit corporation

By:
Name:
Its:
Date:

iLEA Online Charter School, a California
nonprofit public benefit corporation

By:
Name:
Its:
Date:

Empower Generations, a California nonprofit
public benefit corporation

By:
Name:
Its:
Date:

ATTACHMENT A

LEARNING SUPPORT:

TIER 1 CURRICULUM, INSTRUCTION, AND ENGAGEMENT SUPPORT:

- Professional development to support implementation of the iLEAD model.
- Coaching and support with the planning and execution of Project-Based Learning/Problem based learning, competency-based learning by building individual and team capacity, adapt and adopt projects, generating project ideas, project tune ups), and guidance through specific organization wide projects such as Dream Up to Space, Soaring Aeronautics, The Personal Project, Mini PCR, Math Identity Project, etc. as identified by directors.
- Monthly new facilitator onboarding and integration.
- Training, coaching, and support of specific curriculum and content-based programs focusing on TK-12 literacy, math, science, humanities/social studies, and STEAM (Science, Technology, Engineering, Arts, and Math) programs, which includes implementing all elements of the iLEAD model.
- Training, coaching, and support in the iLEAD Learner Outcomes.
- Training, coaching, and support of school leaders, classroom staff, and other staff in the development of a positive and supportive school culture.
- Training, coaching, and support of the iLEAD model of classroom management and climate this includes Morning Meeting/Advisory, 7 Habits, Love and Logic, and Restorative and Trauma-Informed Practices.
- Training, coaching, and support with strategies to support personalized learning
- Professional learning is provided on-site and remotely, to support full implementation of the iLEAD model
- Support family engagement by providing training to families to better understand aspects of the iLEAD model
- Access to individual school dashboard with linked resources, iLEAD Science and Aerospace Projects website, Mathemagical Mindsets website, Brightspace educational resources and PBL project bank

MEASURING EFFECTIVENESS:

- Implementation and support for a variety of regular formative benchmark assessments in core subject areas such as NWEA MAP testing, writing, literacy as well as any summative State mandated assessments

- Development, implementation, and sustainability of regularly scheduled data meetings with the key focus on utilization of the collected data in order to inform and set goals to aid in the improvement of the instructional program as well as individual learner achievement
- Training, coaching and support in the area of data analysis and assessments
- Collaboration with educational partners in the self-evaluation of the iLEAD model
- Design, coordinate, and collect survey data to improve practices

LEARNER SUPPORT SERVICES AND SPECIAL PROGRAMS:

- Training, coaching, and assistance monitoring and operating programs for English Learners
- Training and assistance with all ELPAC assessments
- Support with development of ELAC and ELAC agendas
- Training, coaching, and assistance with monitoring programs and compliance for Foster and Homeless Youth
- Training, coaching, and assistance with monitoring programs and compliance in programs that provide additional learner support
- Representation at required SELPA meetings (such as CEO Council, Executive Council, PLC, etc.)
- Assistance with SELPA communications
- Assistance through due process and mediation when necessary, including communications with legal counsel
- Support and training to promote equity, diversity, and inclusion amongst learners, staff, and other educational partners
- Develop and/or assist with implementing Multi-Tiered Systems of Support (MTSS)
- Support with high school programs that may include College/Career indicators (UC A-G approval, college credit courses, career technical education pathways, IB accreditation and program implementation support, competency-based education, AP testing, graduation rates, etc.) and provide academic counselor support
- Support accreditation partnerships and approvals, which may include NCAA accreditation, WIOA partnerships, and work-based learning
- Support schools in development and implementation of dual language immersion programs
- Support schools in the development and implementation of play-based learning

LEADERSHIP SUPPORT:

- Leadership coaching of the school and program directors with the focus on

leadership roles and responsibilities, building of the professional culture, co-leadership and staff support, community relations, resource management, board relations, reflective supervision, site maintenance, and other leadership elements

- Coaching for Leadership Residents to build capacity as a future School Director and support current role at school with best practices
- Training provided through participation in monthly Leadership Connections, School Director Collaborative, on-going leadership coaching, and reflective supervision which includes assisting site leaders in development
- Support School Directors with goals developed through reflective supervision with their school's governing board. At the end of the year, a recommendation will be prepared by iCA of the site leader's progress toward goals to assist the board in its review and evaluation of the site leader
- Strategic support, coordination, and assistance to schools in long term planning to meet the changing needs of their school communities
- Coordination with School's consultants and legal counsel for leadership as needed

