

MEETING AGENDA - Santa Clarita Valley international 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, September 20, 2023 |
| Start Time | 6:00 PM |
| End Time | 7:30 PM |
| Location | Address: Santa Clarita Valley International, 28060 Hasley Cyn Rd., Castaic Room: Village (located on the 2nd floor of the Lower Campus) Zoom Meeting: https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833 |
| Purpose | Regular scheduled meeting |

Agenda

1. Opening Items

| | |
|--------------------------------|---------------------|
| 1.1. Call The Meeting To Order | (6:00 PM - 6:00 PM) |
|--------------------------------|---------------------|

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|----------------|---------------------|
| 1.2. Roll Call | (6:00 PM - 6:00 PM) |
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|---------------------------|---------------------|
| 1.3. Pledge Of Allegiance | (6:00 PM - 6:00 PM) |
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|---------------------|---------------------|
| 1.4. Approve Agenda | (6:00 PM - 6:00 PM) |
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Due date: 9/20/2023

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|----------------------|---------------------|
| 1.5. Approve Minutes | (6:00 PM - 6:00 PM) |
|----------------------|---------------------|

Due date: 9/20/2023

Documents

- Minutes-2023-06-28.pdf
-

2. Curriculum Moment

| | |
|------------------------|---------------------|
| 2.1. Curriculum Moment | (6:00 PM - 6:00 PM) |
|------------------------|---------------------|

3. Public Comments

| | |
|----------------------|---------------------|
| 3.1. Public Comments | (6:00 PM - 6:00 PM) |
|----------------------|---------------------|

The public may address the 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.

4. Consent Items

4.1. Personnel Report

(6:00 PM - 6:00 PM)

Due date: 9/20/2023

Documents

- 9.20.23 SCVi_PersonnelReport.pdf
-

4.2. Check Register

(6:00 PM - 6:00 PM)

Due date: 9/20/2023

Documents

- SCVi Payment Register_20230913.pdf
 - SCVi Payment Register Summary_20230913.pdf
-

4.3. Contracts / Invoices over \$10,000

(6:00 PM - 6:00 PM)

Due date: 9/20/2023

Documents

- SCVi - PA Installation (1).pdf
 - OASIS QUOTE LETTER_ILEAD SCVI CHARTER_VALCOM IP PAGING_12.06.2022 (1) (1).pdf
 - Cisco 154013.pdf
 - D_H_Mechanical_23063.pdf
-

5. Discussion And Reports

5.1. Learner Board Ambassador Report

(6:00 PM - 6:00 PM)

5.2. School Director Report

(6:00 PM - 6:00 PM)

Documents

- 9_20_23 Site Director Board Report .docx.pdf
-

5.3. Staff Board Ambassador Report

(6:00 PM - 6:00 PM)

5.4. Financial Committee Report

(6:00 PM - 6:00 PM)

5.5. Enrollment Committee Report

(6:00 PM - 6:00 PM)

5.6. Senate Bill 114 - Charter Extension

(6:00 PM - 6:00 PM)

Discuss the extension granted to Charter Schools for an additional one year of authorization.

Documents

- SCVi Charter Extension.72023.pdf
-

6. Action Items

6.1. Revised Fiscal Policy

(6:00 PM - 6:00 PM)

Due date: 9/20/2023

Documents

- SCVi 2023 Fiscal Policies DRAFT_2023084 Clean Copy.pdf

6.2. Declaration of Need

(6:00 PM - 6:00 PM)

Discuss and take action regarding the Declaration of Need for Emergency CLAD Permits for staff to teach English Language Learners while working to obtain their CLAD.

Due date: 9/20/2023

Documents

- SCVi DON.pdf

6.3. Revised Homeless Policy

(6:00 PM - 6:00 PM)

Discuss and take action regarding the required revised Homeless Policy

Due date: 9/20/2023

Documents

- SCVi Revised Homeless Ed. Policy Sept. 2023.pdf

6.4. Injury and Illness Prevention Plan

(6:00 PM - 6:00 PM)

Discuss and take action regarding the Injury and Illness Prevention Plan.

Due date: 9/20/2023

Documents

- _IIPP - SCVI (1).pdf

6.5. International Baccalaureate Career-Related Programme

(6:00 PM - 6:00 PM)

Discuss and take action regarding the implementation of the International Baccalaureate Career-Related Programme.

Due date: 9/20/2023

Documents

- SCVi Board Letter of Support IB CP .pdf

6.6. LA County Arts Advancement Grant

(6:00 PM - 6:00 PM)

Discuss and take action regarding the Arts Grant.

Due date: 9/20/2023

Documents

- iCC1.SCVi.MOUArtsAdvancementGrant.pdf

6.7. Instructional Materials

(6:00 PM - 6:00 PM)

Discuss and take action on the 23-24 Instructional Materials list.

Due date: 9/20/2023

Documents

- 23-24 SCVi_ Williams Compliance - Instructional Materials List (1).pdf

7. Closed Session

7.1. Conference with Legal Counsel - Anticipated Litigation

(6:00 PM - 6:00 PM)

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

7.1.1. Report of Closed Session

(6:00 PM - 6:00 PM)

8. Board Comments

8.1. Board Comments

(6:00 PM - 6:00 PM)

9. Closing Items

9.1. Next Meeting Date

(6:00 PM - 6:00 PM)

October 18, 2023

9.2. Adjournment

(6:00 PM - 6:00 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 - Santa Clarita Valley international Board

Meeting

| | |
|-------------------|---|
| Date | Wednesday, June 28, 2023 |
| Started | 4:03 PM |
| Ended | 4:48 PM |
| Location | Address: Santa Clarita Valley International, 28060 Hasley Cyn Rd., Castaic Room: Village (located on the 2nd floor of the Lower Campus) 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 |
| Chaired by | Nicole Miller |
| Recorder | Donna Wood |

Minutes

1. Opening Items

1.1. Call The Meeting To Order

Nicole Miller called the meeting to order at 4:03 pm.

Status: Completed

1.2. Roll Call

Miguel Fletcher: Yes

Nicole Miller: Yes

Wendy Emeterio: Yes

Greg Kimura: Yes

Shely Berry: Arrived at 4:09 pm

Status: Completed

1.3. Pledge Of Allegiance

Pledge of Allegiance was recited

Status: Completed

1.4. Approve Agenda

Motion to Approve: Greg Kimura

Seconded by: Wendy Emeterio

Roll Counted Vote

Greg Kimura: Yes

Wendy Emeterio: Yes

Miguel Fletcher: Yes

Nicole Miller: Yes

Motion Unanimously Approved

Due date:

Status: Completed

1.5. Approve Minutes

Motion to Approve with following corrections: Greg Kimura

item 6.1 - note the board member that made the motion

item 6.3 and 6.4 replace the vote from "unanimously agreed to table" to "Motion to table was approved" since one board member abstained from vote

item 1.1 - 1.5 Remove Board Member that was not at the meeting at the time of item votes

Seconded by: Wendy Emeterio

Roll Counted Vote

Greg Kimura: Yes

Wendy Emeterio: Yes

Miguel Fletcher: Yes

Nicole Miller: Yes

Motion Unanimously Approved

Due date:

Status: Completed

Documents

- Minutes-2023-06-21.pdf
-

2. Public Comments

2.1. Public Comments

The public may address the 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 Comments were made

Status: Completed

3. Consent Items

3.1. Contracts / Invoices over \$10,000

Motion to Approve: Wendy Emeterio

Seconded by: Greg Kimura

Roll Counted Vote

Wendy Emeterio: Yes

Greg Kimura: Yes

Miguel Fletcher: Yes

Nicole Miller: Yes

Motion Unanimously Approved

Status: Completed

Documents

- EdTech 101.pdf
-

4. Hearing

4.1. LCAP Hearing

Allow public input regarding the Local Control Accountability Plan and Budget.

Allison Bravo held the LCAP Hearing

Status: Completed

5. Action Items

5.1. LCAP and Local Indicators

Discuss and take action on the 2022 - 2023 Local Indicators and 2023 - 2024 LCAP.

Allison Bravo presented the LCAP and Local Indicators to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Miguel Fletcher

Roll Counted Vote

Greg Kimura: Yes

Miguel Fletcher: Yes

Wendy Emeterio: Yes

Shely Berry: Yes

Nicole Miller: Yes

Motion Unanimously Approved

Due date:

Status: Completed

Documents

- SCVi LCAP 23-24.pdf
-

5.2. LCAP Federal Addendum

Discuss and take action on the 2023 - 2024 LCAP Federal Addendum.

Allison Bravo presented the LCAP Federal Addendum to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Shely Berry

Roll Counted Vote

Greg Kimura: Yes

Shely Berry: Yes

Miguel Fletcher: Yes

Wendy Emeterio: Yes

Nicole Miller: Yes

Motion Unanimously Approved

Due date:

Status: Completed

Documents

- SCVi ATSI Federal LCAP Addendum.pdf

5.3. 2022-2023 Estimated Actuals & 2023-2024 Budget

Discuss and take action on the Estimated Actuals and projected budget.

Kelly O'brien presented the 2022-2023 Estimated Actuals & 2023-2024 budget to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Miguel Fletcher

Roll Counted Vote

Greg Kimura: Yes

Miguel Fletcher: Yes

Shely Berry: Yes

Wendy Emeterio: Yes

Nicole Miller: Yes

Motion Unanimously Approved

Due date:

Status: Completed

Documents

- EstimatedActuals2223.PreliminaryBudget2324.MYP_ForBoard_SCVi.pdf

5.4. Revised Fiscal Policy

Discuss and take action regarding the revised fiscal policy.

Kim Lytle explained that the Revised Fiscal Policy would be presented to the Board at a later meeting.

Motion to Table: Greg Kimura

Seconded by: Shely Berry

Roll Counted Vote

Greg Kimura: Yes

Shely Berry: Yes

Wendy Emeterio: Yes

Miguel Fletcher: Yes

Nicole Miller: Yes

Motion to Table was Approved

Due date: 9/20/2023

Status: In progress / deferred until 9/20/2023

5.5. Shared Resource Agreement

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

Motion to Approve: Shely Berry

Seconded by: Miguel Fletcher

Roll Counted Vote

Shely Berry: Yes

Miguel Fletcher: Yes

Wendy Emeterio: Yes

Greg Kimura: Yes

Nicole Miller: Yes

Motion was Unanimously Approved

Due date:

Status: Completed

Documents

- 6-26-23 iCA Resource Sharing Agreement July 2023(REDLINE).pdf
-

5.6. Special Education Shared Resource Agreement

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

Motion to Approve: Greg Kimura

Seconded by: Wendy Emeterio

Roll Counted Vote

Greg Kimura: Yes

Wendy Emeterio: Yes

Shely Berry: Yes

Miguel Fletcher: Yes

Nicole Miller: Yes

Motion was Unanimously Approved

Due date:

Status: Completed

Documents

- 23-24 SPED RESOURCE SHARING (7-1-23).pdf
-

5.7. Food Services MOU

Discuss and take action on the Food Services MOU

Cassandra Coleman presented the Food Service MOU to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Wendy Emeterio

Roll Counted Vote

Greg Kimura: Yes

Wendy Emeterio: Yes

Shely Berry: Yes

Miguel Fletcher: Yes

Nicole Miller: Yes

Motion was Unanimously Approved

Due date:

Status: Completed

Documents

- MOU for Self Operation 23-24.pdf
-

5.8. 2023-2024 Family Guidebook

Discuss and take action regarding the 2023-2024 Family Guidebook.

Cassandra Coleman presented the 2023-2024 Family Guidebook to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Wendy Emeterio

Roll Counted Vote

Greg Kimura: Yes

Wendy Emeterio: Yes

Shely Berry: Yes

Miguel Fletcher: Yes

Nicole Miller: Yes

Motion was Unanimously Approved

Due date:

Status: Completed

Documents

- SCVi 2023-2024 Family Guidebook TK-12 .pdf
-

5.9. 2023-2024 Insurance Policies

Discuss and take action regarding the 2022-2023 insurance policies.

April Cauthron presented the 2023-2024 Insurance Policies to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Miguel Fletcher

Roll Counted Vote

Greg Kimura: Yes

Miguel Fletcher: Yes

Wendy Emeterio: Yes

Shely Berry: Yes

Nicole Miller: Yes

Motion was Unanimously Approved

Due date:

Status: Completed

Documents

- iLEAD 23-24 Premium Allocations - SCVI.pdf
-

5.10. Extended Learning Opportunity Plan

Discuss and take action regarding the ELO-P for learners .

Farnaz Kaufman presented the Extended Learning Opportunity Plan to the Board and answered questions of the Board

Motion to Approve: Greg Kimura

Seconded by: Miguel Fletcher

Roll Counted Vote

Greg Kimura: Yes

Miguel Fletcher: Yes

Wendy Emeterio: Yes

Shely Berry: Yes

Nicole Miller: Yes

Motion was Unanimously Approved

Due date:

Status: Completed

Documents

- SCVi - ELO - P(rogram).pdf
-

6. Board Comments

Greg Kimura wished everyone an very happy summer

Wendy Emeterio thanked everyone for a good year's work

Miguel Fletcher thanked everyone for his first board meeting running so smoothly

Status: Completed

7. Closing Items

7.1. Next Meeting Date

September 20, 2023 at 6:00pm

September 20, 2023 at 6:00pm

Status: Completed

7.2. Adjournment

Nicole Miller adjourned the meeting at 4:48pm

Status: Completed

EMPLOYMENT – NEW HIRES

| | | |
|---------------------------|-----------------------------------|----------|
| Garrido Martin, Cristina | Facilitator | 08.01.23 |
| Pastor Bermejo, Maialen | Facilitator | 08.01.23 |
| Salas Moreno, Maria Pilar | Facilitator | 08.01.23 |
| Zelaya, Fanny | Care Team - Student Support | 08.01.23 |
| Quintero, Emelie | School Counselor | 08.01.23 |
| Surgick, Anuola | School Counselor | 08.01.23 |
| Ciceri, Amy | Facilitator | 08.01.23 |
| Stanman, Daniel | Care Team - Instructional Support | 08.09.23 |
| Pierre, Esther | Health Aide | 08.14.23 |
| Perske, Kaitlyn | Care Team - Play Support | 08.14.23 |
| Lopez, Stacy | Care Team - Instructional Support | 08.14.23 |
| Petrogonas, Marjorie | Facilitator - Substitute | 08.29.23 |
| Medina, Melissa | Care Team - Student Support | 08.30.23 |