SCHOOL, COMMUNITY, AND AUTHORIZER RELATIONS:

- Support development and maintenance of community relations which could include local and national politicians, local chambers of commerce, local business and community leaders, and local and regional media outlets (i.e., "Eye of the Valley" weekly iLEAD radio show)
- Professional educational writing services to highlight and promote school programs, activities, and achievements, both internally via network platforms and intranet and externally via websites and outside professional periodicals
- Development and curation of relationships with the state and national charter organizations including but not limited to CSDC, CCSA, ACSA, NAPCS, etc.
- Development and maintenance of relationships with charter authorizing agencies, including communication and coordination of compliance, monitoring, and renewal
- Planning, hosting, and execution of the Annual iLEAD California All-Staff Retreat, including hospitality, team building, and annual school year launch

EMPLOYEE SERVICES:

COMPLIANCE:

- Setup and maintenance of the employee files
- Facilitate establishment of employment policies and procedures that align to state and federal compliance

EMPLOYEE RELATIONS:

- When new positions are created and/or if a current position evolves, support with creating and maintaining job descriptions to reflect accurate duties
- Provide coaching on employee services matters
- Assistance with employee relations, reflective supervision, employee evaluation, process guidance, and pre-mediation services to address employee grievances
- Coordination of new teacher induction process
- Compensation/pay analysis
- Monitoring and advising on the compliance requirements of California educator licensing, credentialing, and enforcement
- Employee survey creation, collection, and analysis

ON/OFF BOARDING, LEAVES, AND WORKERS COMPENSATION:

- Facilitate the hiring and onboarding process. As applicable, verification and tracking of DOJ clearance, TB tests, as well as credential information
- Staff induction including onboarding, benefits enrollment (when applicable), and enrollment in appropriate platforms including email, communication platforms, LMS etc.
- Facilitate offboarding of employees upon employment termination
- Develop employment agreements for in and out of state personnel
- Facilitate employee leaves and medical issues
- Facilitate workers compensation process

PAYROLL:

- Payroll setup, processing, payroll accounting, payroll reporting, and payroll record maintenance as well as processing of the W2 and 1099 forms.
- Time accounting
- Payroll accounting and reporting

BENEFITS:

- Assistance and support in obtaining quotes, implementation, administration, and processing of employee benefits (health, dental, vision, life insurance, etc.) and retirement plans.
- Assistance in employee enrollment into employee benefit plans, and assist employees in benefit questions and issues.

TALENT ACQUISITION:

- Coordinate, organize, and execute hiring events (such as Star Search and Leadership Café) on school campuses, at iCA space, or virtually.
- Assistance and support in recruitment of the School's director and other leadership staff, including posting job descriptions, monitoring applications, applicant searches, vetting, and presenting candidates to the School's governing board and/or school leadership.
- Assistance and support in recruitment of staff, posting job description, monitoring applications and vetting, and presenting candidates to the School's leadership

TECHNOLOGY FUNCTIONS:

- Development of network infrastructure and design
- Serve as a point of contact with network, infrastructure, internet service, and equipment vendors
- Maintain network security, maintenance, troubleshooting, and infrastructure updates[A5]
- Assistance in the development of technology policies
- Assistance with implementation and administration of platforms and systems to include Google Workspace, Voice Over Internet Phone, learning management system, user account monitoring, and platform setup and maintenance support
- Assistance in school technology systems integration, evaluation, and monitoring
- Provide technical support via ticket system, coordinating with site staff and local vendors or contractors for additional device and infrastructure support when needed
- Act as primary contact/ vendor relations for required platforms and systems. Coordinate with compliance on other recommended platforms and systems
- Oversee employee and learner IT onboarding/offboarding processes
- Provide on-going technical coaching and support to site techs, and assist with the reflective supervision process at the Director's discretion
- Provide staff, learners, and families with online testing technical support
- Assist sites with inventory management, including device updates, refresh schedule, and procurement
- Serve as Category One E-Rate Coordinator, working closely with site and contracted E-Rate accounting Consultant

BOARD SUPPORT:

- Support Board Member and School Staff Teams in relationship building, governance processes required by CA public schools, and Board Meeting procedures

- Training for Board members about their role and effective board governance as well as assistance to Board on policy development based on requirements and best practices
- Training and support for Board members on IT Board Platforms used to govern
- Attendance at governing board meetings in person, over the phone, or online in order to present vital school data to allow board members to make informed decisions
- Assistance to the governing board in timely preparation of required notices and board agenda pursuant to Ralph M. Brown Act as well as provision of the platform to publish board meeting agendas, record board meeting minutes, and maintain board meeting archive
- Publish, store, and archive all documents related to Board Meetings and school documents
- Support to file corporate statement of information and updates as needed
- Coordination with School's consultants and legal counsel for governing board as needed

ACCOUNTING AND FINANCIAL SERVICES:

- **Payroll Accounting.** Review payroll entries and post payroll to the general ledger. Review employee coding in compliance with funding requirements
- **Benefits Accounting.** Review benefits invoices and post journal entries. Review employee coding in compliance with funding requirements
- **Accounts Receivable and Payable.** Reviewing and processing invoices and payments, collections, deposits, and transaction recording according to the generally accepted accounting practices and standards. Assist school staff in the process of verification of received goods and services. Provide technical training and support to staff on compliant purchase and procurement processes and procedures.
- **Annual Tax Reporting.** Prepare and submit accounts payable vendor 1099s. Support the school and the auditor in preparing Form 990 and California FTB Form 199 tax-exempt organization annual filing. Support with oversight of additional common annual corporate filings, as needed
- **General Ledger Maintenance and Reconciliation.** Setup and maintenance of the school's chart of accounts and general ledger. Prepare monthly bank reconciliation(s), journal entries, and balance sheet reconciliation. [A6]
- **Internal Controls, Fiscal Policies.** Provide technical training and support on accounting procedures and best practices for financial risk management and internal controls related to the review and implementation of the school's policies, including training on internal controls. Provide guidance and advice on

fiscal compliance and best practices to school site staff

- **Budget Development and Forecasting.** Support in budgeting and forecasting through preparation and provision of the annual budgets, updated monthly budget forecasts, development of multi-year projections, development of cash flow projections and budget revisions, and managing of cash flow and lines of credit, as applicable
- **Authorizer Financial Reporting.** Preparation and filing of the preliminary budget, first and second interim, estimated actuals, and unaudited actuals reports based upon governing board approval, as applicable and as mandated by authorizing agency
- **Federal and State Systems & Reporting.** Development and preparation of the additional financial reports required for federal, state and authorizing agency reporting, as applicable, such as LCAP, federal and state grant funding financial reports, as well as special education compliance and reporting. Develop systems and processes to assist schools in compliance with federal funds, as applicable, including systems for time accounting and tracking use of federal funds
- **Board Reporting.** Provide regular financial reporting to school's board
- **Audit Support.** Review auditor contract; preparation of financial documents for the auditors and assistance to the auditors to help ensure a smooth and timely audit process. Coordinate and support annual financial audit
- **Accounting Platform & Reporting System.** Set up and maintain core financial accounting platforms and additional components designated as necessary
- **Bonds, Loans, Special Projects Support.** Option Project Services fees to be determined at the time of project for additional financial projects, such as optional or one-time state or federal funds, bonds, loans, grants
- **Developing Financing, Capital, Credit.** Assistance and support as needed in obtaining additional financing in the form of a line of credit, working capital cash flow, and capital leases or long-term debt
- **Strategic Financial Planning Support.** Strategic support, coordination, and assistance in charter renewal, and cooperation in authorizing agency and program audits. Consult with school leadership regarding strategic planning, with a focus on the evaluation of financial resources, budget scenario development, and growth potential

COMPLIANCE AND REPORTING:

FEDERAL AND STATE

FUNDING:

- Assist and monitor required annual timelines of compliance reporting for Federal Title and one time State Programs
- Assist in document creation and document storage for Title Programs and one time State Programs to be in compliance for Federal Program Monitoring and School Audits
- Assist in budget creation and budget oversight as required for the spending of Federal Title Program and one time State Programs money
- Assist in Staff, Parent, School Site Council, and Board Meeting requirements and documentation as required by Title Programs
- Communicate and attend meetings with County and State on behalf of the school for guidance, as needed