RESIGNATIONS/TERMINATIONS

| | | |
|-----------------------|---------------------------|----------|
| Moon, Ingrid | Facilitator | 06.16.23 |
| Shenberger, Sapir | Facilitator - Substitute | 06.16.23 |
| Guire, Michelle | Facilitator | 06.30.23 |
| Hurtado, Maria | Registrar | 06.30.23 |
| Wright, Eileen | Food Service Assistant | 06.30.23 |
| Guzman, Carmen | Food Service Assistant | 06.30.23 |
| Gonzalez, Sandra | Food Service Assistant II | 06.30.23 |
| Rodriguez, Juana | Food Service Assistant | 06.30.23 |
| Jonsen, Christine | Facilitator | 06.30.23 |
| Moosa, Alfred | School Counselor | 06.30.23 |
| Fay, Morgan | Educational Facilitator | 06.30.23 |
| Kreiger, Carolyn | Facilitator | 06.30.23 |
| Santa Maria, Angela | Facilitator | 06.30.23 |
| Dwyer, Cordy | Facilitator - CTE | 06.30.23 |
| Sanchez Herrero, Jose | Facilitator | 06.30.23 |
| Kreiger, Hannah | Ed Specialist | 06.30.23 |
| Macias, Eric | Facilitator - History | 06.30.23 |
| Miller, Laura | Ed Specialist | 06.30.23 |
| James, Liza | Facilitator | 06.30.23 |
| Scheer, Cheryl | Facilitator - Art | 06.30.23 |

| | | |
|--------------------|-----------------------------------|----------|
| Ponticelli, Gena | Care Team - Student Support | 06.30.23 |
| Bohm, Hannah | Health Aide | 07.28.23 |
| Aguirre, Elizabeth | Care Team -Instructional Support | 08.04.23 |
| Lopez, Amerisse | Care Team - Instructional Support | 08.08.23 |
| DiBianca, Rosalie | Ed Specialist | 08.18.23 |

STATUS CHANGE

| | | |
|--------------------|--------------------------------------|----------|
| Weaker, Jena | Part-Time Hourly to Salary | 07.01.23 |
| Norris, Crystal | Substitute to Facilitator | 07.01.23 |
| Marcano, Tanisha | Care Team to Registrar | 07.01.23 |
| Castellon, Adriana | Part-Time Hourly to Full-Time Hourly | 08.14.23 |
| Lopez, Stacy | Full-Time Hourly to Part-Time Hourly | 08.14.23 |
| Groller, Matthew | Part-Time Hourly to Full-Time Hourly | 08.16.23 |
| Mack, Allison | Part-Time Hourly to Full-Time Hourly | 08.15.23 |
| Jimenez, Ruben | Part-Time Hourly to Full-Time Hourly | 08.16.23 |

Company Name: Santa Clarita Valley International School
Report Name: Payment Register Summary
Report Title 2: Mission Valley Bank
Footer Text: 06/15/2023-09/13/2023

| GL Account # | GL Account Description | Total |
|--------------|--|------------|
| 3401 | Health & Welfare Benefits - Credentialed positions | 35,215.21 |
| 3402 | Health & Welfare Benefits - Classified positions | 15,220.59 |
| 4110 | Core Curriculum - Texts, Workbooks, etc | 11,439.16 |
| 4120 | Core Curriculum - Software & Programs | 7,875.76 |
| 4130 | Other Curriculum | 7,972.75 |
| 4210 | Professional Development References | 21.55 |
| 4220 | Other Books & References | 213.85 |
| 4305 | Educational Supplies (Classroom, Project, SpEd, Etc) | 1,074.00 |
| 4310 | Science Supplies | 239.75 |
| 4325 | Custodial Supplies | 2,986.39 |
| 4330 | Health & Safety | 949.95 |
| 4335 | Home Study Stipend | 54,448.01 |
| 4340 | Office Supplies | 1,923.50 |
| 4345 | Printing & Reproduction Supplies | 2,265.73 |
| 4355 | Facilities Supplies | 11,333.59 |
| 4410 | Classroom Furniture & Equipment | 2,010.79 |
| 4420 | NonClassroom Furniture & Equipment | 514.32 |
| 4430 | IT Equipment & Supplies | 59,651.67 |
| 4710 | Vended Food Service | 35,183.28 |
| 4720 | Food Supplies | 1,061.51 |
| 4740 | Cafe Other Supplies | 751.17 |
| 5210 | Travel for PD, Conferences, & School Development | 1,312.71 |
| 5220 | Travel for Intersite Business - Mileage | 110.83 |
| 5230 | Conference & Workshop Registration Fees | 1,975.58 |
| 5310 | Professional Dues, Memberships, and Subscriptions | 11,297.73 |
| 5510 | Utilities - Electricity | 22,191.76 |
| 5520 | Utilities - Gas | 235.32 |
| 5530 | Utilities - Water | 2,477.16 |
| 5540 | Utilities - Trash | 2,153.98 |
| 5550 | Operations - Janitorial Services | 5,428.00 |
| 5560 | Operations - Security | 3,241.59 |
| 5610 | Rent - Facilities Rent and CAM Charges | 15,081.00 |
| 5630 | Repairs & Maintenance - Facilities | 34,081.82 |
| 5660 | Repairs & Maintenance - Other Equipment | 260.00 |
| 5801 | Professional Services - Service Fees | 227,939.96 |
| 5803 | Professional Services - Business Services | 19,217.70 |
| 5804 | Professional Services - Auditing & Tax Preparation | 7,883.25 |
| 5805 | Professional Services - Payroll Fees | 22,483.21 |
| 5806 | Professional Services - Consultant Fees | 4,332.14 |
| 5808 | Professional Services - Legal Fees | 20,723.50 |

| GL Account # | GL Account Description | Total |
|--------------------|--|-----------------------|
| 5809 | Professional Services - Shared/Leased Employees | 7,545.22 |
| 5822 | Operating Expenditures - Licenses & Other Fees | 1,717.57 |
| 5823 | Operating Expenditures - Fingerprinting Fees | 72.00 |
| 5825 | Operating Expenditures - Banking Charges & Fees | 1,808.57 |
| 5826 | Operating Expenditures - Interest | 4.01 |
| 5827 | Operating Expenditures - Other Benefit Fees | 98.60 |
| 5829 | Operating Expenditures - Events | 2,645.75 |
| 5830 | Operating Expenditures - Marketing & Advertising | 13,595.35 |
| 5831 | Operating Expenditures - Branding (Brochures, Flyers, etc) | 93.08 |
| 5840 | Operating Expenditures - Software Licenses | 9,746.10 |
| 5850 | Student Services Expenditures - Student Information System | 3,027.17 |
| 5852 | Student Services Expenditures - Special Education Contracted | 188,577.55 |
| 5853 | Student Services Expenditures - Student & Group Activities | 30,701.29 |
| 5854 | Student Services Expenditures - Electives & Enrichment | 200.76 |
| 5855 | Student Services Expenditures - Substitutes | 2,436.00 |
| 5910 | Telephone & Fax | 13,365.50 |
| 5920 | Internet Services | 209.84 |
| 5940 | Postage Expense | 992.14 |
| 9310 | Prepaid Expenditures (Expenses) | 33,487.94 |
| 9535 | Retirement Liability | 204,194.33 |
| 9536 | 403b Payable | 3,800.00 |
| 9554 | Divvy - SCVi | 7,139.11 |
| Grand Total | | \$1,180,237.65 |

Company name: Santa Clarita Valley International School
Report name: Payment Register
Report title 2: Mission Valley Bank
Footer Text: 06/15/2023-09/13/2023
Created on: 9/14/23
Location: 110--Santa Clarita Valley International

| Date | Vendor | Amount |
|---------|---|-----------|
| 6/16/23 | WEXH000--WEX Health Inc. | 171.80 |
| 6/16/23 | WEXH000--WEX Health Inc. | 208.33 |
| 6/19/23 | DIVV110--Divvy, Inc. | 1,024.95 |
| 6/20/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 943.89 |
| 6/20/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 79.90 |
| 6/20/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 5,085.64 |
| 6/20/23 | BAY110B--Bay Alarm Company 6072 | 670.04 |
| 6/20/23 | CIGN000--Cigna Healthcare | 2,171.22 |
| 6/20/23 | CLIF000--Clifton Larson Allen LLP | 2,310.00 |
| 6/20/23 | COLL004--The College Board | 240.00 |
| 6/20/23 | DAVE000--Dave Janssen's School of Music [S] | 160.00 |
| 6/20/23 | DHME000--D H MECHANICAL | 90.00 |
| 6/20/23 | DWLL000--Donna Wood | 162.07 |
| 6/20/23 | EDI110B--Southern California Edison 8155 | 1,835.19 |
| 6/20/23 | EDI110C--Southern California Edison 4738 | 725.70 |
| 6/20/23 | EDUC008--Education Theatre Association | 350.00 |
| 6/20/23 | Jessica Harrison | 1,073.64 |
| 6/20/23 | Benedetti, Ally | 41.62 |
| 6/20/23 | Benedetti, Ally | 535.43 |
| 6/20/23 | HOME003--Home Depot Credit Services | 391.68 |
| 6/20/23 | INSI000--Inside SCV Magazine | 147.00 |
| 6/20/23 | IRON000--Iron Fist Martial Arts, LLC | 130.00 |
| 6/20/23 | KHTS000--KHTS Radio | 900.00 |
| 6/20/23 | LAWO000--Law Offices of Young, Minney & Corr, LLP | 1,582.50 |
| 6/20/23 | LEOS000--Leo's Glass Sylmar Inc | 390.52 |
| 6/20/23 | MCCA000--McCalla Company | 160.29 |
| 6/20/23 | NEWH000--Newhall Valencia Lock & Key | 135.00 |
| 6/20/23 | OFFI001--Official Pest Prevention, Inc | 105.00 |
| 6/20/23 | PRUD000--Prudential Overall Supply | 84.98 |
| 6/20/23 | SCOO000--Scoot Education | 1,740.00 |
| 6/20/23 | SYSC000--Sysco Ventura Inc | 667.34 |
| 6/20/23 | VALE9227--Valencia Commerce Center Association 22992-27 | 372.38 |
| 6/20/23 | VALE9228--Valencia Commerce Center Association 22992-28 | 205.48 |
| 6/20/23 | VALE9229--Valencia Commerce Center Association 22992-29 | 19.91 |
| 6/20/23 | VALE9232--Valencia Commerce Center Association 22992-32 | 11.58 |
| 6/20/23 | ZOEA000--Zoe Nina Sotto Andaya | 500.00 |
| 6/21/23 | AIZE000--Aizen Fire Protection Inc | 463.52 |
| 6/21/23 | FRES001--Fresh Start Healthy Meals, Inc. | 22,677.84 |

| Date | Vendor | Amount |
|-------------|--|---------------|
| 6/21/23 | JONE004--Jones, Caid Mitchell | 140.00 |
| 6/21/23 | LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S] | 280.00 |
| 6/21/23 | LITT001--Little School of Music [S] | 1,513.29 |
| 6/22/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 83.36 |
| 6/22/23 | CORN001--Cornelius, Laurie | 13.25 |
| 6/22/23 | Jessica Harrison | 980.80 |
| 6/23/23 | AFLA000--AFLAC | 2,252.90 |
| 6/23/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 418.57 |
| 6/23/23 | DAVE000--Dave Janssen's School of Music [S] | 40.00 |
| 6/23/23 | Jessica Harrison | 968.37 |
| 6/23/23 | Benedetti, Ally | 138.02 |
| 6/23/23 | HORS000--Kim Wineland (Horse ETC) | 259.32 |
| 6/23/23 | JIVE000--Jive Communications, Inc. | 1,764.14 |
| 6/23/23 | KIDS001--KidsArt - Valencia, Inc [S] | 232.76 |
| 6/23/23 | NITE000--Nite-Lite Signs Inc. | 93.08 |
| 6/23/23 | SCHO009--School Pathways LLC | 79.29 |
| 6/23/23 | STUD002--Studio H Fine Arts [S] | 140.00 |
| 6/23/23 | VALE9230--Valencia Commerce Center Association 22992-30 | 220.27 |
| 6/23/23 | VALE9231--Valencia Commerce Center Association 22992-31 | 19.74 |
| 6/23/23 | WEXH000--WEX Health Inc. | 34.00 |
| 6/23/23 | WILE000--Wileman, Gina M. | 50.00 |
| 6/23/23 | WORL003--Guo's Elite, Inc. | 193.80 |
| 6/26/23 | ACAD005--Academy Swim Club [S] | 930.00 |
| 6/26/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 52.72 |
| 6/26/23 | BEND002--Piano Boise LLC | 240.00 |
| 6/26/23 | CANY000--Canyon Theatre Guild Inc [S] | 375.00 |
| 6/26/23 | CODE003--Reeser Holdings LLC | 348.25 |
| 6/26/23 | GOLD002--Golden Oak Music | 245.00 |
| 6/26/23 | HUCK000--HuckleBerry Center for Creative Learning [S] | 1,760.66 |
| 6/26/23 | HUGO000--Hugo's Gymfitness [S] | 3,455.00 |
| 6/26/23 | ILEA300--iLEAD California | 22,783.72 |
| 6/26/23 | IRON000--Iron Fist Martial Arts, LLC | 147.00 |
| 6/26/23 | JIYU000--Jiyu Martial Arts and Fitness | 480.00 |
| 6/26/23 | JORI000--Jorian, Ruth | 1,154.00 |
| 6/26/23 | KANO000--Kanor Driving School, Inc. | 373.50 |
| 6/26/23 | KIDS001--KidsArt - Valencia, Inc [S] | 85.00 |
| 6/26/23 | KUCK000--Heather Kuck | 600.00 |
| 6/26/23 | LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S] | 280.00 |
| 6/26/23 | LEAR000--Learn Beyond The Book LLC [S] | 8,470.10 |
| 6/26/23 | LITT001--Little School of Music [S] | 261.00 |
| 6/26/23 | LUND001--Lundie, Margie D. | 1,500.00 |
| 6/26/23 | PASC000--Pascual, Arthur | 600.00 |
| 6/26/23 | SANT017--Santa Clarita In Home Tutoring | 390.00 |
| 6/26/23 | SCOI001--Scoir, Inc | 382.54 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 6/26/23 | SRMT000--SOR Schools VI, LLC | 549.00 |
| 6/26/23 | THER004--The Reed Idea Lab, LLC | 800.00 |
| 6/26/23 | TOPO000--Top Out Climbing [S] | 768.00 |
| 6/26/23 | URBA000--Urbanovich, Rene | 1,210.00 |
| 6/26/23 | WEST000--West Coast Music Academy [S] | 1,113.00 |
| 6/26/23 | ZARU000--Zarubin Inc | 175.00 |
| 6/28/23 | A1PA000--A-1 Party | 273.75 |
| 6/28/23 | ACHI000--Achievers Cap & Gown Co. | 300.00 |
| 6/28/23 | ATT110D--AT&T 7579 | 230.26 |
| 6/28/23 | ATT110E--AT&T 0778 | 552.43 |
| 6/28/23 | CROS001--Crossroads Owners, Inc. | 5,027.00 |
| 6/28/23 | DANC006--Dance Magic Studios | 305.00 |
| 6/28/23 | DWLL000--Donna Wood | 187.99 |
| 6/28/23 | Kristen, Nilsen | 130.07 |
| 6/28/23 | Kristen, Nilsen | 162.55 |
| 6/28/23 | Todd Kern | 213.54 |
| 6/28/23 | Tanya Olortegui | 105.16 |
| 6/28/23 | FPMA000--FP Mailing Solutions | 62.25 |
| 6/28/23 | GAS110C--SoCalGas 8533 | 55.53 |
| 6/28/23 | GAS110H--SoCalGas 2166 | 15.46 |
| 6/28/23 | GRAV001--Gravie, Inc | 13,701.35 |
| 6/28/23 | LITT002--Little Oak Ranch LLC | 180.00 |
| 6/28/23 | MATH022--SoCal Math LLC | 313.04 |
| 6/28/23 | MELL000--Mellady Direct Marketing | 4,345.13 |
| 6/28/23 | OBRI000--O'brien, Shellie | 30.00 |
| 6/28/23 | OFFI001--Official Pest Prevention, Inc | 210.00 |
| 6/28/23 | PERF004--The Performers Academy | 870.00 |
| 6/28/23 | READ001--Ready Refresh | 151.44 |
| 6/28/23 | SCV110A--SCV Water- Valencia Division 2301 | 135.51 |
| 6/28/23 | SCV110B--SCV Water- Valencia Division 0301 | 148.83 |
| 6/28/23 | SCV110C--SCV Water- Valencia Division 9302 | 20.73 |
| 6/28/23 | SCV110D--SCV Water- Valencia Division 3301 | 20.73 |
| 6/28/23 | SCV110E--SCV Water- Valencia Division 5302 | 20.73 |
| 6/28/23 | SCV110F--SCV Water- Valencia Division 8303 | 128.85 |
| 6/28/23 | SCV110G--SCV Water- Valencia Division 7302 | 20.73 |
| 6/28/23 | SCV110H--SCV Water- Valencia Division 4302 | 131.07 |
| 6/28/23 | SCV110J--SCV Water- Valencia Division 8301 | 128.85 |
| 6/28/23 | SCV110K--SCV Water- Valencia Division 9301 | 20.73 |
| 6/28/23 | SECO000--The Second City Los Angeles Inc. | 250.00 |
| 6/28/23 | SUNL000--Sun Life Assurance Company of Canada | 619.48 |
| 6/28/23 | SUNL000--Sun Life Assurance Company of Canada | 615.50 |
| 6/28/23 | TROS000--Trost,Tamara | 30.00 |
| 6/28/23 | WHIT012--Whitaker Plumbing | 450.00 |
| 6/28/23 | WORL003--Guo's Elite, Inc. | 193.80 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 6/29/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 98.40 |
| 6/29/23 | APPL000--Apple Inc | 14,245.05 |
| 6/29/23 | ATT110A--AT&T 8037 | 2,043.86 |
| 6/29/23 | DUNN000--Dunn-Edwards Paints | 882.03 |
| 6/29/23 | EDI110A--Southern California Edison 0668 | 4,891.50 |
| 6/29/23 | Wright, Eileen | 161.55 |
| 6/29/23 | LEGA003--Legal Shield | 292.95 |
| 6/29/23 | QCLO000--QC Locksmiths | 144.45 |
| 6/29/23 | SOLU000--Solution Tennis Inc | 2,203.00 |
| 6/30/23 | UMBB000--UMB Bank | 18,000.00 |
| 7/3/23 | AKIN000--Akins IT Inc | 3,625.00 |
| 7/3/23 | NILS000--Kasey J Nilsen | 500.00 |
| 7/3/23 | THER001--Therapy in Action | 85.00 |
| 7/3/23 | USAI000--US Air Conditioning Distributors, LLC | 633.96 |
| 7/3/23 | WEXH000--WEX Health Inc. | 208.33 |
| 7/5/23 | iLEA010--iLEAD Online Charter | 16,510.00 |
| 7/5/23 | WEXH000--WEX Health Inc. | 5.09 |
| 7/6/23 | LOSA001--Los Angeles County Office of Education (LACOE) | 65,030.18 |
| 7/12/23 | LITT001--Little School of Music [S] | -1,405.29 |
| 7/13/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 346.04 |
| 7/13/23 | DHME000--D H MECHANICAL | 878.00 |
| 7/13/23 | EDTE000--EdTech 101 | 40,950.51 |
| 7/13/23 | Shanahan, Colleen | 143.81 |
| 7/13/23 | Juana Rodriguez | 99.96 |
| 7/13/23 | Lorena Lemus | 255.84 |
| 7/13/23 | Matthew Groller | 10.47 |
| 7/13/23 | iLEA010--iLEAD Online Charter | 7,547.75 |
| 7/13/23 | iLEA010--iLEAD Online Charter | 1,220.75 |
| 7/13/23 | JIVE000--Jive Communications, Inc. | 1,764.51 |
| 7/13/23 | KAIS000--Kaiser Foundation Health Plan | 15,807.33 |
| 7/13/23 | KHTS000--KHTS Radio | 900.00 |
| 7/13/23 | MCCA000--McCalla Company | 775.33 |
| 7/13/23 | NAVI001--Navigate360, LLC | 85.00 |
| 7/13/23 | PROF000--Professional Tutors of America Inc | 427.50 |
| 7/13/23 | PRUD000--Prudential Overall Supply | 84.98 |
| 7/13/23 | WAS118A--WM Corporate Services, Inc 3008. | 1,151.99 |
| 7/14/23 | LITT001--Little School of Music [S] | 1,405.29 |
| 7/19/23 | DIVV110--Divvy, Inc. | 6,114.16 |
| 7/24/23 | NATI000--National Benefit Services | 950.00 |
| 7/24/23 | NATI000--National Benefit Services | 950.00 |
| 7/24/23 | NATI000--National Benefit Services | 950.00 |
| 7/25/23 | AFLA000--AFLAC | 2,213.10 |
| 7/25/23 | ALEN000--Alen Corporation | 4,551.38 |
| 7/25/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 124.63 |

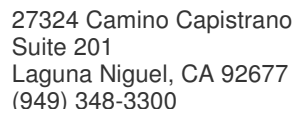
| Date | Vendor | Amount |
|-------------|---|---------------|
| 7/25/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 1,120.76 |
| 7/25/23 | ATT110C--AT&T 0090 | 9.65 |
| 7/25/23 | BAY110B--Bay Alarm Company 6072 | 670.04 |
| 7/25/23 | CALT000--Caltint | 5,400.00 |
| 7/25/23 | CARD001--Cardio Partners Inc | 667.61 |
| 7/25/23 | CIGN000--Cigna Healthcare | 854.85 |
| 7/25/23 | DWLL000--Donna Wood | 155.50 |
| 7/25/23 | DWYE000--Dwyer, Dylan | 550.39 |
| 7/25/23 | EDI110C--Southern California Edison 4738 | 786.95 |
| 7/25/23 | Kevin Becker | 250.08 |
| 7/25/23 | Jessica Harrison | 239.81 |
| 7/25/23 | FIDE000--Fidelity Security Life Insurance Company | 447.33 |
| 7/25/23 | FIDE000--Fidelity Security Life Insurance Company | 192.87 |
| 7/25/23 | FLET000--Miguel Fletcher | 72.00 |
| 7/25/23 | FOOT000--Foothill Fence | 887.50 |
| 7/25/23 | FRES001--Fresh Start Healthy Meals, Inc. | 12,505.44 |
| 7/25/23 | GAS110A--SoCalGas 2760 | 22.13 |
| 7/25/23 | HDCH000--HD Chem | 214.16 |
| 7/25/23 | HOME003--Home Depot Credit Services | 163.16 |
| 7/25/23 | HOME003--Home Depot Credit Services | 1,746.22 |
| 7/25/23 | ILEA300--iLEAD California | 200.76 |
| 7/25/23 | ILEA300--iLEAD California | 2,328.10 |
| 7/25/23 | ILEA300--iLEAD California | 141.53 |
| 7/25/23 | ILEA300--iLEAD California | 949.27 |
| 7/25/23 | INSI000--Inside SCV Magazine | 147.00 |
| 7/25/23 | LAWO000--Law Offices of Young, Minney & Corr, LLP | 5,856.50 |
| 7/25/23 | LOSA003--Los Angeles County Tax Collector | 19,488.47 |
| 7/25/23 | MCCA000--McCalla Company | 234.09 |
| 7/25/23 | MELL000--Mellady Direct Marketing | 3,830.35 |
| 7/25/23 | OFFI001--Official Pest Prevention, Inc | 210.00 |
| 7/25/23 | PREF000--Preferred Shipping, Inc | 268.09 |
| 7/25/23 | SCHO009--School Pathways LLC | 105.71 |
| 7/25/23 | SCHO015--School Zone Transportation, Inc | 19,800.00 |
| 7/25/23 | SCHO032--SchoolPosters.com LLC | 213.85 |
| 7/25/23 | SCOO000--Scoot Education | 696.00 |
| 7/25/23 | STEP001--Douglas W Stephey, OD MS | 1,800.00 |
| 7/25/23 | SUNL000--Sun Life Assurance Company of Canada | 637.04 |
| 7/25/23 | WEXH000--WEX Health Inc. | 30.60 |
| 7/26/23 | PARE002--Parent Square, Inc. | 3,465.00 |
| 7/27/23 | INTE000--International Baccalaureate Organization | 8,500.00 |
| 7/27/23 | OFFI001--Official Pest Prevention, Inc | 105.00 |
| 7/27/23 | SCHO009--School Pathways LLC | 2,767.88 |
| 7/27/23 | SCHO013--School Food and Wellness Group | 750.00 |
| 7/27/23 | USAI000--US Air Conditioning Distributors, LLC | 47.14 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 8/1/23 | LOSA001--Los Angeles County Office of Education (LACOE) | 61,814.37 |
| 8/3/23 | ATT110D--AT&T 7579 | 224.20 |
| 8/3/23 | GAS110C--SoCalGas 8533 | 33.67 |
| 8/3/23 | GAS110H--SoCalGas 2166 | 16.49 |
| 8/3/23 | MCCA000--McCalla Company | 101.40 |
| 8/10/23 | ATT110A--AT&T 8037 | 1,944.28 |
| 8/10/23 | CROS001--Crossroads Owners, Inc. | 5,027.00 |
| 8/10/23 | DHME000--D H MECHANICAL | 90.00 |
| 8/10/23 | DONO001--Donovan Industries, Inc | 2,480.00 |
| 8/10/23 | DUNN000--Dunn-Edwards Paints | 412.31 |
| 8/10/23 | EDI110A--Southern California Edison 0668 | 6,644.75 |
| 8/10/23 | EDI110B--Southern California Edison 8155 | 2,426.18 |
| 8/10/23 | HOME003--Home Depot Credit Services | 75.46 |
| 8/10/23 | HORN001--Horn's Backflow & Plumbing Service Inc | 506.68 |
| 8/10/23 | KHTS000--KHTS Radio | 900.00 |
| 8/10/23 | OFFI001--Official Pest Prevention, Inc | 105.00 |
| 8/10/23 | SCV110A--SCV Water- Valencia Division 2301 | 259.20 |
| 8/10/23 | SCV110B--SCV Water- Valencia Division 0301 | 276.96 |
| 8/10/23 | SCV110C--SCV Water- Valencia Division 9302 | 43.05 |
| 8/10/23 | SCV110D--SCV Water- Valencia Division 3301 | 43.05 |
| 8/10/23 | SCV110E--SCV Water- Valencia Division 5302 | 43.05 |
| 8/10/23 | SCV110F--SCV Water- Valencia Division 8303 | 250.17 |
| 8/10/23 | SCV110G--SCV Water- Valencia Division 7302 | 43.05 |
| 8/10/23 | SCV110H--SCV Water- Valencia Division 4302 | 247.95 |
| 8/10/23 | SCV110J--SCV Water- Valencia Division 8301 | 450.87 |
| 8/10/23 | SCV110K--SCV Water- Valencia Division 9301 | 43.05 |
| 8/10/23 | WAS118A--WM Corporate Services, Inc 3008. | 1,001.99 |
| 8/16/23 | CHRI006--Christy White, Inc, | 5,573.25 |
| 8/16/23 | CROS001--Crossroads Owners, Inc. | 5,027.00 |
| 8/16/23 | DUNN000--Dunn-Edwards Paints | 147.26 |
| 8/16/23 | EDWA00--Edwards, Stevens & Tucker LLP | 1,173.00 |
| 8/16/23 | GAS110A--SoCalGas 2760 | 25.24 |
| 8/16/23 | LAWO000--Law Offices of Young, Minney & Corr, LLP | 1,908.00 |
| 8/16/23 | LEGA004--Legacy Volleyball Club LLC | 1,450.00 |
| 8/16/23 | PROF000--Professional Tutors of America Inc | 90.00 |
| 8/17/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 38.31 |
| 8/17/23 | ATT110C--AT&T 0090 | 15.74 |
| 8/17/23 | ATT110E--AT&T 0778 | 553.05 |
| 8/17/23 | DUNN000--Dunn-Edwards Paints | 67.10 |
| 8/17/23 | EPIC002--Epic Sports | 163.51 |
| 8/17/23 | HOME003--Home Depot Credit Services | 377.72 |
| 8/17/23 | MCCA000--McCalla Company | 661.17 |
| 8/17/23 | NATI000--National Benefit Services | 950.00 |
| 8/17/23 | POWE005--Power Clean Janitorial, Inc | 5,428.00 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 8/17/23 | PRUD000--Prudential Overall Supply | 50.00 |
| 8/17/23 | READ001--Ready Refresh | -151.44 |
| 8/17/23 | WHIT012--Whitaker Plumbing | 600.00 |
| 8/17/23 | ZAVA001--Zavala Electric | 4,392.65 |
| 8/18/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 685.56 |
| 8/18/23 | COUN000--County of Los Angeles, Department of Public Health | 167.00 |
| 8/18/23 | EDI110B--Southern California Edison 8155 | 3,484.45 |
| 8/18/23 | EDWA00--Edwards, Stevens & Tucker LLP | 10,203.50 |
| 8/18/23 | Alan Kingsley | 110.83 |
| 8/18/23 | Wood, Donna | 360.41 |
| 8/18/23 | Lorena Lemus | 720.05 |
| 8/18/23 | HESS000--Hess and Associates Inc | 395.00 |
| 8/18/23 | ILEA300--iLEAD California | 3,249.10 |
| 8/18/23 | ILEA300--iLEAD California | 658.40 |
| 8/18/23 | ILEA300--iLEAD California | 200.00 |
| 8/18/23 | ILEA300--iLEAD California | 168.30 |
| 8/18/23 | ILEA300--iLEAD California | 4,110.88 |
| 8/18/23 | ILEA300--iLEAD California | 9.84 |
| 8/18/23 | ILEA300--iLEAD California | 3,670.89 |
| 8/18/23 | ILEA300--iLEAD California | 4,819.42 |
| 8/18/23 | ILEA300--iLEAD California | 3,320.44 |
| 8/18/23 | ILEA300--iLEAD California | 72,429.21 |
| 8/18/23 | ILEA300--iLEAD California | 69,823.84 |
| 8/18/23 | ILEA300--iLEAD California | 10,738.10 |
| 8/18/23 | ILEA300--iLEAD California | 3,312.48 |
| 8/18/23 | ILEA300--iLEAD California | 73,325.17 |
| 8/18/23 | ILEA300--iLEAD California | 61,149.36 |
| 8/18/23 | ILEA300--iLEAD California | 64,649.63 |
| 8/18/23 | ILEA300--iLEAD California | 55,201.85 |
| 8/18/23 | ILEAEXP--iLEAD Hybrid Exploration | 7,545.22 |
| 8/18/23 | NORM000--Norm's Refrigeration, LLC | 310.38 |
| 8/18/23 | QCLO000--QC Locksmiths | 371.85 |
| 8/18/23 | READ001--Ready Refresh | 20.00 |
| 8/18/23 | READ001--Ready Refresh | 151.44 |
| 8/24/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 10.94 |
| 8/24/23 | BAY110D--Bay Alarm Company 2172 | 390.00 |
| 8/24/23 | DUNN000--Dunn-Edwards Paints | 36.23 |
| 8/24/23 | EDI110C--Southern California Edison 4738 | 1,404.85 |
| 8/24/23 | INSI000--Inside SCV Magazine | 147.00 |
| 8/24/23 | PLUS004--Plus 1 Carpet Care | 3,500.00 |
| 8/24/23 | SCHO015--School Zone Transportation, Inc | 980.00 |
| 8/24/23 | THYS000--ThyssenKrupp Elevator Corp | 907.15 |
| 8/28/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 1,386.00 |
| 8/28/23 | ATT110D--AT&T 7579 | 224.20 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 8/28/23 | BAY110A--Bay Alarm Company 6972 | 241.47 |
| 8/28/23 | BAY110B--Bay Alarm Company 6072 | 670.04 |
| 8/28/23 | BAY110E--Bay Alarm Company 2072 | 600.00 |
| 8/28/23 | ILEA300--iLEAD California | 4,469.75 |
| 8/28/23 | JIVE000--Jive Communications, Inc. | 1,764.49 |
| 8/28/23 | MCLA000--McLaughlin, Tracey (Summit View School Treasure) | 500.00 |
| 8/28/23 | MOVE000--Move This World | 2,200.00 |
| 8/28/23 | THES000--The Signal- Santa Clarita Valley | 1,000.00 |
| 8/29/23 | ATT110E--AT&T 0778 | 553.05 |
| 8/30/23 | Todd Kern | -213.54 |
| 8/31/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 2,286.27 |
| 8/31/23 | ATT110A--AT&T 8037 | 1,721.64 |
| 8/31/23 | DUNN000--Dunn-Edwards Paints | 165.91 |
| 8/31/23 | GAS110A--SoCalGas 2760 | 22.38 |
| 8/31/23 | GAS110C--SoCalGas 8533 | 27.66 |
| 8/31/23 | GAS110D--SoCalGas 7473 | 1.82 |
| 8/31/23 | GAS110H--SoCalGas 2166 | 14.94 |
| 8/31/23 | KHTS000--KHTS Radio | 900.00 |
| 8/31/23 | MCCA000--McCalla Company | 1,125.32 |
| 8/31/23 | MELL000--Mellady Direct Marketing | 159.87 |
| 8/31/23 | MUSI002--Music Theatre International Inc | 425.00 |
| 8/31/23 | OFFI001--Official Pest Prevention, Inc | 200.00 |
| 8/31/23 | PLUS004--Plus 1 Carpet Care | 1,350.00 |
| 8/31/23 | PRUD000--Prudential Overall Supply | 50.00 |
| 8/31/23 | SCHO009--School Pathways LLC | 74.29 |
| 9/1/23 | DHME000--D H MECHANICAL | 11,877.00 |
| 9/1/23 | Todd Kern | 213.54 |
| 9/1/23 | LOSA001--Los Angeles County Office of Education (LACOE) | 77,349.78 |
| 9/6/23 | COMM006--California Commission on Teacher Credentialing | 600.00 |
| 9/6/23 | KAIS000--Kaiser Foundation Health Plan | 22,633.92 |
| 9/6/23 | LEGA003--Legal Shield | 223.70 |
| 9/6/23 | YOUS000--YouScience, LLC | 5,060.00 |
| 9/7/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 131.19 |
| 9/7/23 | AMER008--Ameritex Office Solutions | 260.00 |
| 9/7/23 | BOOK000--BookShark LLC | 299.07 |
| 9/7/23 | Wood, Donna | 100.00 |
| 9/7/23 | FIDE000--Fidelity Security Life Insurance Company | 160.43 |
| 9/7/23 | FIDE000--Fidelity Security Life Insurance Company | 357.93 |
| 9/7/23 | INST001--Institute for Excellence in Writing [P] | 163.16 |
| 9/7/23 | MOVI000--Moving Beyond the Page | 610.53 |
| 9/7/23 | OAKM000--Oak Meadow Inc [P] | 164.82 |
| 9/7/23 | OPEN003--Open Up Resources | 2,939.16 |
| 9/7/23 | RAIN000--Rainbow Resource Center Inc [P] | 1,224.99 |
| 9/7/23 | SCHO003--Scholar Within | 379.00 |

| Date | Vendor | Amount |
|-------------|---|------------------------|
| 9/11/23 | MELL000--Mellady Direct Marketing | 219.00 |
| 9/11/23 | SUNL000--Sun Life Assurance Company of Canada | 585.40 |
| 9/11/23 | WEXH000--WEX Health Inc. | 34.00 |
| 9/12/23 | AMAZ110--Amazon Capital Services, Inc (SCVi) | 527.86 |
| 9/13/23 | OXNA000--Oxnard Downtowners Foundation, Inc | -337.50 |
| | | \$ 1,180,237.65 |



| Date | Invoice # |
|----------|-----------|
| 8/7/2023 | 154013 |

iLEAD California
3720 Sierra Hwy Unit B
Acton, CA 93510

| |
|---------|
| Ship To |
| |

| Item | Quantity | Description | Rate | Amount |
|------------------------|----------|--|-------|----------|
| Cisco Umbrella Rene... | 634 | Cisco Umbrella Renewal | 36.82 | 23343.88 |
| | | SCVi 28060 Hasley CYN RD Castaic CA, 91384 FTE: 84.5 | | |
| | | iLEAD Online 3720 Sierra HWY Unit B Acton CA, 93510 FTE: 47.5 | | |
| | | Empower Generations 44248 10TH ST W LANCASTER, CA 93534 FTE: 9.5 | | |
| | | iLEAD Hybrid 3720 Sierra HWY Unit C Acton CA, 93510 FTE: 363 | | |
| | | iLEAD Lancaster 254 E. Ave K-4 Lancaster CA, 93535 FTE: 91.5 | | |
| | | iLEAD Agua Dulce 11311 Frascati St Agua Dulce, CA 91390 FTE: 35.5 | | |
| | | State Sales tax | 7.75% | 0.00 |

| | |
|--------------------|--------------------|
| Balance Due | \$23,343.88 |
|--------------------|--------------------|

D.H Mechanical
Heating, Ventilation & Air Conditioning

28652 Oak Hill Court
Castaic, CA 91384

License # 887902
Ph. 661-310-4249

Invoice

Invoice #23063

SCVi
28050 Hasley Canyon Rd.
Castaic, CA 91384

August 2, 2023

CU-2 and FC-2

Scope of Work: Found CU-2 with a large oil stain around the condenser coil. Attached gauges to it and there was no refrigerant in it. This is a R-22 refrigerant system. Parts for it are no longer available for the condenser coil. The only option is to replace the condenser and air handler.

Disconnect high and low voltage wiring for existing R-22 4-ton heat pump condenser. Cut copper lines. Lift existing 4-ton R-22 condenser from roof with a crane. Lift new 4-ton R-410A heat pump condenser to roof with a crane. Install a new 3-phase service disconnect. Install (3) new fuses. Connect high and low voltage wiring. Disconnect existing return air and supply air plenums from existing R-22 4-ton air handler. Disconnect high and low voltage wiring from air handler. Cut copper lines. Cut drain lines. Remove existing air handler. Install a new 4-ton R-410A air handler. Connect existing return air and supply air plenums to new air handler. Solder copper lines. Pressure test system. Evacuate system. Connect drain line. Start system up in cool and heat modes to check operation.

Job Price: \$11,877.00

Received ____/____/____

Approved by _____

Forward to AP ____/____/____

Mail SCVi iLead

5630



Quotation for PA Installation

Date: 12-6-2022

Submitted to: Keith Williams
IT Manager / Network Engineer
Tel. No. 661-992-9405

Job Location: SCVi Charter School
28060 Hasley Can. Rd.
Castaic, Ca 91384

This proposal includes the labor, materials and equipment for the needs as described herein.

PA installation – \$13,570.00

1. ALGO IP PA (\$450)
2. Bogen Amp (\$1,200)
3. ALGO 8186 – 10 speakers (\$4,800)
4. CAT6 cabling – 10 CAT6 installation (\$2,500)
5. IP POE 24 switch (\$420)
6. Installation and configurations – (\$4,200)

| Payment Description | Invoice Schedule | Installation: Labor/Materials | Total |
|--|---------------------------------------|--|--------------|
| Deposit amount of 15% of the cost of labor and materials | Upon execution of contract/ agreement | \$2,035.50 | \$2,035.50 |
| Remaining 85% of cost of labor and materials | Completion of installation | \$11,534.50 | \$11,534.50 |

Project Total: \$13,570.00

Proposed by:

Criz Paclibar
Power Communications
10842 Noel St, Ste 109, Los Alamitos, CA 90720
888-502-8188
bizdev@powercoms.net



NOTE1: *The cost for this quotation is guaranteed for up to 30 days of the quotation date. We reserve the right to withdraw from this proposal at any time. Any cancellations or terminations to this agreement may be settled upon costs and other related expenses already incurred towards this agreement.*

NOTE2: *Payment Terms: Upon execution of agreement, we will be invoicing for the deposit amount of 15% of the cost of construction/installation (labor and materials, combined) of which payments are due upon commencement of the project, or otherwise negotiated. The remaining balance will be invoiced upon final inspections from all relative authorities having jurisdiction and activation of charging stations. Non-deposit payments and remaining-balance payment terms are net-thirty (30) days. Any invoice(s) not paid within thirty (30) days from the date of invoice may be subjected to a service charge of two percent (2.0%) per month, or the maximum allowed by law, on the account balance(s).*

CUSTOMER SIGNATURE OF APPROVAL

NAME (PRINT)

DATE



OASIS INTEGRATION

410 E AVE K12 SUITE 105 LANCASTER CA 93535
(800) 335-2720 (661) 726-7872 Fax (661) 726-7873
C7 License # 1054922, ACO 7523

Date:12/06/2022

REV 0

Proposal to: ILEAD CHARTER SCVI

Attention: KEITH WILLIAMS

Project Name: VALCOM OUTDOOR IP PAGING SPEAKERS

Project Location: SCVI CHARTER 28060/28070/28080 HASLEY CASTAIC CA

Bid Number / Name: IP PAGING

Quote Design BY : Enrique C

The following proposal will be valid for a period of 10 days from the date noted above. This proposal outlines the costs associated with the RFP and addenda noted below:

✓ *Walkthrough and floor plans*

Oasis will furnish, install and program the following FOR BLDGS 28060 1ST AND 2ND FLOORS, BLDG 28070 AND BLDG 28080:

- 1 VALCOM ADMINISTRATIVE TELEPHONE FOR PAGING AND ANNOUNCEMENTS.
- 1 VALCOM VEIP6K-1 IP6000 ENHANCED APPLICATIONS SERVER/SOFTWARE/LICENSING FOR UPTO 120 ENDPOINTS.
- 68 VALCOM VL520BK-F IP SPEAKER/DIGITAL CLOCK COMBO WITH VISUAL TEXT AND FLASHER. ONE IP SPEAKER/CLOCK COMBO PER CLASS ROOM, COMMON AREAS AND HALL WAYS.
- 10 VALCOM OUTDOOR IP PAGING FLEX HORNS WITH WEATHER PROOF BACK BOXES. THESE 10 FLEXHORNS WILL COVER ALL OUTDOOR PLAY GROUNDS AND OUTDOOR COMMON AREAS.
- 1 VALCOM VE8014BR QUAD NETWORK GATEWAY.
- 78 NEW CAT.6/5E GIG CABLES JACKS AND PLATES FOR NEW VALCOM IP DEVICES. OASIS WILL USE ALL EXISTING PATHWAYS AND INSTALL SOME NEW PATHWAYS LIKE PANDUIT J HOOKS AND SOME WIREMOLD.
- 3 NEW MANAGED POE SWITCHES.
- OASIS WILL USE EXISTING UNDERGROUND NETWORK LAN CABLING FOR ALL 3 BUILDINGS.
- **Misc.** 1" EMT conduit.
- Labeling testing, programing, AND TRAINNING INCLUDED.

1 Year Parts and Cable Warranty

1 Year Dealer Warranty (Labor)

As-Built Documentation, Red-Line Drawings, Device Locations, Manuals, Inventory List, Software Login / License Information
Training, Basic Troubleshooting

Total Cost \$124,547.49 Grand Total includes Labor, materials, SHIPPING, and taxes

All installation and programming shall be performed in accordance with established industry and manufacturer's standard practices and procedures.

The undersigned agrees to the scope of work, associated costs, and proposal as outlined above:

Approval Signature:_____ **Date:**_____

Print:_____ **Position:**_____

SCVi
School Director's Report - Chad Powell and Martha Spansel-Pellico
9/20/23

Curriculum Moment

- iLEAD Core Values - Self-Direction

Professional Learning/Staff Support

- EL Curriculum - K - 8
- Move the World Training
- Bridges Math - K - 5
- Vertical Alignment - 6- 12
- Project Planning/Critical Friends Protocol

School Celebrations:

- Opening and Meet the Facilitators Night
- After School Program
- iSUPPORT Bingo Night - Sept. 15th
- Spirit Wear - Fridays
- First iSupport Meeting
- Parent Volunteer Academies

Enrollment (as of 9/13/23)

Budgeted Enrollment - #746 with 92% Attendance

Current Enrollment - # 686

Total Learners on Wait List - # 21 (Explorations)

Other:

Staff/Facilitator's Pocket Guide: Core Values and Learner Outcomes
Self-Direction



July 2023

Re: Senate Bill 114

To whom it may concern:

We are writing on behalf of Santa Clarita Valley international Charter School.

On July 10, 2023, the Governor signed SB 114, which amended EC Section 47607.4 to extend the terms of charter schools which expire on or between January 1, 2024, and June 30, 2027, by one additional year.

The new expiration date for our current term will be June 30, 2028. If you believe this date is incorrect, please contact us.

Neither the District nor our charter school will need to take any official action to update the charter petition's term. The CDE has automatically updated the charter terms for charter schools who are impacted by this extension.

The CDE has noted that no charter renewals should be heard before fiscal year 2024-25.

Please do not hesitate to contact us if you have any follow-up questions or concerns.

Sincerely,

Martha Sparsel-Dellera

School Directors

Chad Powell

Santa Clarita Valley International

Fiscal Policies & Procedures

DRAFT



Board Approved: _____

I. OVERVIEW AND GENERAL BUSINESS POLICIES

A. Principles of Fiscal Management

The Board of Directors (the “Board”) of Santa Clarita Valley International, a California non-profit public benefit corporation operating Santa Clarita Valley International, a public charter school (or “School”), has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of the School to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

Santa Clarita Valley International will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:

1. The Board approves financial policies and procedures, delegates administration of the policies and procedures to the School Director, and reviews reports on operations and activities on a regular basis.
2. The Governing Board and School Director have responsibility for all operations and activities related to financial management. Day-to-day fiscal operations and responsibility is overseen by the School Director, Business Manager, and contracted services with shared service provider, under the direction and supervision of the Board and School Director.
3. In the absence of the School Director, the governing board may appoint someone else to perform the School Director’s responsibilities described herein, during the period of absence.
4. Financial duties and responsibilities must be appropriately segregated so that no one employee has sole control authorizing transactions, recording financial transactions, and custody of assets. A list of Board and School Director’s authorized designees and their scope of responsibility within this fiscal policy will be kept and presented to the board to ensure segregation of duties.
5. Expenditures are authorized by and in accord with the Board-adopted budget,
6. The Santa Clarita Valley International’s funds are managed and held in a manner that provides a high degree of protection of Santa Clarita Valley International’s assets.
7. All transactions are recorded and documented in an appropriate manner, and recorded and documented digitally or by ink.

B. Authorized Signers

1. The Board authorizes the following Santa Clarita Valley International officials (each an “Authorized Signer”) to execute duly-approved contracts, purchases, and expenditures, and to endorse checks, drafts, and orders for the payment, withdrawal, or transfer of money in the name of and on behalf of the School: Board members, officers, School

Director, and/or School Director designee. The School Director may designate necessary and appropriately trained staff in accordance with appropriate internal controls.

C. Financial Reports

1. In consultation with the School Director or designee, the Board will be presented an annual financial budget, and revised budget, as required by the law. District, State, and Federal reports will be presented to the board as required by law.
2. The School Director and Board will regularly review financial reports, such as: balance sheet, budget-to-actuals, cash flow, and payment register at Board meetings.
3. The School Director and Board will review additional financial reports, as needed or requested.

D. Annual Financial Audit

1. The Board shall annually contract for the services of an independent certified public accountant to perform the School's annual fiscal audit. The audit shall include, but not be limited to
 - a. an audit of the accuracy of Santa Clarita Valley International's financial statements,
 - b. an audit of Santa Clarita Valley International's attendance accounting and revenue claims practices,
 - c. review of Santa Clarita Valley International's internal controls over financial reporting.
2. If the school expends over the federal limit, a Single Audit shall be conducted, and the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars.
3. The Audit shall be completed, reviewed by the Board, and submitted to the charter-granting agency authorizer, the County Superintendent of Schools, the Office of the California State Controller, and the California Department of Education prior to the statutory deadline (generally on or before December 15 of each year).

II. PURCHASING, PROCUREMENT AND VENDOR PAYMENT

A. Purchases

1. The School Director or designee may authorize expenditures and may sign related contracts within the approved budget. The governing board must review all expenditures. This will be done via approval of a payment register, which lists all payments issued during a set period of time, and includes payee, date, and amount. A Board approved list of Board and School Director's authorized designees will be maintained.
2. The Board may, by majority vote, delegate to the School Director or School Director designee the authority to enter into contracts on behalf of Santa Clarita Valley International. For contracts exceeding \$50,000, to be valid or to constitute an enforceable obligation against Santa Clarita Valley International, all such contracts must be approved and/or ratified by the Board.

3. The School Director or School Director designee(s) approves invoices and purchases.
4. When approving purchases, the School Director or School Director designee must:
 - a. Follow the Procurement Policy, as applicable;
 - b. Determine if the expenditure is budgeted;
 - c. Determine if funds are currently available for expenditures (i.e. cash flow);
 - d. Determine if the expenditure is allowable under the appropriate revenue source;
 - e. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations; and
 - f. Determine if the price is competitive and prudent.
5. Asset purchases with a cost basis of \$5,000 or more and a useful life of more than one year should be capitalized and depreciated. Remodeling and replacement costs for integral structural components should only be capitalized when their cost exceeds \$50,000. Depreciation or amortization should be calculated using the straight-line basis over the useful life of an asset unless board policy establishes an alternative depreciation method
6. Any individual making an authorized purchase on behalf of Santa Clarita Valley International must provide appropriate documentation of the purchase (such as itemized receipt, etc.).
7. Individuals other than those specified above are not authorized to make purchases without approval.
8. Individuals who use personal funds to make unauthorized purchases will not be reimbursed.
9. Authorized purchases will be promptly reimbursed upon receipt of appropriate documentation of the purchase.
10. Employees will not make personal long distance calls on the telephones without prior approval from a supervisor. Employees will reimburse the school for all personal telephone calls that result in extra charges.
11. Awards and Recognition may be permitted as follows:
 - a. Gifts of public funds are not permitted.
 - b. Cash awards or gift cards are not permitted.
 - i. The Board of Directors encourages recognition of the services of its employees and outstanding achievement of its learners. The School Director or designee may issue awards and mementos in accordance with nominal value with the fiscal policies for such service and achievement.
 - ii. The Board of Directors believes that individuals and organizations may provide contributions for long standing service to the organization. The Board believes that commending such service promotes community understanding, engagement, and retention.

B. Credit Card Purchases

1. Credit cards should be issued only to personnel who have a legitimate need to purchase goods and services, either in person or online, to carry out their job responsibilities

when a purchase order cannot be approved in time or when the regular accounts payable process is not viable. Every staff member who is authorized to use a credit card is required to sign a credit card use policy statement. Such staff members will acknowledge policies and procedures that require the card to be used exclusively for legitimate business purposes.

2. The School Director or designee may authorize an individual to use a credit or purchase card to make an authorized purchase on behalf of the school.
 - a. Credit card statements will be reconciled and paid in full monthly.
 - b. Credit card statements of the School Director should be reviewed by at minimum a Board member. Credit card statements of other employees should be reviewed by the School Director or School Director designee.
 - c. Credit cards will be coded in the same fashion as other purchases.
 - d. Failure to follow the credit card policies may result in the loss of a credit card privilege.
 - e. Rewards or cash back earned through the use of the Santa Clarita Valley International's credit card are property of Santa Clarita Valley International. Use of such rewards shall be at the discretion of the School Director and should be used for the benefit of Santa Clarita Valley International.

C. Payment Authorization

1. Copies of invoices and supporting documentation will be promptly forwarded to the accounting system.
2. Once entered in the accounting system, the School Director or designee will approve the invoice and complete the required information.
3. The transaction will be recorded in the accounting system and general ledger.

D. Expense Reimbursements

1. Employees and volunteers may be reimbursed for authorized expenses.
2. Employees may be reimbursed for necessary and appropriate mileage expenses with approval from the School Director or designee. Mileage will be reimbursed at the government-mandated rate for the distance traveled, less the distance from the employee's residence to the primary work site for each direction traveled. Employees requesting mileage reimbursement must submit appropriate documentation reflecting the origin, destination, and total miles driven. Employees do not need to deduct the distance traveled from the employee's residence to the primary worksite if mileage is derived on a weekend or holiday.
3. Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses. All expenses shall be approved in accordance with the fiscal policies herein.
4. School Director expense reports must be approved by a designated member of the Board (as selected at a board meeting), and be submitted to the business office for processing and payment.
5. The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report.

6. The School Director or School Director designee will approve the expense report, and submit it to the financial office for payment processing.
7. Petty cash may not be used for reimbursements.

E. Travel Reimbursements

1. Employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the School Director or School Director designee shall establish rules to keep such expenses to a minimum, while affording employees a reasonable level of safety and convenience.
2. The School Director or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. The School Director or School Director designee also shall establish reimbursement rates in accordance with law and Board policy.
3. Traveling employees may be provided a per diem up to the established U.S. General Services Administration per diem rate found at <http://www.gsa.gov/portal/category/100120> for any meal and incidental that is not included as part of the related event. Employees will be responsible for any excess expenses beyond the established per diem rate.
4. An employee shall obtain approval from the School Director or School Director designee prior to traveling. The School Director or School Director designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties.
5. Cost saving should be emphasized, and advance planning should occur. Reasonable care should be taken to obtain competitive cost for booking of airfare and hotels.
6. Travel expenses (e.g., airfare, rental cars, hotel) should be paid for directly by Santa Clarita Valley International, when possible, and payment via reimbursement should be used sparingly. Staff should plan expenses for travel in advance.
7. Employees should use the least expensive method of ground transportation that meets the employee's schedule, and business needs (e.g. airport shuttles, taxis, car rentals, train, bus, etc.).
8. Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, lodging when Santa Clarita Valley International business reasonably requires an overnight stay, registration fees for seminars and conferences, and other communication expenses incurred on Santa Clarita Valley International's business, and other necessary incidental expenses. Internet access (e.g., hotel, airport, hotspot, etc.) is an allowable expense provided that the access is necessary for business purposes and not personal use.
9. Santa Clarita Valley International shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on Santa Clarita Valley International related business,

personal use of an automobile and personal losses or traffic violation fees incurred while on company business.

10. All expense reimbursement claims should be submitted on a Travel Expense Reimbursement Form, within ten working days following return from travel. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet criteria for reimbursement.
11. The School Director or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to Santa Clarita Valley International business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.
12. When approved by the School Director or designee, an employee may be issued a credit card for use while on authorized business. Receipts documenting the expenses incurred on a credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a credit card, even if the employee intends to subsequently reimburse Santa Clarita Valley International for the personal charges.
13. Costs associated with upgrades are not an allowable business expense and will not be reimbursed unless approved by the School Director or School Director designee, or by a member of the Board if the request is for the School Director .
14. Sharing of vehicles is encouraged if multiple travelers from the School are traveling to the same destination. Unless there is a valid reason for taking an alternative route, employees are expected to take the shortest route to the destination. Mileage reimbursement rate covers all costs associated with operating a personal vehicle for business purposes, including gas, maintenance, repairs, insurance, licensing and registration, depreciation, and other costs. Parking fees and tolls are additionally reimbursable with appropriate backup documentation.
15. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for travel when they are transported free of charge or by another employee who is entitled to the expense reimbursement.
16. Tips and gratuities are allowable for service industries where it is customary (e.g., restaurants, ground transportation/rideshare.) Tip should be reasonable and no more than 20%. Any amount tipped over 20% will be the responsibility of the employee. A mandatory or group surcharge above the 20% may be approved by the School Director or designee on a case by case basis.
17. Travel advances are not permitted.

III. CONTRACTS, MOUs, AGREEMENTS

A. Contracts, MOUs, Agreements

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
2. Agreements entered which obligate more than \$50,000 must be approved by the Board of Directors. All other authorization rules of purchases apply to contracts. The Procurement Policy provides further direction for more details.
3. Competitive bids will be obtained where required by law, within applicable provisions of California Public Contract Code, and other applicable law, or otherwise deemed appropriate and in the best interest of Santa Clarita Valley International. The School Director will keep and maintain a contract file evidencing the competitive bids obtained (if any were required by law).
4. Goods or services purchased with federal funds must follow federal procurement guidelines as outlined in Education Department General Administration Regulations (EDGAR), Part 80 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart C (Post Award Requirements), § 80.36 (Procurement).
5. Any food contract exceeding the small purchase threshold set by the US Department of Agriculture shall follow a compliant procurement protocol as outlined by the USDA, CDE, and NSLP.
6. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
 - a. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect, as required by iLEAD.
 - b. The School Director may also require that contract service providers list the school as an additional insured.
7. The School Director or designee will approve proposed contracts and modifications in writing, subject to the Board approval thresholds.
8. Contract service providers will be paid in accordance with approved contracts as work is performed.
9. School Director or School Director designee will be responsible for ensuring the terms of the contracts are fulfilled.
10. Potential conflicts of interest will be disclosed in writing to the School Director and Board of Directors, and the School Director and Board of Directors should be notified, if any actual conflicts arise.

IV. BANK ACCOUNTS, RECONCILIATIONS, RECEIVABLES, CASH

A. Financial Institutions

1. All funds will be maintained at an FDIC insured financial institution.

2. If applicable, invested funds shall be maintained in high quality, short maturity (no longer than one year) liquid funds.
3. The Board will review a list of authorized check signers annually. Depending on the entity's needs, the Board may also assign dollar limits to establish classes of check signers. Check signers will be maintained in a Board approved list.
4. Check signers may delegate designated staff the authority to access bank accounts for the purpose of viewing transactions, processing electronic payments, and completing wire and bank transfers when necessary to conduct the regular operations of the entity, with the approval from an authorized signer. A Board approved list of Board and School Director's authorized designees will be maintained and presented to the Board.

B. Bank Reconciliations

1. Bank statements will be received either electronically or by mail directly from the bank.
2. The reconciliation of the bank statement will compare the reconciled bank balance to the cash in the bank account and to the general ledger.

C. Uncleared Checks

1. Checks that have not cleared within no more than three years shall escheat to the state. The California State Controller's Unclaimed Property Law and Regulations shall be followed when escheating unclaimed checks to the state.

D. Petty Cash

1. The school may maintain a petty cash fund, but other avenues of purchasing should be considered prior and petty cash should be used only in necessary and limited circumstances. Petty cash should only be used by those who have a legitimate need to purchase goods and services, either in person, to carry out their job responsibilities when a purchase order cannot be approved in time or when the regular accounts payable process is not viable.
2. The School will designate an employee (the "Petty Cash Custodian") who will manage the petty cash fund.
3. The petty cash will be capped at \$500 per resource center.
4. All petty cash will be kept in a locked cash box in a locked drawer or file cabinet. Only the Petty Cash Custodian and School Director or School Director Designee will have keys to the cash box and drawer or file cabinet. All disbursements will require documentation of purchase.
5. All disbursements will require a completed signed petty cash slip. A receipt for all purchases must be attached.
6. At all times the petty cash box will contain cash slips and cash totaling \$500. Every time an individual receives cash from the box, a cash slip should be filled out and placed in the box. The individual using the petty cash to make a purchase is responsible for submitting a receipt to be attached the petty cash slip to the Petty Cash Custodian by no later than the next business day of withdrawing the petty cash.
7. When expenditures total \$400 (when the Petty Cash cash balance is reduced to \$100), the Petty Cash Custodian will total the disbursements, complete a Petty Cash Reimbursement Form, and obtain the approval of the School Director or School Director

Designee. The supporting receipts will be attached to the reimbursement request form and forwarded to the School's financial staff and/or back office.

8. Petty cash fund reimbursement checks will be made payable to the petty cash custodian.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the School Director or School Director Designee.
10. Loans will not be made from the petty cash fund.

E. Accounts Receivable

1. A schedule of aged accounts and grants receivable prepared and reviewed regularly, and appropriate collection procedures are followed.
2. Cash/checks collected at the school office will be placed directly into a sealed envelope, with a copy of the receipt and any notes, forms or other descriptions, and placed in a secure location by the office support person, until removed for deposit.
3. For shared resources expense, Santa Clarita Valley International will regularly provide a statement outlining that party's share of costs for the shared resources, and payment is due to Santa Clarita Valley International. Each party's share of costs shall be reflected in the School's financial statements as accounts receivable until paid in accordance with the resource sharing agreement. The resource sharing agreement may be amended or renewed from time to time.

F. Returned Check Policy

1. A returned-check processing fee may be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by School financial staff and/or Back Office or the School Director or designee, payment of the NSF check and processing fee should be made by cash, money order or certified check.

G. Payroll

1. Contracted service provider will prepare payroll checks, tax and retirement withholdings, tax statements, and perform other payroll support functions. School Director or School Director designee will review.
2. The Finance Department lead will ensure there is a system to establish and oversee the preparation of time and attendance reports and payroll check requests.
3. The Payroll Division lead will review payroll statements to ensure that:
 - a. the salaries are consistent with staff contracts and personnel policies, and;
 - b. the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority.

V. FUNDRAISING

A. Fundraising

1. Projects for the raising of funds shall in general contribute to the educational experience of learners.

2. Fundraising shall be done in accordance with best business practices including sound budgetary and accounting procedures.
3. Santa Clarita Valley International shall not be obligated to pay for any expenditure or contract made for a fundraising activity without prior written approval. The staff member, student advisor, or coach may be liable for such unapproved purchases.
4. All campus sales involving food of any kind must be in conformance with state law and county ordinances.
5. Gifts of money, material, or equipment may be accepted by Santa Clarita Valley International upon approval by the School Director, Site Director, or the Board. The Board, School Director, and lead contracted staff shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds.
6. Fundraising by groups adjunct to the entity (e.g., iSupport) which uses the entity name in any way to represent all or part of the school or specific groups of the school, must have the approval from the School Director prior to conducting fundraising activities.
7. The general rules below should be followed in fundraising campaigns:
 - a. All fundraising campaigns must have the approval of the site director or prior to the fundraising campaign.
 - b. All fundraising campaigns must be confined to a definite period of time to a specific goal or project.
 - c. All contributions to adjunct groups should be completely voluntary. No quota shall be established other than informally for any fundraising campaign for any individual, school, or group.
8. In negotiating fundraising contracts the following should be considered:
 - a. Reasonable product cost;
 - b. Product quality;
 - c. Profit percentage realized;
 - d. Contracted company will provide services and incentives.
9. For all activities approved by the School Director or designee, pursuant to the School's Fundraising Policy, the School will establish internal controls to ensure the safeguarding of assets.
10. For each fundraising or other event in which cash or checks will be collected, a staff member or volunteer coordinator will be designated by the School Director or School Director designee. The "Supervising Official" designated, will be responsible for collecting, documenting, and safeguarding all cash and checks for the purpose of the fundraising activity.
 - a. All funds raised shall be counted immediately after the fundraiser (i.e. on the same day) by the Supervising Official and at least one other person, both of whom shall sign an affidavit attesting to the accuracy of the count. All funds shall be deposited in the School's bank account as soon as reasonably practicable after collection, but no later than the next regularly scheduled deposit. All funds shall be kept in a secure location at an Santa Clarita Valley International site until deposited.

- b. All fundraising or grant solicitation activities on behalf of the school must be approved in advance by the Board, School Director , or School Director designee in accordance with the School's Fundraising Policy and the "General Procedures for Non-Governmental Cash Receipts" described herein. The Board shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government.

VI. LOANS

A. Loans

1. The School Director and the Board will approve all loans, lines of credit, and other forms of indebtedness received from third parties.
2. Once approved, a promissory note, loan agreement, or other documentation specifying the material terms will be prepared and signed and/or approved by the School Director or designee Authorized Signer before funds are borrowed.
3. Loans to or from employees and Board members are not permitted.

VII. OTHER FISCAL POLICIES

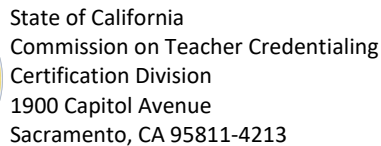
A. Insurance

1. The School Director or School Director's designee will ensure that appropriate insurance is maintained at all times.
2. The School Director or School Director 's designee will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
3. The School Director or School Director 's designee will carefully review insurance policies on an annual basis, prior to renewal.
4. Insurance will include insurance sufficient to meet the entity's needs (e.g., but not limited to general liability, worker's compensation, student accident, professional liability, sex abuse, and director's and officers' coverage) based on risk assessment and other legal requirements. Insurance coverage will be at minimum aligned with the limits required in the school's approved charter petition or authorizer MOU.

B. Inventory and Asset Management

1. The School Director or School Director designee shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$500 as determined by the School Director or designee. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting Santa Clarita Valley International's assets. This property will be inventoried at a minimum on an annual basis.

2. All non-consumable School property lent to students should be returned to the school no later than ten working days after the student graduates, or otherwise leaves the school.
3. Any excess or surplus property, or unneeded property or items owned by the school, may be sold or auctioned by the School, provided the School Director or School Director designee engages in due diligence to maximize the obtain a reasonable value of the sale or auction for the school. The sale or auction of property owned by the school with a fair market value in excess of \$500 as determined by the School Director or designee shall be approved in advance by the Board.
4. Staff will immediately notify the employee supervisor of known cases of theft, loss, damage, or destruction of assets as determined by the School Director or designee. In addition, any asset valued over \$500 must also be reported to the finance office.



Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/____ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

| | | |
|------------------------|-------------------------|--------------|
| <i>Name</i> | <i>Signature</i> | <i>Title</i> |
| <i>Fax Number</i> | <i>Telephone Number</i> | <i>Date</i> |
| <i>Mailing Address</i> | | |
| <i>EMail Address</i> | | |

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

| TYPE OF LIMITED ASSIGNMENT PERMIT | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|
| Multiple Subject | |
| Single Subject | |
| Special Education | |
| TOTAL | |

Authorizations for Single Subject Limited Assignment Permits

| SUBJECT | ESTIMATED NUMBER NEEDED | SUBJECT | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|------------------------------|-------------------------|
| Agriculture | | Mathematics | |
| Art | | Music | |
| Business | | Physical Education | |
| Dance | | Science: Biological Sciences | |
| English | | Science: Chemistry | |
| Foundational-Level Math | | Science: Geoscience | |
| Foundational-Level Science | | Science: Physics | |
| Health | | Social Science | |
| Home Economics | | Theater | |
| Industrial & Technology Education | | World Languages (specify) | |

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

| | | |
|--|-----|----|
| Has your agency established a District Intern program? | Yes | No |
|--|-----|----|

If no, explain. _____

| | | |
|---|-----|----|
| Does your agency participate in a Commission-approved college or university internship program? | Yes | No |
|---|-----|----|

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.



Education For Homeless Children Board Policy

The Board of Trustees desires to ensure that homeless students have access to the same free and appropriate public education provided to other students. The school shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

The school director or designee shall ensure that placement decisions for homeless students are based on their best interest as defined in law.

Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48859; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. (Education Code 48859; 42 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student is connected, the school liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in



the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all students. (Education Code 48850, 48853; 42 USC 11432)

School Liaison

The school director or designee will carry out the duties of the school liaison for homeless students: (42 USC11432)

School Director

School Director
3720 Sierra Highway, Suite A
Acton, CA 93510
800-925-1502

The school liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in school
3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the school
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children



6. Disseminate public notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

9. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the school liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1 , the school homeless liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's expulsion. When notified pursuant to Education Code 48915.5 , the school liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The school director or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the school liaison. The school director or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on CDE's web site. (42 USC 11432)



Enrollment

The school shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the school shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the school homeless liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the site director or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student: (Education Code 48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness the student needs to obtain immunizations or does not possess immunization or other required health records, the site director or designee shall immediately refer the



parent/guardian to the school liaison for homeless students. The school liaison shall assist the parent/guardian, or the student if the student is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or the school requested by the student's parent/guardian or the student, if an unaccompanied youth, the school director or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the student's school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, the student shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that the student is no longer homeless, the student shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if the student is in grades K-8
2. Through graduation if the student is in high school

Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the school director or designee, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)



The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the county liaison and state coordinator, and a brief description of those roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The school liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the school liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services,
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records



When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the school liaison's enrollment decision, the decision may be appealed to the School Board or designee. The School Board or designee shall make a determination within five working days.

If the parent/guardian chooses to appeal the school's placement decision, the School Board or designee shall forward all written documentation and related paperwork to the liaison for homeless students at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transfer of Coursework and Credits

When a homeless student transfers into a school, the school shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that the student did not complete at the previous school. However, the school may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, the student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.



In no event shall the school prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements established by the Governing Board.

However, when a homeless student who has completed the second year of high school transfers into the school from another school district, the student shall be exempted from all school-adopted coursework and other school-established graduation requirements, unless the school makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the homeless student's transfer, the school director or designee shall notify the student, the person holding the right to make educational decisions for the student, and the school liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the school director or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. Despite these exemptions, students who are granted them will still receive the same diploma as their peers without exemptions. (Education Code 51225.1)

To determine whether a homeless student is in the third or fourth year of high school, the school shall use either the number of credits the student has earned as of the date of the transfer or the length of the student's school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The school director or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for the student how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The school shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)



If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

If information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2) the school director or designee determines that a homeless student is reasonably able to complete district graduation requirements within the fifth year of high school, the

School director or designee shall:

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for the student, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for the student if under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Transportation

The school shall provide transportation for a homeless student to and from the student's school of origin when the student is enrolled within the school and the parent/guardian, or the school liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of school boundaries, but continues to attend the student's school of origin, the school director or designee shall consult with the liaison of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

The school shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an IEP that includes transportation as a necessary related service for the student. (Education Code 48852.7)



Eligibility for Extracurricular Activities

A homeless student who enrolls in school shall have access to extracurricular and enrichment activities that are available to all students, including but not limited to, interscholastic sports administered by the California Interscholastic Federation (CIF). CIF eligibility rule states that a student who first enters the ninth grade of any school following the student's completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive semesters following the initial enrollment in the ninth grade of any school. Said eligibility must be used during the student's first eight consecutive semesters of enrollment at that school or any other school. (Education Code 48850)

Notification, Complaints, and Posting Requirements

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the school has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the Board's procedures in AR 1312.3 - Uniform Complaint Procedures.

The school director or designee shall ensure that a list of the school's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the school's web site. (Education Code 48852.6)



SCHOOL EXPLANATION OF ENROLLMENT DECISION

Instructions: The following form is to be used when the school has denied a parent/guardian's enrollment request.

Date: _____ Name of person completing form: _____

Title: _____ Phone number: _____

In accordance with federal law, this notification is being provided to:

Name of parent/guardian: _____

Student Name(s): _____

Name of school requested: _____

School's placement decision (name of school): _____

After reviewing your request to enroll your child in the school listed above, your enrollment request has been denied. This determination was based upon:

You have the right to appeal this decision to the school liaison or Board of Trustees. If you are not satisfied with the Board of Trustee's decision, you may appeal to the Los Angeles County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The school's homeless liaison can assist you with this appeal.

You also have the following rights:

* Pending resolution of this dispute, your child has the right to immediately enroll in the school you requested and to participate in school activities at that school.

* You may provide written or verbal documentation to support your position. You may use the school's dispute resolution form. A copy of the dispute resolution form can be obtained from the school's liaison for homeless learners.

*You may seek the assistance of advocates or attorneys to help you with this appeal.



ENROLLMENT DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or learner when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the school's liaison for homeless learners.

Date submitted: _____

Name of person completing form: _____

Student's name(s): _____

Relation to student(s): _____

I may be contacted at the following: _____

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the enrollment decision made by:

☐ School liaison

☐ Board of Trustees

☐ County liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

I have been provided with:

_____ A written explanation of the school's decision

_____ Contact information for the school's homeless liaison

_____ Contact information for the county office of education's homeless liaison





INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

SCVI

Updated: August 2023

28060 Hasley Canyon Rd. Castaic, 91384

SCVI

TO: All Employees
FROM: ILEAD Human Resources

RE: INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

SCVI is firmly committed to maintaining a safe and healthy working environment. The California Code of Regulations, Title 8, Section 3202 requires that ICA establish, implement and maintain an effective written Injury and Illness Prevention Program (IIPP).

The IIPP is The School's written safety program. The program identifies the person with authority and responsibility for the program, includes a system for communicating with employees and includes procedures for identifying and evaluating workplace hazards. The IIPP is maintained by The School safety officer

Safety and health must be a part of every operation and it is every employee's responsibility at all levels. **All school employees should be familiar with the purpose and location where you can find the Injury and Illness Prevention Program.**

A copy of this written Injury and Illness Prevention Program is on file at The School's administration office, and available for review by each and every employee.

All employees share in the responsibility of detecting hazards and controlling them. All employees are required to inform a school director immediately of any situation beyond their ability and authority to correct. If you have any questions, please do not hesitate to contact Chad Powell or Martha Spansel-Pellico.

Thank you

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APPENDICES

- A. Hazardous/Unsafe Condition Report Form
- B. Accident Investigation Report Form
- C. Air Quality – Wildfire Protection
- D. Confirmation of Receipt Form

PURPOSE

Our Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the IIPP is to ensure the safety and health of School employees and to provide a safe and healthful work environment. As required by Title 8, CCR Section [3203](#), the IIPP contains the following elements:

- ☐ Program responsibilities
- ☐ Compliance methods to ensure safe work practices
- ☐ Communication system on health and safety issues
- ☐ Hazard assessment and periodic inspections of work areas
- ☐ Hazard correction
- ☐ Health and safety training
- ☐ Accident investigation
- ☐ Record keeping

RESPONSIBILITIES

School Director / IIPP Administrator designee

The School Director has the ultimate authority and responsibility for the effective implementation of The School's IIPP. The School Director provides:

- ☐ Executive management oversight of the IIPP
- ☐ A system of accountability for program implementation
- ☐ Program evaluations and resources to support program implementation

The School Director and/or their designee oversees the effective implementation of the IIPP and has the authority and responsibility for implementing the program. Responsibilities include:

- ☐ Maintain and effectively implementing The School IIPP
- ☐ Oversight to ensure injuries and accidents are investigated
- ☐ Review inspections and hazard correction documentation to ensure identified hazards have been mitigated
- ☐ Support school leadership in establishing and serving on a School Safety Committee
- ☐ Follow Establish procedures for employee reporting of workplace hazards, accidents, and injuries
- ☐ Act as a liaison between educational partners and The School
- ☐ Distribute safety information received by the IIPP Administrator
- ☐ Communicate with school leadership, department heads, and supervisors to coordinate IIPP responsibilities within The School
- ☐ Ensure periodic inspections are conducted as required with corrective action follow-up

- ☐ Maintain The School site required documentation as outlined in the Record Keeping section
- ☐ Maintain a copy of the IIPP at The School site

Department Heads

Department Heads are responsible for compliance with the provisions of the IIPP within their school site and department. Supervisors are responsible for the implementation of the IIPP for employees, facilities, and operations under their direct supervision and control. Responsibilities include:

- ☐ Provide leadership that supports a strong safety culture and continuous improvement
- ☐ Assign clear responsibilities to supervisors and school-site safety coordinators/ assistant principal of facilities
- ☐ Conduct regular safety meetings to review accidents, analyze causes, and promote communication about The School's hazards and control measures
- ☐ Ensure job-specific hazard assessments are conducted to identify employee training requirements
- ☐ Ensure job-specific employee training is conducted
- ☐ Provide supervisor IIPP training and ensure supervisors are knowledgeable about health and safety hazards under their supervision and control
- ☐ Communicate with The School directors, department heads, and safety coordinator/assistant principal of facilities to coordinate IIPP responsibilities within The School
- ☐ Investigate all accidents and incidents within their area of responsibility
- ☐ Conduct periodic safety inspections of facilities
- ☐ Conduct regular observations of employee work practices and instruct employees on safe work practices
- ☐ Enforce safe work practices and procedures for employees and operations under direct supervision and control
- ☐ Provide job-specific employee safety training
- ☐ Attend training to become knowledgeable about hazards and controls in areas of responsibility

Employees

Responsibilities of all School employees include:

- ☐ Follow all safe work practices, safety policies, and procedures. Talk to the supervisor when questions arise
- ☐ Report real or potential unsafe conditions to the immediate supervisor
- ☐ Report injuries immediately to the supervisor

Employees Access to the IIPP

- ☐ A copy of this written Injury and Illness Prevention Program is on file at The School's Administration Office with the office manager for review by each and every employee
- ☐ The IIPP can be accessed on The School's Website. under the Staff Portal/Risk Management/Training
- ☐ The IIPP must be reviewed by all staff on an annual basis

COMMUNICATION

The School recognizes the importance of effective, two-way communication on health and safety issues. All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees.

New Employee Orientation

All new employees will receive an orientation about The School-site specific safety and health policies and procedures. A supervisor follow up will be conducted to ensure employee understanding.

Health and Safety Training

The School has training requirements designed to instruct each employee on general and job-specific safety procedures. Refer to the Training section for additional details.

Safety Meetings

Site safety meetings will be conducted as needed. During safety meetings The School director, safety coordinator, or other trainer may discuss issues such as:

- ☐ New hazards that have been introduced or discovered in the workplace
- ☐ Causes of recent accidents or injuries and procedures to prevent similar incidents in the future
- ☐ Any health or safety issue deemed by The School to require reinforcement
- ☐ Mandatory Safety Training meetings will be coordinated by the IIPP Administrator

Employee Hazard Reporting System

Employees are encouraged to report safety hazards. Hazardous/Unsafe Condition Report forms (Appendix B) may be submitted directly to the immediate supervisor or school-site safety coordinator/assistant principal of facilities. Employees may also report hazards anonymously by sending the written form to

the IIPP Administrator.

All submitted reports will be investigated in a prompt and thorough manner. All investigations and proposed corrective action will be reviewed by The School Best Practices and Safety Committee.

School Best Practices and Safety Committee

The School Best Practices and Safety Committee will provide a forum for two-way health and safety communication for The School. The Committee will:

- ☐ Advise The School Director on current health and safety issues including regulatory requirements
- ☐ Review employee accidents to ensure root causes and corrective actions have been identified
- ☐ Assist in IIPP reviews and evaluations as requested
- ☐ Recommend health and safety training, resources, or other support to facilitate IIPP implementation
- ☐ Address employee hazard reports and safety concerns that have not been resolved at the department level

Safety Bulletin Boards / Supplemental Communications

The office manager will maintain safety bulletin board(s) to meet Cal/OSHA posting requirements and to ensure ongoing communication on significant health and safety issues. School site e-mail messages and employee handouts on relevant topics are additional means of safety communication with various safety topics.

HAZARD ASSESSMENT/INSPECTION

Periodic inspections to identify and evaluate hazards within The School will be conducted. The School Director or an assigned designee(s) will conduct and document the inspection. Inspections checklists are located at The School webpage under risk management tab, inspections form folder. The schedule is outlined below:

| Facilities | Inspection Frequency |
|---|-----------------------------|
| School Site - offices, classrooms, and interior/exterior areas and facilities not mentioned below | Quarterly |
| Science labs, art labs, vocational shops (wood, etc.) | Quarterly |
| Athletic – play space, fields, etc. | Quarterly |
| Auditorium/Theater if applicable | Quarterly |
| Rest Rooms | Weekly |
| Food service – Kitchen, storage, cafeteria, snack bar | Weekly |
| Maintenance & Operations yard and shop | Quarterly |
| Transportation yard and shop | Quarterly |
| Walk ways | Quarterly |
| Parking lots | Quarterly |

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- ☐ IIPP is first established
- ☐ New substances, processes, procedures or equipment result in new hazards in department units/facilities
- ☐ New, previously unidentified hazards are identified
- ☐ Occupational accidents or incidents occur
- ☐ Department hires or reassigns employees to operations or tasks where a hazard evaluation has not been conducted

HAZARD CORRECTION

Unsafe or unhealthy work conditions, work practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedure:

- ☐ When observed or reported. Hazards may be discovered either as a result of a scheduled periodic inspection or during normal operations. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.
- ☐ When an imminent hazard exists that cannot be immediately corrected, we will remove employees from the immediate hazard except those needed to correct the condition and to address security issues.

REPORTING A WORK RELATED ACCIDENT or INJURY

24/7 Injury Response 1(877) 480- 3947

ACCIDENT AND INCIDENT INVESTIGATIONS

The purpose of accident investigation is to determine the cause(s) of accidents and identify what can be done to prevent similar accidents from recurring.

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by the safety coordinator and/or School Director. The IIPP Administrator may review the accident documentation to determine if the contributing factors and corrective actions to prevent future injuries are adequately identified.

Our procedures include:

- ☐ Visiting the scene as soon as possible
- ☐ Interviewing injured employees and witnesses
- ☐ Determining the cause of the accident/exposure
- ☐ Examining the workplace and incident for underlying/contributing causes
- ☐ Taking corrective action to prevent the accident/exposure from reoccurring
- ☐ Recording the findings and actions taken

The Accident Investigation Report form (Appendix B) should be completed to record pertinent information. The School's Accident Investigation forms are located at The School web page, under risk management tab, accident investigation folder. Hard copies can be located with the site office manager.

SAFETY AND HEALTH TRAINING

All employees will have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided according the following schedule:

- ☐ When our IIPP is first established
- ☐ To all new employees
- ☐ To all employees given new job assignments for which training has not previously provided
- ☐ Whenever new substances, processes, procedures, or equipment are introduced to The School and represent a new hazard
- ☐ Whenever anyone is made aware of a new or previously unrecognized hazard
- ☐ To supervisors and school-site safety coordinators to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- ☐ To all employees about the hazards specific to each employee's job assignment

General Safety Training

General safety training will, at a minimum, include:

- ☐ An explanation of our IIPP, emergency action plan and fire prevention plan
- ☐ Measures for reporting any unsafe conditions, work practices, and injuries
- ☐ Workplace violence awareness and reporting procedures
- ☐ Provisions for medical services, first aid, and emergency procedures
- ☐ Proper housekeeping, such as keeping walkways clear, keeping work areas neat and orderly, and promptly cleaning up spills
- ☐ Prohibiting horseplay or other acts that adversely influence safety
- ☐ Proper storage, including prohibiting storage near emergency exits, fire extinguishers, and electrical panels

Job-Specific Safety Training

Job-specific safety training will be provided to all employees regarding hazards unique to their job assignment. Training may include, but is not limited to:

- ☐ Ergonomic awareness and the prevention of musculoskeletal disorders, including proper lifting techniques
- ☐ The use of appropriate clothing, including gloves, footwear, and personal protective equipment (PPE)
- ☐ Information about Cal/OSHA's Hazard Communication regulation, including chemical hazards, such as pesticides, cleaning products, lab chemicals, etc.
- ☐ Proper food and beverage storage to prevent contamination
- ☐ Slip and fall hazards and ladder safety
- ☐ Potential exposure during building repairs, such as lead paint and asbestos
- ☐ Potential exposure to bloodborne pathogens and aerosol transmissible diseases
- ☐ Heat illness prevention
- ☐ Indoor air quality
- ☐ Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.
- ☐ Defensive driving
- ☐ Mandated reporting: Child abuse and neglect
- ☐ Sexual Harassment Prevention
- ☐ Workplace bullying: awareness and prevention

School Director and School-Site Safety Coordinator Training

The School Director(s) and their designee will be trained on their specific roles within the IIPP as well as training about specific health and safety hazards and work practices under their supervision and control.

Codes of Safe Practices

Copies can be found in The School Director/safety coordinator of facilities safety binder.

COMPLIANCE

School leadership is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. School Directors and lead personnel are expected to enforce the rules fairly and uniformly.

All School employees are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes the following:

IIPP Training

Employees will receive IIPP training through ADP throughout the school year.

School Director Evaluation of Safety Performance

School Directors will evaluate employee safety performance by routine observation of employee work practices. Employee counseling on unsafe work practices will be used to communicate deficiencies in safety performance. Supplemental training and observation will be conducted to the degree required to correct the unsafe work practice.

Disciplinary Procedures

Fair and consistent disciplining of employees who fail to comply with safety and healthful work practices will be disciplined in accordance with The School's personnel policy.

RECORD KEEPING

The School's maintains the following records to help us more efficiently and effectively implement our IIPP:

- ☐ Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.
- ☐ Documentation of our safety and health training.
- ☐ Confirmation of receipt and review of the IIPP, HIPP and COVID-19 Safety Plan.

Appendix A – Hazardous/Unsafe Condition Report Form

Reporting Information*

| | |
|---|------------------|
| School-Site/School Facility: | |
| Name/Title (optional): | Phone(optional): |
| Date/time hazard observed: | Date reported: |
| Location of hazard (building, room, parking lot, other distinguishing area) : | |
| Description of hazardous/unsafe condition: | |
| | |
| What corrective action would you recommend? | |
| | |

* Submit completed form to your immediate supervisor or the Assistant Principal of Facilities or School-site safety coordinator. Submit anonymously by sending to Sonia Pishehvar, Risk Manager and Safety Coordinator, IIPP Administrator.

Investigation

| | |
|--|-------|
| Investigator's Name/Title: | Date: |
| Results of the investigation (<i>Attach additional page if necessary</i>): | |
| | |
| Proposed corrective action: | |
| | |

Corrective Action

| | |
|---|------------------------------------|
| Responsible Person/Department: | Corrective Action Completion Date: |
| Corrective Action Taken (<i>Attach additional page if necessary</i>): | |
| | |

School Best Practices and Safety Committee Review

The School Safety Committee reviews all submitted Hazardous/Unsafe Condition reports for thorough investigation and corrective action. The Committee also ensures the person reporting the hazard, if known, is notified of the results.

Committee Chair: _____ Date of Review: _____

Appendix B – Accident Investigation Report (Employee/Workplace Injury or Illness)

Add separate paper if needed

| | |
|-------------------------------------|--------------------|
| School Site/School Facility: | Department: |
|-------------------------------------|--------------------|

Injured Employee Information

| | | | |
|------------|--|------------------|-----------------|
| Name: | | Job Title: | Contact Number: |
| Hire Date: | Volunteer: <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor Name: | Contact Number: |

Accident Details

| | | |
|--|----------------|--|
| Date & Time of Accident: | Date Reported: | Location of Accident: <i>(be specific - building, room #, lab, field, etc.):</i> |
| Description of Injury/Illness <i>(sprained right ankle, cut left hand, allergic reaction, needle stick, etc.):</i> | | |
| | | |
| Describe accident <i>(tasks performed, events before accident, equipment/ tools, work conditions, other relevant details):</i> | | |
| | | |
| | | |
| Witness Name(s) and contact information | | |

Cause(s) of Accident

Hazardous conditions, safety management breakdowns, unsafe work behaviors

| |
|--|
| |
| |
| |

Corrective Action

Physical changes, changes in procedures, changes in employee work practices

| | | |
|---|--------|-------|
| | | |
| | | |
| | | |
| Investigation completed by: | Title: | Date: |
| Corrective action follow-up conducted by: | Title: | Date: |

Appendix C – Protection from Wildfire Smoke: Health and Safety of Employees Exposed to Wildfire Smoke

Purpose:

The purpose of this addendum to the Injury and Illness Prevention Program is to mitigate employee exposure to wildfire smoke and other pollutants when working outdoors.

Background

The School employees may be asked to work outdoors and in conditions where they may be exposed to wildfire smoke and other pollutants considered to be harmful to their health. Employees are offered the opportunity and may decline the opportunity to perform work outdoors when they feel conditions may be harmful to their health without any retribution from School management. The following best practices meets or exceeds regulatory requirements located in [Title 8 of the General Industry Safety Orders, Article 107, Section 5141.1](#), also known as Cal/OSHA Standard 5141 Protection from Wildfire Smoke.

Best Practices

When the Air Quality Index (AQI) PM2.5 is 151 or greater and The School has a reasonable expectation that employees may experience outdoor wildfire smoke exposure for a period of 1 hour or less per shift, The School will implement the following practices:

- A. Prior to each workday and shift, supervisors will check the AQI forecast via the [United States, Environmental Protection Agency AirNow](#) (U.S. EPA AirNow) and then communicate the AQI and its associated Levels of Health Concern to employees in a pre-shift huddle using the following scale:

| Air Quality Index (AQI) | |
|--------------------------|--------------------------------|
| AQI Categories for PM2.5 | Levels of Health Concern |
| 0-50 | Good |
| 51-100 | Moderate |
| 101-150 | Unhealthy for Sensitive Groups |
| 151-200 | Unhealthy |
| 201-300 | Very Unhealthy |
| 301-500 | Hazardous |

- B. Specify protective measures available to the employees to reduce their wildfire smoke exposure by including:

- a. Administrative Controls
 - i. Rotating employees between working outdoors and inside
 - ii. Limiting the length of employee shifts
 - iii. Transferring employees between locations where the AQI is not as hazardous
 - iv. Offering less strenuous work activities
 - v. Increase the number of rest breaks offered
- b. Voluntary use of Personal Protective Equipment (PPE)—[Organization Name] offers all employees exposed to wildfire smoke N95 filtering facepiece respirators. N95 respirators are offered at any time on a voluntary

basis and mandatorily offered when the AQI PM2.5 is 151 or greater but not more than 500. All N95 respirators are approved by the National Institute for Occupational Safety and Health (NIOSH).

- C. Employees are encouraged to notify The School leadership anytime they feel the air quality is progressively worsening during their shift and/or if they experience any adverse symptoms as a result of exposure such as difficulty breathing, asthma attacks, chest pain, etc.

Mandatory Training

All employees, regardless of the AQI levels and potentially exposed to Wildfire Smoke will receive the following training as required by Cal/OSHA Protection from Wildfire Smoke. Training will be provided in a language that is readily understandable by the employees being trained.

A. The health effects of wildfire smoke

- a. Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is “particulate matter;” these are the tiny particles suspended in the air.
- b. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.
- c. People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.
- d. The smallest and usually the most harmful particulate matter is called PM2.5, they have a diameter of 2.5 micrometers or smaller.

B. The right to obtain medical treatment without fear of reprisal

- a. The School shall allow any employee that shows signs of injury or illness due to wildfire smoke exposure to seek medical treatment, and may not punish affected employees for seeking such treatment.
- b. The School shall also have effective provisions made in advance for prompt medical treatment of employees in the event of serious injury or illness caused by wildfire smoke exposure.

C. How employees can obtain the current Air Quality Index (AQI) for PM2.5

- a. Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone.
- b. Although there are AQI's for several pollutants, Cal/OSHA Standard 5141 Protection from Wildfire Smoke only uses the AQI for PM2.5. The School's program meets the regulatory requirements of the standard.
- c. The easiest way to find the current and forecasted AQI for PM2.5 is to go to [AirNow](#) and enter the zip code of the location where you will be working. The current AQI is also available from the [U.S. Forest Service](#) and through [Local Air Schools](#).
- d. Employees who do not have access to the internet can contact their manager for the current AQI. The EPA website, [EnviroFlash](#), can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

D. The requirements in Cal/OSHA Standard 5141 Protection from Wildfire Smoke

- a. If an employee may be exposed to wildfire smoke, The School is required to find out the current AQI applicable to the worksite. If the current AQI for PM2.5 is 151 or more, The School's designee Facilities/Safety AP/Plant Manager/Supervisor is required to:
 - i. Check the current AQI prior to each shift and periodically during each shift
 - ii. Provide training
 - iii. Lower employee exposures
- b. Provide respirators and encourage their use.

E. The School maintains a two-way communication system.

- a. The School designee shall alert employees when the air quality is harmful and what protective measures are available to those employees that may be exposed.
- b. The School encourages employees to inform their supervisor if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.
- c. The employer's communication system includes:
 - i. Direct communication between employees and their supervisor prior to commencing work activities.
 - ii. Using company email.

iii. Texting and/or telephone conversations.

F. The School's methods to protect employees from wildfire smoke when the AQI for PM2.5 is 151 or greater include:

- a. Locating work in enclosed structures or vehicles where the air is filtered if at all possible.
- b. Changing procedures such as moving workers to a place with a lower current AQI for PM2.5 if possible.
- c. Reducing the time that an employee is exposed to outdoor smoke.
- d. Increasing rest time and frequency, and providing a rest area with filtered air if possible.
- e. Reducing the physical intensity of the work to help lower the breathing and heart rates.

APPENDIX D



Confirmation and acknowledgement of receipt and review of the Injury and Illness Prevention Program (IIPP).

I have received and reviewed the Plan Date: ____

Employee Name: _____

Employee Signature: _____

Job Title: _____

Job site location: _____

Return the signed form to the IIPP Administrator a copy will be kept on file with HR.



September 2023

To the International Baccalaureate Organization:

On behalf of Santa Clarita Valley International Charter School's Board (SCVi), we are in strong support of the International Baccalaureate Programme for SCVi. This letter confirms the Board's support that will be provided in its pursuit of adding the International Baccalaureate Career-Related (CP) Programme. SCVi has been an IB world school, offering the Diploma Programme for more than ten years.

As part of the iLEAD Schools network, we are proud to announce that the iLEAD acronym summarizes SCVi's values and stands for:

"i" (the learner) LEAD by being a/an:

- Lifelong Learner
- Authentic Individual
- Empathetic Citizen
- Design Thinker
-

The Career-Related Programme aligns with our core values. With the current trends and needs in our society and the world, we believe that we can better serve our students and our community with the Career Related Programme.

SCVi's resources have been dedicated to the process of application for candidacy, authorization and implementation. These resources include provisions for the required fees, professional development, and additional instructional resources and materials.

We are excited to develop, implement and work on our program sustainability because the IB mission, *"to develop inquiring and caring students through challenging educational programmes so that our students become lifelong learners"*, is in complete alignment with SCVi's mission and vision.

Respectfully,

The SCVi's Board Members

SCVi, iLEAD's Founding School

28060 Hasley Canyon Rd.
Castaic, CA 91384

iLEAD California Charters 1

and SCVi

MEMORANDUM OF UNDERSTANDING

This agreement is entered into between iLEAD California Charters1, hereinafter referred to as “iCC1,” and SCVi, for the purpose of implementing the Los Angeles County Department of Arts and Culture Arts Advancement Grant and project received by iCC1 on behalf of Santa Clarita Valley International (SCVi).

WHERE AS, iLEAD California Charters 1, provides shared services to SCVi, including supporting with grants, iCC1 has obtained a grant that will support SCVi’s arts program;

WHERE AS, SCVi, has been identified as a school that will be supported by the LA County Department of Arts and Culture Arts Advancement Grant, in coordination with iCC1;

In furtherance of the foregoing purpose, iCC1, and SCVi agree as follows:

1. Term of Agreement.

This agreement shall be in effect from July 1, 2023, and shall remain effective through June 30, 2024. Modifications to the agreement shall be made only after mutual agreement is reached between all parties and documented in writing. Either party may terminate this agreement at any time giving the other party written notice 20 days prior to such action. Any portion, or all, of this agreement is severable in the event any portion, or all, of the grant funds provided through LA County Department of Arts and Culture Arts Advancement Grant are withdrawn or canceled.

2. Description of Roles and Responsibilities, and Services

iCC1’s Arts Advancement Grant Coordinator will coordinate purchasing and services with SCVi school staff on behalf of SCVi, in furtherance of the LA County Department of Arts and Culture Arts Advancement Grant received by iCC1 for FY 2023/24.

SCVi implements the arts program as detailed in the LA County Department of Arts and Culture Arts Advancement Grant application, and in coordination with iCC1’s Arts Advancement Grant Coordinator.

SCVi will plan expenditures for goods and services related to the expansion of digital art learning at SCVi, under this grant terms in the amount of **\$8,785.19**, which will be reimbursed. SCVi will also provide an in-kind match for **\$8,785.19**, pursuant to the grant terms and conditions.

3. Certifications and Assurances.

i. All parties certify that any person who will provide arts education with students and their families are adequately screened (Live Scan, or equivalent) so as to prevent the assignment of personnel who may pose a threat to the safety and welfare of students.

ii. All parties certify that any person who will provide services are adequately trained and prepared according to prevailing professional standards for providing such services and are licensed or otherwise legally qualified, as necessary.

iii. All parties certify any person providing services will follow laws and regulations concerning the legal rights of students, including reporting child abuse/neglect, Federal Education Rights and Privacy Act (FERPA), and other public health and safety laws and regulations, as applicable.

iv. All parties will hold adequate levels of workers' compensation insurance for their own staff, and that contracted partners will provide adequate levels of workers' compensation insurance for their own staff.

v. All parties certify cyber security measures as outlined in CIPA and COPPA regulations are in place and all cyber security measures will be in place.

5. **Equipment/Property.**

All parties and partners will be responsible for the cost and care of their own property, and shall take care to keep their personal property in secure.

6. **Conflict Resolution.**

Should any problems or conflicts arise in the course of the delivery of services, it is understood that the authorized representative of the Parties will work to accomplish an effective resolution through a collaborative process, including but not limited to mediation.

7. **Payment and Billing.**

The LA County Department of Arts and Culture Arts Advancement Grant will provide reimbursement for items or services related to the expansion of digital art learning at SCVi.

In the event the grant is withdrawn or cancelled, or otherwise no longer available, SCVi will pay the remaining balance owed for the project, or discontinue the project.

8. **Hold Harmless. Liability. Indemnification**

The iCC1 and SCVi shall hold harmless, defend, and indemnify its officers, agents, employees, and volunteers, from every liability, claim, or demand which may be made by reason of (1) any injury to volunteers, learners, and employees; and (2) any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of the entity, its officers, employees or agents. In cases of such liabilities, claims, or demands, the entity at its own expense and risk shall defend all legal proceedings which may be brought against it and/or its officers, agents, employees, and volunteers, and satisfy any resulting judgments up to the required amounts that may be rendered against any of them. iCC1 and SCVi shall indemnify and hold harmless iCC1, SCVi, Maker Learning Network, and all iLEAD locations and affiliates and managed entities.

Notwithstanding the preceding, this agreement is not intended to modify any other agreements in place between iCC1 and SCVi.

It is hereby agreed and accepted:

Chad Powell & Martha Spansel-Pellico
School Director, SCVi

Date

Amanda Fischer
CEO/Superintendent, iLEAD California Charters I/ iLEAD Hybrid

Date

Instructional Materials for Learners for SCVi



| Grade Level | Subject | Title | Type of Material/Method of Access | Vendor |
|--|-------------------|--|---|--|
| General Comment (Access to materials and respuces): All resources and materials will be available through the site-based learning management system (LMS) Brightspace/Google Classroom. All learners will have real time access to all resources, materials, instructional units, workshops and support materials, which includes but is not limited to group assignments, activities, differentiated and scaffolded materials to target the needs of all learners. | | | | |
| Lower School | | | | |
| TK | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literatutre & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| TK | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) and Digital access to resources via learner LMS | The Math Learning Center |
| TK | Science | Integrated Project-Based learning units | Digital access to resources via Learner LMS | |
| TK | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| Kindergarten | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literatutre & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| Kindergarten | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) and Digital access to resources via learner LMS | The Math Learning Center |
| Kindergarten | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| Kindergarten | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 1st | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literatutre & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 1st | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) and Digital access to resources via learner LMS | The Math Learning Center |
| 1st | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 1st | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |

| | | | | |
|-----|-------------------|--|--|--|
| 2nd | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literature & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 2nd | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) and Digital access to resources via learner LMS | The Math Learning Center |
| 2nd | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 2nd | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 3rd | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literature & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 3rd | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) and Digital access to resources via learner LMS | The Math Learning Center |
| 3rd | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 3rd | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 4th | Language Arts/ELD | 1. Integrated Project-based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literature & informational texts, | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 4th | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) and Digital access to resources via learner LMS | The Math Learning Center |
| 4th | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 4th | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 5th | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literature & informational texts, | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 5th | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) and Digital access to resources via learner LMS | The Math Learning Center |
| 5th | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| 5th | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |

| Middle School | | | | |
|---------------------|-------------------|--|---|--|
| 6th | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literatutre & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 6th | Math | Course Connections Course 1 | Digital Access/Ebook and Digital access to resources via learner LMS | College Preparatory Mathematics |
| 6th | Science | 1. Integrated Project-Based learning units 2. Scholastic Science + | Digital access to resources via learner LMS | 1. N/A 2. Schoalstic |
| 6th | Social Studies | Project Specific Materials | Digital access to resources via learner LMS | |
| 7th | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literatutre & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 7th | Math | Course Connections Course 2 | Digital Access/Ebook and Digital access to resources via learner LMS | College Preparatory Mathematics |
| 7th | Science | 1. Integrated Project-Based learning units 2. Scholastic Science + | Digital access to resources via learner LMS | 1. N/A 2. Schoalstic |
| 7th | Social Studies | Project Specific Materials | Digital access to resources via learner LMS | |
| 8th | Language Arts/ELD | 1. Integrated Project-Based learning units 2. Brain Pop ELL 3. EL Curriculum | 1. Digital access to resources via learner LMS 2. Online Access 3. Online Access, student literatutre & informational texts, and handouts | 1. N/A 2. BrainPOP 3. OpenUp Resources |
| 8th | Math | Course Connections Course 3 | Digital Access/Ebook and Digital access to resources via learner LMS | College Preparatory Mathematics |
| 8th | Science | 1. Integrated Project-Based learning units 2. Scholastic Science + | Digital access to resources via learner LMS | 1. N/A 2. Schoalstic |
| 8th | Social Studies | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| High School | | | | |
| Math - Integrated 1 | Math | CPM Textbook: Core Connections Integrated 1 | Digital Access/Ebook and Digital access to resources via learner LMS | College Preparatory Mathematics |
| Math - Integrated 2 | Math | CPM Textbook: Core Connections Integrated 2 | Digital Access/Ebook and Digital access to resources via learner LMS | College Preparatory Mathematics |

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| Math - Integrated 3 | Math | CPM Textbook: Core Connections Integrated 3 | Digital Access/Ebook and Digital access to resources via learner LMS | College Preparatory Mathematics |
| Math - IB 1 | Math | Integrated Project-Based learning units | Online comprehensive IB curriculum following IB frameworks, standards and assessments outlines and Digital access to resources via learner LMS | |
| Math - IB 2 | Math | Integrated Project-Based learning units | Online comprehensive IB curriculum following IB frameworks, standards and assessments outlines and Digital access to resources via learner LMS | |
| English 9 | ELA | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| English 10 | ELA | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| English 11 | ELA | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| English 12 | ELA | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| IB English Lang.&Lit 1/2 | ELA (IB) | Integrated Project-Based learning units | Online comprehensive IB curriculum following IB frameworks, standards and assessments outlines and Digital access to resources via learner LMS | |
| IB Spanish 1 | Language | Integrated Project-Based learning units | Online comprehensive IB curriculum following IB frameworks, standards and assessments outlines and Digital access to resources via learner LMS | |
| IB Spanish 2 | Language | Integrated Project-Based learning units | Online comprehensive IB curriculum following IB frameworks, standards and assessments outlines and Digital access to resources via learner LMS | |
| Spanish 1 | Language | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| Spanish 2 | Language | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| Integrated Science 1 | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| Integrated Science 2 | Science | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| IB Biology 2 | Science | Integrated Project-Based learning units | Online comprehensive IB curriculum following IB frameworks, standards and assessments outlines and Digital access to resources via learner LMS | |
| World History | History | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| IB History of the Americas Y 1 and 2 | History | Integrated Project-Based learning units | Online comprehensive IB curriculum following IB frameworks, standards and assessments outlines and Digital access to resources via learner LMS | |

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| Government | History | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| Economics | History | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
| Data Science | Math | Integrated Project-Based learning units | Digital access to resources via learner LMS | |
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| Assessment | All Grades | NWEA (ELA, Math) for grades K-8, NWEA Science (5th) , MAP Fluency (Grades K-5), etc | | |
| | | | | |
| Chromebook | All Grades | 565 | | |
| Hot Spot | All Grades | Available as needed | | |
| MacBook Airs | All Grades | 223 | | |