OTHER:

- Assistance with the development of the internal attendance recording procedures, quarterly attendance data analysis, and provision of the attendance reports to the authorizing agency, as applicable
- Maintenance, preparation, and filing of state reporting through the CALPADS system for Fall 1, Fall 2, and End of Year Reporting. In addition, preparation and filing of CBEDS reporting and Civil Rights Reporting
- Technical training and support with the Student Information System
- Support and guidance with the development of the School Accountability Report Card (SARC)
- Support and guidance with the development of the Local Control Accountability Plan (LCAP)
- Support WASC accreditation and renewal
- ATSI, CSI, and Differentiated Assistance support
- Liaison between contracted service and school to ensure compliance with the National School Lunch Program (NSLP)
- Support with policies, procedures, and protocols related to the learner health and assist with monitoring compliance of school health programs with federal, state, and local laws, regulations, and policies.
- Develop and prepare charter renewal petition and presentation in collaboration with school leadership

FACILITIES:

SAFETY COORDINATION AND SUPPORT:

- Assist with the development of the Comprehensive School Safety Plan and compliance
- Support and monitor monthly, semester, and quarterly drills and compliance checklists
- Provide document detailing utilities and contracted services for each site
- Set up appointments and oversee fire certifications and renewals
- Assist with obtaining Certificate of Insurance (COI) as needed
- Support with procedures for incident reports, insurance claims, and workers compensation
- Procure insurance coverage which includes building, workers' compensation, student accident insurance, general liability, etc.

OPERATIONS AND MAINTENANCE

- Assistance and support in establishing procedures for school and/or administrative facility operations and uses of space, monitoring use of space, and performing minor facility maintenance and repairs.
- Assistance with vendor search and contract negotiations for facility maintenance and repair, cleaning, and transportation services for the school, as applicable.
- Establish and implement a process to vet contracted services in order to produce a list of reputable service providers
- Provide basic handyman services

FACILITIES PLANNING

- Assistance with developing a long term plan for facility needs and tenant improvements
- Coordination of lease renewals, including necessary negotiations
- Support asset management for furniture fixture and equipment

COMMUNICATIONS, OUTREACH, AND PUBLIC RELATIONS:

BRANDING, DIGITAL AND WEB SERVICES

- Development and maintenance of the school's unique branding elements and provision of comprehensive network brand identity guidelines, supporting schools in maintaining their unique community identity while remaining consistent with the iLEAD California educational design.
- Design of digital, printed, and promotional materials to be used in regular communications and outreach efforts
- Design, provision and maintenance of basic template/standard school website

and social media platforms

COMMUNICATION AND OUTREACH

- Support with regular, ongoing school communications with current and prospective learners and families. (i.e. create systems for regular communication and train the school's leadership and support staff on systems)
- Development of learner recruitment strategies
- Assistance in the development of short-term and long-term outreach plans, budgets and timelines
- Develop strategies for the placement of printed and promotional materials in local markets, as well as at the applicable local events
- Coordinate and produce regular internal school communications (Monday Message, school network and community communications) and provide support with internal family communications (i.e. Parent Square)
- Assist School staff in organizing and hosting school tours and informational events for parents, and planning and executing events with emphasis on local media coverage
- Assistance with the implementation of recommended regular social media campaigns

PUBLIC AND MEDIA RELATIONS

- Development of public relations campaigns
- Support with local media relations (press releases, media coordination, etc.)
- Training for school leaders on media and public relations and communication
- Coordination of and support with crisis communication messaging

iLEAD Agua Dulce

2023 - 2024

Regular Scheduled Board Meetings

All meetings will be held at iLEAD Agua Dulce School at 5:00 p.m. unless otherwise publicly noticed.

Special Board Meetings may be scheduled as needed with 24-hour public notice.

September 12, 2023

October 17, 2023

November 14, 2023

December 12, 2023

February 6, 2024

March 12, 2023

April 9, 2024

May 7, 2024

June 18, 2024

June 25, 2023

Board Approved: