



MEETING AGENDA - iLEAD CA/Hybrid

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 resource center between 9:00 am and 3:30 pm.

Meeting

Meeting Date	Thursday, September 7, 2023
Start Time	5:00 PM
End Time	6:30 PM
Location	Address: 29477 The Old Rd, Castaic Address: 2850 Fairview Rd, Costa Mesa Address: 2110 W Ave K, Lancaster
Purpose	Regular Scheduled Meeting

Agenda

1. Opening Items

1.1. Call The Meeting To Order

1.2. Roll Call

1.3. Pledge Of Allegiance

1.4. Agenda

Discuss and take action on the Board Meeting Agenda.

Due date: 9/7/2023

1.5. Minutes

Discuss and take action on the Board Meeting Minutes.

Due date: 9/7/2023

2. Public Comments

2.1. Public Comments

The public may address the iLEAD CA Charters 1 governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes for agenda items, 2 minutes for items not on the agenda, and 20 minutes for all comments.

3. Consent Items

3.1. Personnel Report



Due date: 9/7/2023

3.2. Check Register

Due date: 9/7/2023

3.3. CTE K12 Pathway Coordinator

CTE K12 Pathway Coordinator Sub-Agreement and Arts Grant

Due date: 9/7/2023

3.4. New Vendor Contracts Over \$10,000

Ashford Construction \$86,000, AV Emergency Repairs

DGS Flooring \$27,350.14, AV Emergency Repairs

RO Health \$122,500, SLP Staffing

Tray.io \$25,000, IT Integration

You Science \$14,900, Curriculum

Due date: 9/7/2023

3.5. Annual Contracts Over \$10,000

NWEA \$79,262.50

CISCO Skyward Technical Solutions \$23,343.88

Panorama \$18,700.00

Learning Tech \$14,980.0

Due date: 9/7/2023

4. Discussion And Reports

4.1. Learner Board Ambassador Report

4.2. CEO/School Director Report

4.3. Senate Bill 114 - Charter Extension

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

4.4. Board Member Positions

Discuss upcoming resignation of a Board Member

5. Action Items

5.1. Revised Fiscal Policy

Discuss and take action of the Revised Fiscal Policy



Due date: 9/7/2023

5.2. Declaration of Need

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

Due date: 9/7/2023

5.3. Revised Homeless Policy

Discuss and take action regarding the required revised Homeless Policy.

Due date: 9/7/2023

5.4. Injury and Illness Prevention Plans

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

Due date: 9/7/2023

5.5. LA County Arts Advancement Grant

Discuss and take action regarding the Arts Grant.

Due date: 9/7/2023

6. Closed Session

6.1. Gov. Code section 54956.9(d)(2): 2 Matters

Gov. Code section 54956.9(d)(2): 2 Matters

7. Report of Closed Session

8. Comments

8.1. Board Comments

9. Closing Items

9.1. Next Meeting Date - October 5, 2023

9.2. Adjournment

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

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



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



MEETING MINUTES - iLEAD CA/Hybrid

Meeting

Date	Wednesday, June 28, 2023
Started	2:30 PM
Ended	3:05 PM
Location	Address: 29477 The Old Rd, Castaic Address: 2850 Fairview Rd, Costa Mesa Address: 2110 W Ave K, Lancaster
Purpose	Regular Scheduled Meeting
Chaired by	Cheri Bradford
Recorder	Julie Basse

Minutes

1. Opening Items

1.1. Call The Meeting To Order

Meeting was called to order at 2:30 pm

Status: Completed

1.2. Roll Call

Cheri Bradford: Present

Ellen Stohl - Present

Kenneth Scott - Present

Kenchy Ragsdale - Absent (Out of the country, joined via Zoom)

Status: Completed

1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited

Status: Completed

1.4. Approve Agenda

Motioned: Ellen Stohl

Seconded: Kenneth Scott

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent



Due date:

Status: Completed

1.5. Approve Minutes

Motioned: Ellen Stohl

Seconded: Cheri Bradford

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed

Documents

- 1.5 iCC1 Minutes-2023-06-21-v1.pdf
-

2. Public Comments

2.1. Public Comments

The public may address the iLEAD CA Charters 1 governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes for agenda items, 2 minutes for items not on the agenda, and 20 minutes for all comments.

No public comment(s)

Status: Completed

3. Consent Items

3.1. Contracts over \$10,000

Motioned: Ellen Stohl

Seconded: Kenneth Scott

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed



Documents

- 3.1 Disneyland Hotel iLEAD_California_Char (1).pdf
-

4. Hearing

4.1. LCAP Hearing

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

LCAP Hearing was opened. No public comments made.

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 and answered questions of the Board.

Motioned: Ellen Stohl

Seconded: Cheri Bradford

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed

Documents

- iLEAD Hybrid 23-24 LCAP.pdf
-

5.2. LCAP Federal Addendum

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

Cassandra Coleman and Julia Kim presented the LCAP Federal Addendum and answered questions of the Board

Motioned: Kenneth Scott

Seconded: Ellen Stohl

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent



Due date:

Status: Completed

Documents

- Hybrid ATSI LCAP Federal Addendum 2023.pdf

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

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

Motion to approve the 2022-2023 Estimated Actuals with a staff retention bonus to be paid at \$5000 for full time employees, \$3000 for part time employees, and \$1000 for employees who were hired at the end of the school year or worked on call as needed and the 2023-2024 Budget.

Kelly presented the 2022-2023 Estimated Actuals and 2023-2024 Budget and answered the questions of the Board.

The Board approves a one-time retention bonus for FY 2022-2023. Full-time employees will receive up to \$5,000, part-time will receive up to \$3,000 and newly hired will receive up to \$1,000.

Motioned: Ellen Stohl

Seconded: Kenneth Scott

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed

Documents

- 5.4 EstimatedActuals2223.PreliminaryBudget2324.MYP_ForBoard.pdf

5.4. Revised Fiscal Policy

Discuss and take action regarding the revised fiscal policy.

The Revised Fiscal Policy was tabled until the next Board Meeting.

Due date: 9/7/2023

Status: In progress / deferred until 9/7/2023

5.5. Special Education Shared Resource Agreement

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

Amber Jones and Cassandra Coleman presented the Special Education Shared Resource Agreement and answered questions of the Board.

Motioned: Cheri Bradford

Seconded: Ellen Stohl



Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed

Documents

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

5.6. Food Services MOU

Discuss and take action on the Food Services MOU.

Cassandra Coleman presented the Food Services MOU and answered questions of the Board.

Motioned: Ellen Stohl

Seconded: Kenneth Scott

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed

Documents

- 5.6 MOU for Self Operation 23-24.pdf
-

5.7. 2023-2024 Family Guidebook

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

Motioned: Ellen Stohl

Seconded: Cheri Bradford

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed



Documents

- 5.7 2023-2024 iLEAD Antelope Valley Studio Guidebook.pdf
- 5.7 2023-2024 iLEAD Exploration Family Guidebook TK-12.pdf
- 5.7 AV Exploration 2023-2024 iLEAD Schools Family Guidebook.pdf

5.8. 2023-2024 Insurance Policies

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

Kim Lytle presented the 2023-2024 Insurance Policies and answered questions of the Board.

Motioned: Kenneth Scott

Seconded: Ellen Stohl

Unanimously approved

Cheri Bradford - yes

Kenneth Scott - yes

Ellen Stohl - yes

Kenchy Ragsdale - absent

Due date:

Status: Completed

Documents

- 5.8 iLEAD 23-24 Premium Allocations - Hybrid.pdf
- 5.8 iLEAD 23-24 Premium Allocations - Exploration.pdf
- 5.8 iLEAD 23-24 Premium Allocations - iLEAD CA Charters 1.pdf

6. Comments

6.1. Board Comments

Kenchy toured a school in Brazil.

Kenneth wished everybody a happy summer

Cheri thanked everyone who made it to the end of the year

Status: Completed

7. Closing Items

7.1. Next Meeting Date - September 7, 2023

Status: Completed

7.2. Adjournment

Meeting was adjourned at 3:05

Status: Completed

EMPLOYMENT – NEW HIRES

Cauthron, Autumm	Event & Recruitment Assistant	07.05.23
Clark, Stephen	Speech & Lang Path Cred	08.23.23
Crunelle, Richard	Executive Director of HR	06.12.23
Erickson, Brandi	Accounting Clerk	08.14.23
Guirre, Michelle	Instructional Coach - Math	07.01.23
Holmes, Daelin	Speech & Lang Path Cred	08.02.23
Hurtado, Maria	Enrollment Assistant	07.05.23
Kocis, Rebecca	Vendor Program Support	07.01.23
Lovold, Kim	Purchasing & Risk Management Coord	07.01.23
Michel, Jeanine	Director of Learning Support-Literacy	07.01.23
Miller, Riley	Speech & Lang Path Cred	06.26.23
Proctor, Megan	Student Support - Ed Specialist	08.02.23
Soria, Jessica	Assistive Tech Specialist	08.23.23
Taylor, John	Facilities Management Specialist	06.29.23
Viduya, Gracie	Speech & Lang Path Assistant	08.23.23
Washlake, Nikki	Speech & Lang Path	08.01.23
Wissmann, Patricia	New Staff Coordinator	07.01.23
Zuchowicz, Matt	Director of Learning Support	07.24.23

Cauthron, Autumm	Event & Recruitment Assistant	07.05.23
Clark, Stephen	Speech & Lang Path Cred	08.23.23
Crunelle, Richard	Executive Director of HR	06.12.23
Erickson, Brandi	Accounting Clerk	08.14.23

RESIGNATIONS/TERMINATIONS

Aguilar, Kari	Speech & Lang Path Asst Cred	08.01.23
Baugh, Natasha	Director of HR	07.24.23
Davis, Danisha	Accounting Clerk	07.24.23
De La Cruz, Olivia	Student Support Billing Assistant	07.23.23
Henriquez, Suzanne	Speech & Lang Path Cred	06.30.23
Jenkins, Alyssa	Care Team - Student Support`	07.21.23
Linares, Lisa	Speech & Lang Path Asst Cred	08.14.23
McClafferty, Michelle	Student Support - Occupational Therapist	07.21.23
Medina, Adalid	Speech & Lang Path Cred	06.30.23
Newrones, Shaun	Speech & Lang Path Cred	06.30.23
Nguyen, Shannon	School Psychologist	06.30.23
Poole, Kim	Speech & Lang Path Asst Cred	08.01.23
Siegel, Anna	Care Team - Student Support	08.01.23
Walker, Kathleen	Speech & Lang Path Asst Cred	06.30.23

STATUS CHANGE

Cardinal, Kim	From FT Hourly to Salary	07.01.23
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Domenick, Brittany	From Salary to FT Hourly	07.01.23
Emetario, Wendy	From FT Hourly to Salary	07.01.23
Ferguson, Lauren	From Salary to FT Hourly	07.01.23
Horton, Jessica	New Title-Controller and moving to Salary	08.16.23
Ibarra, Gris	New Title-Student Info System Coord. moving to Salary	07.01.23
McClafferty, Michelle	From FT to PT Hourly	07.01.23
Montez, Elsa	Title:Deputy Director of Financial Reporting	08.15.23
Padovich, Nicole	New Title-HR Director	07.01.23
Tuxhorn, Kaitlyn	New Title:SS Admin Coord. and moving to hourly	07.01.23
Vasquez, Sarah	From FT Hourly to Salary	07.01.23
Zhe, Kim	From Salary to PT Hourly	070.01.23

EMPLOYMENT – NEW HIRES

Woodman, Tracy

Educational Facilitator

8.01.23

RESIGNATIONS/TERMINATIONS

N/A

STATUS CHANGE

N/A

EMPLOYMENT – NEW HIRES

Lee, Steven	Facilitator	8.01.23
Madrid, Jill	Facilitator	8.01.23
Handy, Teresa	Ed Specialist	8.01.23
Urbina, Angel	Facilitator	8.01.23
Herwig, Elizabeth	Facilitator	8.01.23
Belzil, Lauren	Facilitator	8.01.23
Hussein, Saba	Care Team-Instructional Support	8.07.23
Perkins, Brieanna	Care Team-Instructional Support	8.07.23
Ramirez, Elizabeth	Care Team-Instructional Support	8.24.23

RESIGNATIONS/TERMINATIONS

Gibson, Robert	Ed Specialist	6.30.23
Tuminaro, Shana	Care Team - Instructional Support	6.30.23
Brownlee, Jennifer	Facilitator	6.30.23
Fortun, Manola	Facilitator	6.30.23
Vasconez, Alexandra	Care Team - Instructional Support	6.30.23
Khan, Ashley	Instructional Specialist	6.30.23
Calderon, Rene	Facilitator	6.30.23

STATUS CHANGE

Wassner, Margaret

Full-Time to Part-Time

8.01.2023

EMPLOYMENT – NEW HIRES

Beadle, Christie J	Educational Facilitator	08.01.23
Bisson, Angela	School Counselor- Student Support	08.14.23
Burgis, Emma	Educational Facilitator	08.01.23
Doh, Sandra	EF - Math Intervention	08.01.23
Eakin, Megan	Student Support - Ed Specialist	08.14.23
Golden, Rend	Educational Facilitator	08.01.23
Herron, Maria	Educational Facilitator	08.01.23
Horner, Tamara	Student Support - Ed Specialist	08.01.23
Jones, Theresa	Student Support - Ed Specialist	08.01.23
Keil, Linda	Student Support - Ed Specialist	07.24.23
Lau, Katie	Educational Facilitator	08.01.23
Lee, Maya	Educational Facilitator	08.01.23
Lippert, Brooke	Educational Facilitator	08.01.23
Little, Monica	Student Support - Ed Specialist	08.01.23
Littlefield, Julie	Educational Facilitator	08.01.23
Martin, Nicole	School Counselor- Student Support	08.01.23
McClure, Vicki Lee	Educational Facilitator - Substitute	08.07.23
Norrie, Jennifer	Student Support - Ed Specialist	08.01.23
Parsons, Kristine	Educational Facilitator	08.01.23
Phillips, Abbie	Care Team - Student Support	08.03.23
Plunkett, Melissa	Educational Facilitator	08.01.23

Pontell, Ashley	Educational Facilitator - Substitute	08.07.23
Presutto, Amanda	Educational Facilitator	08.01.23
Russell, Cheryl	Student Support - Ed Specialist	08.01.23
Salazar, Amanda	Student Support - Ed Specialist	08.01.23
Salmon, Marsha	Student Support - Ed Specialist	08.01.23
Schells, Cassidy	Care Team - Instructional Support	08.01.23
Schubert, Cristina	Student Support - Ed Specialist	08.01.23
Sims, Andrew	Student Support - Ed Specialist	08.25.23
Soto, Yahtina	Student Support - Ed Specialist	08.01.23
Sparks, Rachel	Educational Facilitator	08.01.23
Towle, Stephanie Ann	Educational Facilitator	08.01.23
Wright, Carrie	Care Team - Student Support	08.07.23

RESIGNATIONS/TERMINATIONS

Bagwell, Kayli	Educational Facilitator	06.30.23
Burnett, Olivia	Care Team - Student Support	06.30.23
Coleman, Shaine	Student Support - Ed Specialist	06.30.23
Deckmyn,, Daisy	Educational Facilitator - SET	06.30.23
Delbene, Renee	Student Support - Ed Specialist	06.30.23
Eakin, Megan	Student Support - Ed Specialist	08.21.23
Esse, Genie	Student Support - Ed Specialist	06.30.23
Fowler, Derek	Student Support - Ed Specialist	06.30.23
Gray, Ginger	Student Support - Ed Specialist	06.30.23
Hardman, Alex	Student Support - Ed Specialist	07.28.23
Harris, Phoebe	Student Support - Ed Specialist	06.30.23
Jenkins, Alyssa	Care Team - Student Support	07.21.23
Johnke, Joshua	Student Support - Ed Specialist	06.30.23
Kimbrel, Danielle	Educational Facilitator	06.30.23
Lovold, Kim	Vendor Relations Manager	06.30.23
McClure, Vicki	Educational Facilitator - Substitute	08.16.23
Middleton, Mikayla	Student Support - Ed Specialist	08.01.23
Olivieri, Jeani	Care Team - Student Support	06.30.23
Pegram, Alison	Educational Facilitator - Substitute	07.31.23
Salazar, Taylor	School Counselor	06.30.23
Sayovitz, Eryka	Educational Facilitator - Substitute	06.30.23

Siegel, Anna	Care Team - Student Support	07.21.23
Sparks, Rachel	Educational Facilitator	08.18.23
Sturgeon, Elizabeth	Student Support - Ed Specialist	06.30.23
Tart, Jonathan	Ed Specialist	06.30.23
Todesco, Jennifer	Educational Facilitator - Math Intervention	06.30.23
VanClupDurp, Melinda	Ed Specialist	08.01.23
Velez, Teresa	Student Support - Ed Specialist	06.30.23
Vong, Xavier	Student Support - Ed Specialist	06.30.23
Wasserman, Tamara	Educational Facilitator	06.30.23
Wissmann, Patricia	EF - Hiring and Training Coordinator	06.30.23
Zufelt, Erma	Educational Facilitator	06.30.23

STATUS CHANGE

Cugno, Linda	From FT Hourly to Salary	07.01.23
Gurney, Christine	From PT to FT Hourly	07.01.23
Hardman, Alex	From Salary to PT	07.01.23
Hope, Erika	From FT Hourly to Salary	08.16.23
Joy, Jenny	Title: School Director Certificated	07.01.23
Morris, Rayanna	From PT to Salary	07.01.23
Musick, Amber	Title: Investment Team Coord	07.01.23
Sanchez, Marilyn	From Salary to PT	07.01.23

Company Name: iLEAD California
Report Name: Payment Register Summary
Report Title 2: Mission Valley Bank
Footer Text: 06/15/2023-08/30/2023

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	115,074.01
3402	Health & Welfare Benefits - Classified positions	51,119.88
3902	Other Benefits - Classified positions	9,680.99
4110	Core Curriculum - Texts, Workbooks, etc	48,382.67
4120	Core Curriculum - Software & Programs	24,780.00
4130	Other Curriculum	1,041.56
4210	Professional Development References	6,555.93
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	4,543.03
4310	Science Supplies	1,146.15
4320	PE Supplies	631.37
4325	Custodial Supplies	3,804.42
4330	Health & Safety	523.67
4335	Home Study Stipend	963,480.33
4340	Office Supplies	6,795.17
4345	Printing & Reproduction Supplies	478.48
4350	Spiritwear	862.69
4355	Facilities Supplies	4,846.06
4410	Classroom Furniture & Equipment	24,805.70
4420	NonClassroom Furniture & Equipment	21,115.52
4430	IT Equipment & Supplies	191,900.73
4710	Vended Food Service	17,100.80
4720	Food Supplies	125.87
4740	Cafe Other Supplies	121.22
5210	Travel for PD, Conferences, & School Development	9,894.97
5220	Travel for Intersite Business - Mileage	10,483.32
5230	Conference & Workshop Registration Fees	2,695.00
5240	Professional Development - Meetings & Collaborations	24,190.20
5310	Professional Dues, Memberships, and Subscriptions	46,801.81
5410	Liability Insurance	451,886.00
5510	Utilities - Electricity	13,475.45
5520	Utilities - Gas	607.12
5530	Utilities - Water	1,966.95
5540	Utilities - Trash	1,266.55
5550	Operations - Janitorial Services	4,117.00
5560	Operations - Security	2,527.25
5610	Rent - Facilities Rent and CAM Charges	103,565.34
5630	Repairs & Maintenance - Facilities	79,592.84
5803	Professional Services - Business Services	10,591.00
5804	Professional Services - Auditing & Tax Preparation	8,410.50
5806	Professional Services - Consultant Fees	4,005.00

GL Account #	GL Account Description	Total
5808	Professional Services - Legal Fees	44,537.13
5811	Professional Services - Course Development	10,500.00
5822	Operating Expenditures - Licenses & Other Fees	664.85
5825	Operating Expenditures - Banking Charges & Fees	57.92
5827	Operating Expenditures - Other Benefit Fees	554.30
5828	Operating Expenditures - Staff Recruitment	300.00
5829	Operating Expenditures - Events	29,281.71
5830	Operating Expenditures - Marketing & Advertising	59,531.13
5840	Operating Expenditures - Software Licenses	27,007.02
5850	Student Services Expenditures - Student Information System	54,285.75
5851	Student Services Expenditures - Student Assessment Services	16,012.56
5852	Student Services Expenditures - Special Education Contracted	72,514.21
5853	Student Services Expenditures - Student & Group Activities	10,937.12
5854	Student Services Expenditures - Electives & Enrichment	2,200.00
5855	Student Services Expenditures - Substitutes	1,044.00
5910	Telephone & Fax	1,963.04
5920	Internet Services	12,742.09
5940	Postage Expense	1,448.10
9310	Prepaid Expenditures (Expenses)	426,671.13
9311	Payroll (Manual Checks)	350.09
9535	Retirement Liability	1,227,587.43
9536	403b Payable	38,881.68
Grand Total		\$4,314,063.81

Company name: iLEAD California
Report name: Payment Register
Report title 2: Mission Valley Bank
Footer Text: 06/15/2023-08/30/2023
Created on: 8/31/23
Location: iCC1--iLEAD California Charters 1

Date	Vendor	Amount
6/15/23	CIGN000--Cigna Healthcare	392.23
6/15/23	ESPI000--Espinosa, Julie	401.00
6/15/23	MOLL000--CultureHum PBC	-297.00
6/15/23	OVAT000--Ovation School for Performing Arts [S]	-1,425.00
6/15/23	WEXH000--WEX Health Inc.	15.00
6/16/23	ACTI002--Acting Academy for Kids [S]	91.38
6/16/23	AMAZ102--Amazon Capital Services (Exp)*	27.39
6/16/23	AMPI000--Academy Management Professionals, Inc.	253.00
6/16/23	ART0000--Art + Soul Collective	2,524.00
6/16/23	BUTT000--Butterworth, Jamie [S]	152.50
6/16/23	CENT014--Centerline Martial Arts Inc	398.00
6/16/23	CHUC000--Chuck Jones Center for Creativity	180.00
6/16/23	COLB000--The Colburn School [P]	187.00
6/16/23	COLO004--Colosky's Math Academy	8.99
6/16/23	CREA008--Creative Learning Place Inc.	1,244.55
6/16/23	DANC006--Dance Magic Studios	110.00
6/16/23	DEXT000--Dexter Creative	1,366.00
6/16/23	DODS000--Dodson, Holly	2,410.00
6/16/23	DREA002--Dream Delivery, Inc [S]	1,877.25
6/16/23	EMMI000--Sylvan Santa Monica	1,200.00
6/16/23	EVAN009--Evans, Laurel	2,445.00
6/16/23	FIRS007--First Dog Corp	200.00
6/16/23	GRET001--Gretchen Gesell	280.50
6/16/23	GUER000--Guerrero, Laura A.	393.44
6/16/23	JAFF000--The Vivid Canvas Art Studio	1,235.00
6/16/23	JENN001--Murphy Language Arts LLC	1,068.68
6/16/23	KICK001--Kick It Up Kids [S]	735.00
6/16/23	KIDS006--Drawn2Art - Northridge	3,074.03
6/16/23	KUMO003--Kumon Math and Reading Center of Brea	95.00
6/16/23	KUMO004--Kumon Center of Burbank-West	122.50
6/16/23	LANG006--Language Door, Inc.	360.00
6/16/23	LANT000--Lanterns Global	1,935.00
6/16/23	MACI000--Macie Sweeney-Slick	360.00
6/16/23	MART004--Martha Desmond [S]	1,458.15
6/16/23	OVAT000--Ovation School for Performing Arts [S]	1,425.00
6/16/23	PLAY002--Play Your Part INC [S]	310.00
6/16/23	POWE000--PowerKids Sportsplex, Inc	388.00
6/16/23	REID000--Reid, Alexandra [S]	350.00

Date	Vendor	Amount
6/16/23	SAND00--Sandra M Yip	117.50
6/16/23	SAND011--SoCal Stem, LLC	72.00
6/16/23	TRAD001--Tori's Equitation Services	329.84
6/16/23	TRIV000--Tri-Valley CS [S]	810.10
6/16/23	TUST001--Tustin Dance and Music Center, LLC.	225.00
6/16/23	UPSF000--UPS	260.21
6/16/23	VANH002--Van Houten, Holly	460.00
6/16/23	WEXH000--WEX Health Inc.	65.07
6/16/23	WILE000--Wileman, Gina M.	50.00
6/16/23	WILL015--Williamsburg Learning	100.00
6/16/23	YMCA007--YMCA of Orange County - Newport Mesa	75.00
6/20/23	AMAZ100--Amazon Capital Services (iCA)	3,038.08
6/20/23	BAY100A--Bay Alarm Company 8772	532.32
6/20/23	CIGN000--Cigna Healthcare	599.03
6/20/23	DEW100A--Dewey Pest Control 6374	170.00
6/20/23	Bowes, Michele	45.20
6/20/23	Lancaster, Andrea	126.95
6/20/23	Daniela Jurado	42.97
6/20/23	Jonathan Lozada	116.59
6/20/23	Courtney Edwards Ellis	80.17
6/20/23	Brianna Sandoval	59.47
6/20/23	Irene Villalobos	223.36
6/20/23	Cammie Mayfield	24.56
6/20/23	GAS100A--SoCalGas 6217	43.65
6/20/23	GAS100B--SoCalGas 6965	48.63
6/20/23	GAS100C--SoCalGas 6532	17.12
6/20/23	MOLL000--CultureHum PBC	297.00
6/20/23	QCLO000--QC Locksmiths	170.95
6/20/23	SPEC003--Specialized Therapy Services	7,525.00
6/20/23	STRA000--Strayboots	8,400.00
6/20/23	WEXH000--WEX Health Inc.	330.20
6/21/23	3BV8XU00Y--Michelle McClafferty - Helley	202.66
6/21/23	ACEL000--Acellus Educational Services LLC	597.00
6/21/23	ACTO005--Actorsite Inc.	260.00
6/21/23	ADRI000--Adriene Madden Publishing LLC [S]	2,461.00
6/21/23	AHMA000--Ahmann, Kara A.	1,020.00
6/21/23	AMAZ100--Amazon Capital Services (iCA)	27.35
6/21/23	ANGE001--Angeles, Carlos [S]	482.58
6/21/23	AREN000--Arena, Madison	2,708.94
6/21/23	ART0000--Art + Soul Collective	840.00
6/21/23	ARTE000--Art Experience Studio LLC	835.00
6/21/23	BASU000--Basurto Music & Academics	1,083.25
6/21/23	BILL000--Billman, Joyce [S]	420.00
6/21/23	BREN000--Brenda Harp [S]	320.00

Date	Vendor	Amount
6/21/23	CALS003--CALSO Technologies LLC	3,500.00
6/21/23	COLL004--The College Board	3,406.00
6/21/23	DANC002--Dance 1 [S]	270.00
6/21/23	DAVE000--Dave Janssen's School of Music [S]	2,915.00
6/21/23	DEFI000--Define Dance Space, LLC.	672.00
6/21/23	DILL000--Bumblebunch Sewing Studio	300.00
6/21/23	DODS000--Dodson, Holly	1,905.00
6/21/23	DYNA002--Dynamic Therapies Inc	210.00
6/21/23	DYNA002--Dynamic Therapies Inc	525.00
6/21/23	EDI100A--Southern California Edison 7947	126.00
6/21/23	EDI100C--Southern California Edison 1868	65.29
6/21/23	EDLO000--Edlogical Group Corp	2,351.00
6/21/23	EDWE000--Ed West [S]	787.81
6/21/23	EMER002--Emerging Ventures in Education	1,500.00
6/21/23	EMHS000--EMH Sports USA, Inc [S]	617.50
6/21/23	Julia Kim	243.40
6/21/23	Joy, Jenny	319.23
6/21/23	Nastovska. Angie	588.26
6/21/23	Alyssa Jenkins	519.28
6/21/23	Laura Kazan	1,617.25
6/21/23	Shawna Brown Melville	1,349.34
6/21/23	Brooke Hoertz	161.59
6/21/23	FISC003--Fischer, Laura	938.50
6/21/23	GRAY002--The PAC	948.50
6/21/23	INSI000--Inside SCV Magazine	147.00
6/21/23	IRON000--Iron Fist Martial Arts, LLC	710.00
6/21/23	IRON001--Iron Fist Martial Arts Center-LIGHT FORCE ACADEMY [P]	50.00
6/21/23	JAME001--James Wigglesworth	4,707.65
6/21/23	JIVE000--Jive Communications, Inc.	73.91
6/21/23	JOYF000--Makinto Enterprises LLC	450.00
6/21/23	JUST001--Justine Sherman & Associates	1,237.50
6/21/23	KIDS011--Kids Connections Developmental Therapy Center	390.00
6/21/23	KING001--Waterfront Education	798.75
6/21/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	8,559.80
6/21/23	MRDM001--Mr. D Math, LLC	4,242.00
6/21/23	NIHA000--Ni Hao Chinese LLC	960.00
6/21/23	OGUZ000--Ozcanli Academy LLC	160.00
6/21/23	OUTS000--Outschool, Inc [S]	585.00
6/21/23	PEDI001--Pediatric Therapy Associates	3,920.67
6/21/23	PHOE000--Phoenix Feather Academy of Music	750.00
6/21/23	POWE005--Power Clean Janitorial, Inc	2,359.00
6/21/23	PROC000--Procopio, Cory, Hagreaves & Savitch	1,920.00
6/21/23	PROS001--Prospect Soccer Academy	145.25
6/21/23	ROBI003--Young, Robin Nesom	3,665.33

Date	Vendor	Amount
6/21/23	SCHO009--School Pathways LLC	79.29
6/21/23	SCHO013--School Food and Wellness Group	30,000.00
6/21/23	SCHU000--Schuesler, Leah [S]	540.00
6/21/23	SOUT005--South County Dance [S]	207.00
6/21/23	SPEE001--Speech Language & Educational Associates	1,540.00
6/21/23	STAG000--Stagelight Performing Arts	620.96
6/21/23	STEV004--Stevens, Gretchen Seelye	500.00
6/21/23	SUCC001--Success 4 Hoopz	520.00
6/21/23	SYLV001--The Southern California Learning Corp	768.00
6/21/23	THEH000--The Hidden Dojo	1,220.00
6/21/23	VANH002--Van Houten, Holly	1,120.00
6/21/23	WEXH000--WEX Health Inc.	84.09
6/21/23	WEXH000--WEX Health Inc.	75.00
6/21/23	WEXH000--WEX Health Inc.	255.00
6/21/23	WILL021--Williams, Josie	661.00
6/21/23	YAMA001--Cerritos Yamaha Music School	1,132.75
6/22/23	675100510--Jose Guerrero	326.85
6/22/23	AMAZ100--Amazon Capital Services (iCA)	169.36
6/22/23	AMPE000--AMPED	300.00
6/22/23	AVEX000--Antelope Express	2,134.00
6/22/23	BYUI000--BYU Continuing Education	10.00
6/22/23	CAST004--Castaic Creek Plaza. LLC	12,720.84
6/22/23	CIGN000--Cigna Healthcare	1,447.94
6/22/23	CONV000--Mary Converse	316.00
6/22/23	CORN002--Corner Bakery Cafe	297.00
6/22/23	CORN003--Cornerstone Therapies	681.90
6/22/23	CRAD000--Crady, Kathleen	474.50
6/22/23	DHME000--D H MECHANICAL	225.00
6/22/23	DIAZ000--Diaz Landscaping	625.00
6/22/23	EDLO000--Edlogical Group Corp	2,500.00
6/22/23	Zahir Khan	108.24
6/22/23	Marcy Shapiro	32.71
6/22/23	Rebecca Angulo	46.05
6/22/23	EURE003--Eurekademics, LLC	400.00
6/22/23	EVAN002--Evan-Moor Educational Publishers [P]	9.84
6/22/23	FRES001--Fresh Start Healthy Meals, Inc.	11,547.40
6/22/23	INFI000--Infinity Kids	960.00
6/22/23	JUMP000--Jump and Schout Therapy	200.00
6/22/23	KHTS000--KHTS Radio	175.00
6/22/23	LAIT000--Laity Institute of the Arts	200.00
6/22/23	LAVI000--LaVine Equestrian	325.00
6/22/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	661.25
6/22/23	LIMI000--Limitless Karate LLC	230.00
6/22/23	MCCA000--McCalla Company	1,732.71

Date	Vendor	Amount
6/22/23	MELB000--Mel Booker Music	810.00
6/22/23	MELL000--Mellady Direct Marketing	114.98
6/22/23	NEWH000--Newhall Valencia Lock & Key	1,568.51
6/22/23	OFFI000--ODP Business Solutions LLC	575.70
6/22/23	ORAN001--Orange County Speech Services	400.00
6/22/23	PRES002--Presbyterian Church of the Covenant	6,462.00
6/22/23	SCHO010--Scholastic Reading Club [P]	8.45
6/22/23	SCOO000--Scoot Education	1,044.00
6/22/23	SHUT000--Shutterfly Lifetouch LLC	1,265.09
6/22/23	SPAR001--Sparkletts	767.56
6/22/23	SPEC003--Specialized Therapy Services	7,999.70
6/22/23	STEP002--Stepping Stones Therapy, Inc. [S]	1,300.00
6/22/23	SYLV003--DKM Learning, LLC	200.00
6/22/23	TEST001--Total Education Solutions	637.50
6/22/23	THEH000--The Hidden Dojo	805.00
6/22/23	THEL003--The Listening Academy Inc.	195.00
6/22/23	VIBE000--Vibe Performing Arts [S]	2,163.00
6/22/23	WEXH000--WEX Health Inc.	1,604.29
6/22/23	WILE000--Wileman, Gina M.	600.00
6/23/23	AACA000--AACA REL	17,976.72
6/23/23	ABCG000--ABC Guidance	400.00
6/23/23	AFLA000--AFLAC	342.69
6/23/23	AFLA000--AFLAC	5,397.28
6/23/23	AFLA000--AFLAC	5,157.34
6/23/23	AMAZ100--Amazon Capital Services (iCA)	1,605.66
6/23/23	AMAZ100--Amazon Capital Services (iCA)	632.03
6/23/23	AMAZ100--Amazon Capital Services (iCA)	41.07
6/23/23	BAY100E--Bay Alarm Company 7072	637.53
6/23/23	BAY103B--Bay Alarm Company 8872	126.00
6/23/23	BAY103C--Bay Alarm Company 0072	113.19
6/23/23	CALS003--CALSO Technologies LLC	3,500.00
6/23/23	CARD000--Card Service Center	91.40
6/23/23	CHAR009--Charles A. Nasser	4,579.43
6/23/23	DEW103A--Dewey Pest Control 4102	467.00
6/23/23	DISN000--Disney Resort Destinations	6,000.00
6/23/23	Kimberly Lytle	517.83
6/23/23	Talaya Coleman	668.47
6/23/23	Maranita Porter	115.02
6/23/23	ILEA012--iLEAD Agua Dulce	2,581.92
6/23/23	KHTS000--KHTS Radio	122.50
6/23/23	KHTS000--KHTS Radio	250.00
6/23/23	LEEA000--Leeacton, LLC	12,695.44
6/23/23	MASA000--Miguel Angel Salazar	2,320.00
6/23/23	MELL000--Mellady Direct Marketing	1,460.38

Date	Vendor	Amount
6/23/23	NABO000--Nabor Hernandez Manzano	570.00
6/23/23	NATIO01--Nationwide	192.20
6/23/23	NATIO01--Nationwide	583.38
6/23/23	STAP001--Staples Advantage	11.56
6/23/23	TIM103A--Time Warner Cable 9101	36.27
6/23/23	UPSF000--UPS	183.09
6/23/23	WEXH000--WEX Health Inc.	899.64
6/26/23	123R000--Moscat, Marcos [S]	848.46
6/26/23	AIN001--A+ In Home Tutors, Inc.	390.00
6/26/23	ALLA002--All About Horses OC [S]	440.00
6/26/23	AMAZ100--Amazon Capital Services (iCA)	49.46
6/26/23	AMPI000--Academy Management Professionals, Inc.	253.00
6/26/23	APPL000--Apple Inc	65,750.25
6/26/23	APPL004--Applied Music Studio, LLC	683.25
6/26/23	ARDE000--Sousa, Jill Marie	595.41
6/26/23	ARTI001--ARTime, LLC.	420.00
6/26/23	AVDA000--AV Dance Studio 81	51.00
6/26/23	BARR000--Barrett, Stephanie	240.00
6/26/23	BEND002--Piano Boise LLC	1,189.00
6/26/23	BEYO001--Beyond the Toolbox LLC	810.00
6/26/23	BOBB001--Bobbie's School Of Performing Arts [S]	340.00
6/26/23	BRAI002--Brain Builders STEM Education Inc	7,308.88
6/26/23	BRIT003--Brittany Doan [S]	350.00
6/26/23	BYUI000--BYU Continuing Education	15.00
6/26/23	CAPI001--Capistrano Boxing Gym	348.00
6/26/23	CENT014--Centerline Martial Arts Inc	149.00
6/26/23	CHAV001--Chavez, Candi	672.00
6/26/23	COAS002--Coastline Automation, Inc.	479.00
6/26/23	CODE003--Reeser Holdings LLC	298.50
6/26/23	CONE001--Conejo Recreation and Park District [S]	977.50
6/26/23	CORD000--Cordero, Efrain	40.00
6/26/23	CRAD000--Crady, Kathleen	2,836.23
6/26/23	DANC006--Dance Magic Studios	1,125.00
6/26/23	DEXT000--Dexter Creative	166.00
6/26/23	DRIV000--Drivers ED Direct, LLC [S]	78.00
6/26/23	DYNA002--Dynamic Therapies Inc	105.00
6/26/23	DYSL000--Dyslexia Up!	355.00
6/26/23	EDLU000--eDynamic Learning	194.00
6/26/23	EDWE000--Ed West [S]	137.50
6/26/23	Christine Essex	287.90
6/26/23	EVAN009--Evans, Laurel	300.00
6/26/23	EVER005--Evergreen Music Conservatory [S]	4,095.00
6/26/23	FRIN000--Frincu Inc	400.00
6/26/23	GAET000--Gaeta, Pablo Alejandro	350.00

Date	Vendor	Amount
6/26/23	GLEE000--Glee Music Academy	174.00
6/26/23	GRET001--Gretchen Gesell	39.75
6/26/23	GUAR002--Guardino, Briana	195.00
6/26/23	GUIT002--Frank J. Velasquez	65.00
6/26/23	HORR001--Horrocks, Suzan	491.00
6/26/23	HUST000--Huston Performing Arts, LLC	150.00
6/26/23	HYEK000--Pasadena Kenpo LLC	489.50
6/26/23	IANW000--Anchored Baseball	498.98
6/26/23	ICEM000--Iceman International	238.25
6/26/23	JENN004--Jennifer Walton	494.00
6/26/23	KANO000--Kanor Driving School, Inc.	321.50
6/26/23	KELL004--Catherine P. Kelley	150.00
6/26/23	KELL011--KEL Learning	920.00
6/26/23	KHTS000--KHTS Radio	52.50
6/26/23	KIDS016--Drawn2Art	140.00
6/26/23	KNAU000--Knauer Pianos	616.20
6/26/23	KUMO001--Kumon Math & Reading Center -Northridge	986.70
6/26/23	KWMU000--KW Music Studios LLC	120.00
6/26/23	LAUR001--Laurel, Melody	900.00
6/26/23	LEAR000--Learn Beyond The Book LLC [S]	50.00
6/26/23	LONG000--Fitchett, Mark	735.43
6/26/23	MELB000--Mel Booker Music	115.00
6/26/23	MOBI002--Daniel Lee	100.00
6/26/23	MOSA000--Mosaic Music	767.00
6/26/23	MUSI007--Musical Theatre Orange County [S]	90.00
6/26/23	NANN000--Nannette Keller LLC	204.00
6/26/23	NAVA003--Megapixels	1,400.00
6/26/23	NEWT003--Newton, Nzingha	200.00
6/26/23	PIAN001--Piano Play Music Systems [S]	33.10
6/26/23	PIAN003--The Piano Studio of Katy Beth Unger	160.00
6/26/23	PICO000--Huckleberry Friend Productions	112.50
6/26/23	PLAY008--Play-Based Learning Academy [S]	604.83
6/26/23	PREM003--Premier Martial Arts & Mentorship	467.50
6/26/23	REDD000--Red Dragon Karate, Inc.	85.98
6/26/23	SAPA000--Sapao Brazilian Jiu Jitsu & Fitness LLC	156.00
6/26/23	SARA001--Sarah LaChance	468.07
6/26/23	SCHW003--Schwartz, David (House of Tennis) [S]	760.00
6/26/23	SENA001--Sena, Derek Thomas	642.00
6/26/23	SIER000--Sierra Madre Dance Center	160.00
6/26/23	STAR008--Starbeck, Rebecca [S]	1,371.60
6/26/23	STEP000--Math Tutoring with Stephanie	-180.00
6/26/23	SYLV002--Tedford, Sylvia D.	320.00
6/26/23	TALE001--Talen Inc	74.50
6/26/23	THEV001--The Vault Performance	80.00

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6/26/23	UPLA000--Christopher Pellitteri	560.00
6/26/23	URBA004--Urban Homeschoolers	57.60
6/26/23	WEXH000--WEX Health Inc.	3.40
6/26/23	WEXH000--WEX Health Inc.	54.40
6/26/23	WEXH000--WEX Health Inc.	538.48
6/26/23	WRIT000--Writtenburg Door Inc.	133.32
6/26/23	ZEAR000--Zearn	5,000.00
6/27/23	COVE000--Covenant Technology Partners, LLC	400.00
6/27/23	EDI110S--Southern California Edison 0155	472.18
6/27/23	Jones, Christopher	-2.88
6/27/23	Crystal Chavez	-31.68
6/27/23	NABO000--Nabor Hernandez Manzano	300.00
6/27/23	PERF00--Performing Arts Center of Los Angeles County	125.00
6/27/23	STAP001--Staples Advantage	125.42
6/27/23	WEXH000--WEX Health Inc.	3.40
6/27/23	WEXH000--WEX Health Inc.	149.60
6/27/23	WEXH000--WEX Health Inc.	158.98
6/27/23	WEXH000--WEX Health Inc.	159.00
6/28/23	123R000--Moscat, Marcos [S]	2,048.75
6/28/23	ABBY000--Lai, Abigail	12,768.80
6/28/23	ABCG000--ABC Guidance	1,012.60
6/28/23	ACAD006--Academy 831 [S]	666.25
6/28/23	ACEL000--Acellus Educational Services LLC	84,025.00
6/28/23	AIN001--A+ In Home Tutors, Inc.	11,436.80
6/28/23	ALLA002--All About Horses OC [S]	1,650.00
6/28/23	AMAA000--American Martial Arts Academy [S]	1,069.15
6/28/23	AMAN000--Ballet Academy & Movement	750.00
6/28/23	AMAZ100--Amazon Capital Services (ICA)	862.49
6/28/23	AMER005--American Tiger Karate, Inc.	894.00
6/28/23	AMIE000--Johnson, Amie	360.00
6/28/23	AMPE000--AMPED	600.00
6/28/23	ANAH000--Anaheim Ballet [S]	365.00
6/28/23	ANDE000--Anderson, Michelle [S]	475.00
6/28/23	AQUA000--Aquatic Explorations & Safety Training	1,392.00
6/28/23	ARDE000--Sousa, Jill Marie	2,120.75
6/28/23	ART4001--Art 4 Kids and Teens	454.75
6/28/23	ART4001--Art 4 Kids and Teens	2,228.72
6/28/23	ARTE000--Art Experience Studio LLC	45.00
6/28/23	ARTH001--The Art House S. Corp	222.05
6/28/23	ARTS003--Art Steps, Inc. [S]	2,050.75
6/28/23	AVDA000--AV Dance Studio 81	51.00
6/28/23	AVER000--Natalie Meza	377.00
6/28/23	AVEX000--Antelope Express	2,435.95
6/28/23	BALL005--Ballard, Kanatinia	143.00

Date	Vendor	Amount
6/28/23	BASU000--Basurto Music & Academics	54.00
6/28/23	BEND002--Piano Boise LLC	460.00
6/28/23	BEND002--Piano Boise LLC	2,691.00
6/28/23	BERE000--Berens, Candis	1,675.00
6/28/23	BLOO000--Bloom School of Music and Dance	1,741.00
6/28/23	BLUE001--Blue Buoy Swim School [S]	4,097.83
6/28/23	BOBB001--Bobbie's School Of Performing Arts [S]	660.00
6/28/23	BORA000--James Boran [S]	820.00
6/28/23	BOYL000--Boyle, Andrew	1,205.99
6/28/23	BREA002--Breakthrough Sports	4,599.88
6/28/23	BREN000--Brenda Harp [S]	320.00
6/28/23	BRIT004--BPMVocal Inc	225.00
6/28/23	BROA001--Broadway Gymnastics School Inc.	1,848.00
6/28/23	BURB001--True Note Music, LLC	1,927.79
6/28/23	BURB004--Burbank Krav Maga and Self Defense, Inc	603.98
6/28/23	CALH000--CAL Heights Music	2,369.20
6/28/23	CALI020--Nash, Todd [S]	4,280.00
6/28/23	CALI022--California Dance Academy Inc	1,698.20
6/28/23	CAPA000--Capalbo, Laurie [S]	3,050.00
6/28/23	CAPI001--Capistrano Boxing Gym	1,043.00
6/28/23	CASS001--Cassady, Ingrid	178.00
6/28/23	CEGM000--CEG Martial Arts [S]	1,334.37
6/28/23	CENT005--The Center Stage Studio Inc.	397.81
6/28/23	CHAR000--Charissa Christine Harjo	1,050.50
6/28/23	CHAR001--Charise D. Garner	1,107.25
6/28/23	CHEF000--Chef Tech Cooking School [S]	1,170.00
6/28/23	CHES000--Chesser, Christine	140.00
6/28/23	CHOU001--Chou, Ling	500.00
6/28/23	CIRC000--The Circle LB	1,050.00
6/28/23	CLAR002--Claremont Chefs Academy [S]	354.39
6/28/23	CLAR005--The Claremont Club	1,125.00
6/28/23	COAS002--Coastline Automation, Inc.	146.40
6/28/23	CODE005--Code Ninjas Ladera Ranch CA	219.00
6/28/23	COLB000--The Colburn School [P]	1,689.00
6/28/23	COLO001--Colosky's Math Academy	1,592.82
6/28/23	COMM003--Common Thread Claremont	370.00
6/28/23	CONE001--Conejo Recreation and Park District [S]	116.00
6/28/23	CONN000--Conner J. Wileman	100.00
6/28/23	CORD000--Cordero, Efrain	120.00
6/28/23	CREA003--Creative Creatures & Co	1,188.12
6/28/23	DACH000--Dacheux, Valerie	850.67
6/28/23	DANC004--Margo Arts, Inc.	370.00
6/28/23	DANC007--Dancin' In Acton, Inc.	162.50
6/28/23	DANC007--Dancin' In Acton, Inc.	1,437.00

Date	Vendor	Amount
6/28/23	DANI002--Daniec, Magdalena	280.00
6/28/23	DEPA000--Antoinette De Paiva	300.00
6/28/23	DIGI000--Digital Dragon [S]	125.00
6/28/23	DREP000--Georges Ba Soccer	1,010.00
6/28/23	DRIV000--Drivers ED Direct, LLC [S]	5,092.00
6/28/23	DYNA003--Dynamic Movement LA	300.00
6/28/23	DYSL000--Dyslexia Up!	1,455.00
6/28/23	EART000--Earthroots Field School	246.00
6/28/23	EDGE000--The Edge Martial Arts, Inc.	260.00
6/28/23	EDMU000--Edmunds, Amanda	300.00
6/28/23	EDTE000--EdTech 101	16,979.01
6/28/23	ELIS000--Viva Fit LLC	120.00
6/28/23	EMHS000--EMH Sports USA, Inc [S]	490.00
6/28/23	EMIL000--Emily Steele	112.27
6/28/23	Kimberly Lytle	115.80
6/28/23	Kendra Cosgrove	101.62
6/28/23	Schreiner, Michael	174.36
6/28/23	Diane Miscione	64.45
6/28/23	Christina Sobrepena	87.71
6/28/23	Russell, Jennifer	161.92
6/28/23	Marcy Shapiro	21.17
6/28/23	Jones, Christopher	2.88
6/28/23	Fecarotta, Heather	144.36
6/28/23	Kaylee Osegueda	81.09
6/28/23	Samantha Navalta	61.44
6/28/23	Jalaine Hagemeister	77.29
6/28/23	ENCO004--Encore Music & Performing Arts	358.00
6/28/23	EPAO000--EPAO Inc.	440.00
6/28/23	EURE003--Eurekademics, LLC	340.00
6/28/23	EUSO000--Euson, Rebecca C	75.00
6/28/23	EUSO000--Euson, Rebecca C	300.00
6/28/23	EVER004--EverWild LA [S]	840.21
6/28/23	EVOT001--EVO Tae Kwon Do Academy	140.00
6/28/23	FASH000--Fashion Camp - Create Design Sew LLC [S]	3,575.65
6/28/23	FERR001--Ferrante, Pamela Dawn	900.00
6/28/23	FIRE000--Firestorm Freerunning Ultra LLC	5,843.22
6/28/23	FIRS007--First Dog Corp	490.00
6/28/23	FLYI001--Flying Kick Martial Arts & Fitness	3,034.00
6/28/23	FOCU000--Focus Dance Center	95.00
6/28/23	FORD001--Raffia Music Studio LLC	914.00
6/28/23	FORT000--FortePiano Music School	1,196.91
6/28/23	FREE002--Freedom in Motion Inc	886.00
6/28/23	FROM000--Jehanian, Armena	240.00
6/28/23	GAET000--Gaeta, Pablo Alejandro	800.00

Date	Vendor	Amount
6/28/23	GALL003--Gallagher, Angila	400.00
6/28/23	GENE000--Genesis Gymnastics Inc	220.00
6/28/23	GRAN004--Granton, Michelle	625.00
6/28/23	GRAV001--Gravie, Inc	61,095.16
6/28/23	GRAV001--Gravie, Inc	3,425.08
6/28/23	GRAV001--Gravie, Inc	30,407.60
6/28/23	GREE003--Greenwave Surf, Inc. [S]	2,738.47
6/28/23	GUAR002--Guardino, Briana	775.00
6/28/23	GUIT002--Frank J. Velasquez	605.00
6/28/23	GYPE000--GYP Education Institution Inc.	400.00
6/28/23	HERN010--Hernandez, Alheli	1,273.20
6/28/23	HERN011--Hernandez. Atzimba	1,520.00
6/28/23	HESS001--Hess, Eloise	1,170.00
6/28/23	HIDE000--Hi-Desert Playhouse Guild, Inc	1,721.20
6/28/23	HILL003--Hillcrest Ranch Inc	3,090.00
6/28/23	HOLI001--Holiday, Amanda	800.82
6/28/23	HOLL003--Maestro Performance Products	580.00
6/28/23	HORS000--Kim Wineland (Horse ETC)	700.00
6/28/23	HOST001--Hosterman, Claire Zoe	400.00
6/28/23	HUCK000--HuckleBerry Center for Creative Learning [S]	7,381.18
6/28/23	HUGO000--Hugo's Gymfitness [S]	3,393.82
6/28/23	HUNT000--Huntington Music	485.00
6/28/23	HUNT000--Huntington Music	4,575.00
6/28/23	HUST000--Huston Performing Arts, LLC	251.54
6/28/23	HYEK000--Pasadena Kenpo LLC	579.00
6/28/23	IANW000--Anchored Baseball	670.00
6/28/23	ILEA012--iLEAD Agua Dulce	1,837.31
6/28/23	IMAC000--IMACS of South Florida, Inc.	280.00
6/28/23	INGH000--Morgan Ingham	561.50
6/28/23	INTE013--Daniel Alarco Jr.	1,385.00
6/28/23	INTR001--Intro 2 Skateboarding LLC	5,034.00
6/28/23	IRWI000--Irwin, Pamela Rae	480.00
6/28/23	JAFF000--The Vivid Canvas Art Studio	1,112.50
6/28/23	JAMP000--Jampana Enterprises LLC*	438.00
6/28/23	JAMP001--Jampana Enterprises LLC.	796.00
6/28/23	JENN000--Del Greco, Jenny	720.00
6/28/23	JENN003--Tu, Jenny	165.00
6/28/23	JENS000--Jensen, Donald	164.00
6/28/23	JIYU000--Jiyu Martial Arts and Fitness	600.00
6/28/23	JOIN000--Joining All Movement [S]	2,600.00
6/28/23	JOIN001--Join the Band [S]	1,189.00
6/28/23	JONE004--Jones, Caid Mitchell	253.50
6/28/23	JOYC000--Joycor Learning Center Inc	1,720.00
6/28/23	JOYF000--Makinto Enterprises LLC	45.00

Date	Vendor	Amount
6/28/23	KARA000--Karate 4 Kids USA	250.00
6/28/23	KARE001--Karen Smith [S]	420.00
6/28/23	KELL004--Catherine P. Kelley	500.00
6/28/23	KESH000--Keshav Education	865.00
6/28/23	KIDS001--KidsArt - Valencia, Inc [S]	1,633.00
6/28/23	KIDS010--KidsArt, Inc. - Los Angeles	710.24
6/28/23	KIDS011--Kids Connections Developmental Therapy Center	260.00
6/28/23	KIDS014--KidsArt Claremont Inc	480.00
6/28/23	KIDS017--Drawn2Art - Encino	480.00
6/28/23	KIMS002--Kimstitute LLC	1,169.74
6/28/23	KLAK000--Klak-Amador, Deborah	2,248.00
6/28/23	KMOV000--KMO Ventures One LLC	1,082.20
6/28/23	KUCK000--Heather Kuck	595.00
6/28/23	KUMO004--Kumon Center of Burbank-West	931.27
6/28/23	KWMU000--KW Music Studios LLC	600.00
6/28/23	LAIT000--Laity Institute of the Arts	240.00
6/28/23	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	977.00
6/28/23	LAMO001--Star Struck Dance Studio	3,663.45
6/28/23	LAND000--Landstedt Learning LLC	927.50
6/28/23	LAUB000--Neeley, Kelsey	1,945.00
6/28/23	LAVI000--LaVine Equestrian	1,040.70
6/28/23	LECL000--West Gymnastics Center	4,276.20
6/28/23	LEEK001--Lee, Kevin	850.00
6/28/23	LEES000--Lee, Sue Yeon	160.00
6/28/23	LEGA003--Legal Shield	241.70
6/28/23	LEGA003--Legal Shield	594.90
6/28/23	LEWI002--Lewis Musical Academy Inc.	250.00
6/28/23	LILC000--Three Little Chefs [S]	1,507.46
6/28/23	LITT001--Little School of Music [S]	2,407.75
6/28/23	LITZ000--Litz, Megan	745.01
6/28/23	LOVI000--Loving Learning [S]	710.00
6/28/23	MACI000--Macie Sweeney-Slick	90.00
6/28/23	MAIT000--Maitlen, Alison [S]	667.00
6/28/23	MAJE000--Majestic Gymnastics	149.00
6/28/23	MAJE000--Majestic Gymnastics	1,045.16
6/28/23	MARI001--WM Tutoring, Inc.	600.00
6/28/23	MATH004--Mathlete, Inc.	310.00
6/28/23	MATH013--Weiss Math Centers 1, LLC	727.00
6/28/23	MCCA001--McCandliss, Dorothy [S]	705.00
6/28/23	MCKI000--McKinnon, Mike	178.75
6/28/23	MEDI000--Media City School of Music [S]	240.00
6/28/23	MELB000--Mel Booker Music	871.00
6/28/23	MELV000--Connor Melville	335.00
6/28/23	MISS003--Mission: Renaissance Inc.	1,010.50

Date	Vendor	Amount
6/28/23	MOBI002--Daniel Lee	1,934.33
6/28/23	MODI000--Modina, Vivian [S]	87.55
6/28/23	MOLI000--Molina, Chantel	380.00
6/28/23	MOLL000--CultureHum PBC	447.00
6/28/23	MONA000--Monarchs National Gymnastics Training Center [S]	501.00
6/28/23	MRDM001--Mr. D Math, LLC	145.00
6/28/23	MRDM001--Mr. D Math, LLC	10,828.00
6/28/23	MURT001--Hajar MuQtasid	411.25
6/28/23	musi010--The Music Factory LLC	345.34
6/28/23	musi010--The Music Factory LLC	189.00
6/28/23	MUSY000--MUSYCA Children's Choir [S]	4,346.59
6/28/23	NAOM000--NaoMitch Ventures	359.00
6/28/23	NCCM000--New California Conservatory of Music*	100.00
6/28/23	NCCM000--New California Conservatory of Music*	887.93
6/28/23	NEWM002--New Modern Music School US Inc	1,528.00
6/28/23	NEWP000--Orange County Council, INC Boy Scouts of America	280.00
6/28/23	NEWT003--Newton, Nzingha	696.50
6/28/23	NMJ000--American Martial Arts Academy - 2	407.50
6/28/23	NOBL000--Noble, Holly A	1,880.00
6/28/23	NUES000--Nuestra Escuelita Spanish Academy	1,515.10
6/28/23	OAKC000--Oak Creek Corral	2,142.00
6/28/23	OCAL000--OC All-Stars	190.00
6/28/23	OCAL001--OC All-Stars Cheer & Dance - Foothill Ranch	712.00
6/28/23	OLIV001--Be 8, LLC*	915.00
6/28/23	ORAN000--Gracie Barra RSM	1,193.00
6/28/23	OSTU000--O Studios Dance and Music	450.00
6/28/23	PACI001--CDB / MPB Inc.	1,048.27
6/28/23	PAHE000--Pahed, Brian	1,403.00
6/28/23	PAKU000--Pakua LLC	1,552.00
6/28/23	PARK002--Park, Frances	1,975.00
6/28/23	PASA000--Pasadena Conservatory of Music	566.00
6/28/23	PASC000--Pascual, Arthur	2,378.65
6/28/23	PAUL001--Paulette Shelley	550.00
6/28/23	PEAC002--Peace Hill Classical Co-Op LLC	2,444.75
6/28/23	PETR000--Petra Education Inc.	340.00
6/28/23	PIAN001--Piano Play Music Systems [S]	2,177.10
6/28/23	PICA000--Paula S. Bradley	290.00
6/28/23	PORT000--D'Angelo, Reynaldo	330.75
6/28/23	PORT001--Portal Languages Fullerton LLC	910.00
6/28/23	PORT002--Hickok, Grace	544.40
6/28/23	POWE008--Power of One Lakewood	1,842.75
6/28/23	PREC001--Precision Gymnastics, INC [S]	88.00
6/28/23	QCLO000--QC Locksmiths	32.80
6/28/23	REDD000--Red Dragon Karate, Inc.	366.00

Date	Vendor	Amount
6/28/23	ROBI003--Young, Robin Nesom	1,040.00
6/28/23	ROCK001--Rockstars of Tomorrow	1,386.79
6/28/23	ROOS000--Roos Music	3,436.00
6/28/23	ROWE000--Rowell, Grace	1,888.00
6/28/23	RSRP000--Rancho Simi Recreation & Park District	772.00
6/28/23	RUWE000--Ruwe, Lauren	200.00
6/28/23	RYSK000--RYSK Jui-Jitsu LLC	400.00
6/28/23	SAMA000--Samara Rice Music [S]	1,199.99
6/28/23	SANC005--Nancy Sanchez	360.00
6/28/23	SAND011--SoCal Stem, LLC	472.00
6/28/23	SANT017--Santa Clarita In Home Tutoring	1,386.00
6/28/23	SAPA000--Sapao Brazilian Jiu Jitsu & Fitness LLC	764.63
6/28/23	SATS000--Satsangi, Ajay K.	1,140.00
6/28/23	SCIE002--Wilcox, Jill	5,465.01
6/28/23	SCOT001--Scott, Rebecca [S]	1,806.06
6/28/23	SEAS001--Seaside Learning Center [S]	1,976.00
6/28/23	SETH000--Kaser Arts	2,696.69
6/28/23	SHAK000--Shakespeare Kids	132.50
6/28/23	SHIN000--Shinja Kim	300.00
6/28/23	SIER000--Sierra Madre Dance Center	1,065.75
6/28/23	SIKO000--Institute of Inquiry	814.57
6/28/23	SING001--Robyn Miner	214.00
6/28/23	SIRL000--Sirlopu Technology Group, LLC	1,245.00
6/28/23	SLAV000--APLus Tutoring Inc.	210.00
6/28/23	SLAV000--APLus Tutoring Inc.	300.00
6/28/23	SOCA002--Doreen L. Philbin	230.00
6/28/23	SONG000--Song, Jinhee	300.00
6/28/23	SORS000--SOR Schools VI, LLC	928.26
6/28/23	SOTO001--Soto, Kristina	1,788.12
6/28/23	SOUN000--Soundcheck Music School	2,656.88
6/28/23	SOUT005--South County Dance [S]	685.00
6/28/23	SOUT007--South Coast Repertory [S]	402.00
6/28/23	SOUT011--Dance Unlimited, Inc.	1,426.00
6/28/23	SOUT013--Southland Ballet Academy [S]	445.00
6/28/23	SPEN001--Spencer, Alec Neel	1,313.00
6/28/23	STAG000--Stagelight Performing Arts	221.38
6/28/23	STAR003--Star Dance Center [S]	152.00
6/28/23	STEP000--Math Tutoring with Stephanie	180.00
6/28/23	STIT000--StitchSpace LA	180.00
6/28/23	STRA005--Strategic Kids, LLC	7,112.49
6/28/23	STUD002--Studio H Fine Arts [S]	926.63
6/28/23	SUND000--SunDog Therapy	750.00
6/28/23	SUNL000--Sun Life Assurance Company of Canada	2,034.50
6/28/23	SUNL000--Sun Life Assurance Company of Canada	1,968.00

Date	Vendor	Amount
6/28/23	SUNL000--Sun Life Assurance Company of Canada	2,511.45
6/28/23	SUNL000--Sun Life Assurance Company of Canada	2,511.45
6/28/23	SWAY000--Sway Ballroom Inc	615.00
6/28/23	SYLV002--Tedford, Sylvia D.	1,515.00
6/28/23	SYLV003--DKM Learning, LLC	400.00
6/28/23	TAPA000--TAP Academy	1,078.95
6/28/23	TAWN000--Tawni Carney	375.00
6/28/23	TAYL000--Taylor Katherine Gill	1,890.00
6/28/23	TERR001--Terra Arts Foundation [S]	16,341.96
6/28/23	THEA003--The ARTree Community Arts Center	66.00
6/28/23	THEL001--The Landeros Learning Co.	2,310.00
6/28/23	THEL006--The Lab BJJ LLC	130.00
6/28/23	THER001--Therapy in Action	70.00
6/28/23	THER004--The Reed Idea Lab, LLC	719.00
6/28/23	TIGH000--Tighe, Darla	120.00
6/28/23	TIMO000--Fired Up Arts	658.25
6/28/23	TMOB003--T-Mobile 2114	396.60
6/28/23	TOPB000--Top Billing Entertainment Performance Academy [S]	140.00
6/28/23	TOPO000--Top Out Climbing [S]	3,156.20
6/28/23	TORR001--Torres Fine Arts Instruction	288.25
6/28/23	TRAD001--Tori's Equitation Services	2,292.00
6/28/23	TREC000--The Rage Entertainment Complex, Inc	264.00
6/28/23	TREE002--A Tree of Knowledge Educational Services, Inc.	3,537.40
6/28/23	TRIV001--Tri-Valley CS LLC	260.00
6/28/23	TUTO000--Tutorloo, Inc.	820.00
6/28/23	ULTR001--Ultra Jiu Jitsu Academy	480.00
6/28/23	UNIT002--M & S Studio MV LLC	2,431.00
6/28/23	URBA002--Automotive Technology Group INC.	74.00
6/28/23	URBA003--Urban Scholar Academy [S]	702.82
6/28/23	VALE011--Gate Languages	884.99
6/28/23	VANL000--Amy Van Leuven	1,480.00
6/28/23	VER1025--Verizon 0005.	446.85
6/28/23	VTKD000--Victory TKD, Inc.	229.00
6/28/23	WESP000--We Spark Learning	37.00
6/28/23	WEST000--West Coast Music Academy [S]	5,407.80
6/28/23	WEST005--West Coast Classical [S]	395.00
6/28/23	WILE000--Wileman, Gina M.	550.00
6/28/23	WMMU000--WM Music Lessons	1,152.90
6/28/23	WMMU000--WM Music Lessons	5,119.00
6/28/23	WORL003--Guo's Elite, Inc.	1,290.98
6/28/23	XOCH000--Xochiti Paola Brizuela	750.00
6/28/23	YAMA001--Cerritos Yamaha Music School	53.00
6/28/23	YMCA003--YMCA of Orange County - Fullerton	300.00
6/28/23	YMCA006--YMCA of Orange County - Mission Viejo	231.00

Date	Vendor	Amount
6/28/23	YOON000--Yoon, Meena	1,181.80
6/28/23	YOUN008--Young Artist's Yamaha Music School	300.00
6/28/23	ZEBA000--Zeba Savage	960.00
6/29/23	123R000--Moscat, Marcos [S]	275.00
6/29/23	ABBY000--Lai, Abigail	2,976.00
6/29/23	ACAD006--Academy 831 [S]	97.50
6/29/23	AHMA000--Ahmann, Kara A.	380.00
6/29/23	AIN001--A+ In Home Tutors, Inc.	7,119.57
6/29/23	AMAZ100--Amazon Capital Services (iCA)	15.32
6/29/23	AMPE000--AMPED	60.00
6/29/23	AQUA000--Aquatic Explorations & Safety Training	390.00
6/29/23	AREN000--Arena, Madison	1,520.00
6/29/23	ARTE000--Art Experience Studio LLC	90.00
6/29/23	ARTH001--The Art House S. Corp	162.50
6/29/23	ARTH001--The Art House S. Corp	71.80
6/29/23	ARTS003--Art Steps, Inc. [S]	606.00
6/29/23	AVER000--Natalie Meza	160.00
6/29/23	BART000--Bartling, Kathrine	540.00
6/29/23	BECK002--Becky J. Abernethy	120.00
6/29/23	BILL000--Billman, Joyce [S]	140.00
6/29/23	BLAC012--Blackbelt Collective Krav Maga LLC	427.00
6/29/23	BLOO000--Bloom School of Music and Dance	287.05
6/29/23	BLUE001--Blue Buoy Swim School [S]	754.79
6/29/23	BOYL000--Boyle, Andrew	170.00
6/29/23	BROA001--Broadway Gymnastics School Inc.	646.00
6/29/23	BROA001--Broadway Gymnastics School Inc.	718.00
6/29/23	BURB001--True Note Music, LLC	250.00
6/29/23	CALH000--CAL Heights Music	652.14
6/29/23	CALI021--California Gymnastics LLC	1,888.85
6/29/23	CAPA000--Capalbo, Laurie [S]	425.00
6/29/23	CARL001--Carolyn A. Barth [S]	140.00
6/29/23	CEGM000--CEG Martial Arts [S]	312.00
6/29/23	CHAM000--Champs Universal	580.28
6/29/23	CHAV001--Chavez, Candi	150.00
6/29/23	CHEF000--Chef Tech Cooking School [S]	60.00
6/29/23	CHUC000--Chuck Jones Center for Creativity	180.00
6/29/23	CIRC000--The Circle LB	405.00
6/29/23	COAS002--Coastline Automation, Inc.	837.00
6/29/23	COLO001--Colosky's Math Academy	479.00
6/29/23	CONR001--Palmdale School of Music Inc.	1,426.00
6/29/23	COOP001--Cooper, Biff [S]	362.50
6/29/23	COST000--Costa Mesa Math Center LLC	924.00
6/29/23	CPPE000--C.P. Performing Arts Centers Inc.	974.00
6/29/23	CRAD000--Crady, Kathleen	65.83

Date	Vendor	Amount
6/29/23	CREA001--Creative Outlet Performing Arts Center	80.29
6/29/23	CREA001--Creative Outlet Performing Arts Center	862.33
6/29/23	CREA006--Creative Kids Playhouse Children's Theatre of Orange County	73.75
6/29/23	CREA006--Creative Kids Playhouse Children's Theatre of Orange County	448.75
6/29/23	DACH000--Dacheux, Valerie	165.00
6/29/23	DANC006--Dance Magic Studios	330.00
6/29/23	DANC008--Dance Inc.	1,380.00
6/29/23	DAVE000--Dave Janssen's School of Music [S]	70.00
6/29/23	DEVO000--Devon Ohlwiler	150.00
6/29/23	DOWN000--Down For Dance	136.00
6/29/23	DREA003--Dream Elite Gymnastics Academy [S]	412.50
6/29/23	DYSL000--Dyslexia Up!	1,175.00
6/29/23	ELIS000--Viva Fit LLC	60.00
6/29/23	Shana Tuminaro	62.19
6/29/23	ENCO003--Encore School of Music, Inc.	450.10
6/29/23	EPAO000--EPAO Inc.	40.00
6/29/23	FERR001--Ferrante, Pamela Dawn	200.00
6/29/23	FIRE000--Firestorm Freerunning Ultra LLC	1,578.24
6/29/23	FIRE004--Firestorm Freerunning - Galaxy LLC	1,197.00
6/29/23	FREE002--Freedom in Motion Inc	632.00
6/29/23	FRIN000--Frincu Inc	225.00
6/29/23	FRIN000--Frincu Inc	375.00
6/29/23	FUNW000--Fun On the Farm, Inc	1,819.89
6/29/23	GALL003--Gallagher, Angila	200.00
6/29/23	GILL001--Gillis, Elizabeth	120.00
6/29/23	GLIS000--Glissando Music School, LLC.	56.00
6/29/23	GOLD002--Golden Oak Music	30.00
6/29/23	GOLD002--Golden Oak Music	150.00
6/29/23	GOLD004--Golden Star Education Services	2,830.00
6/29/23	GRAN004--Grantton, Michelle	140.00
6/29/23	GREE003--Greenwave Surf, Inc. [S]	1,258.95
6/29/23	GRUN000--Grunt, Gretchen Marie	2,510.00
6/29/23	GRYP000--Gryphon Fitness Studio, LLC [S]	904.13
6/29/23	GUER000--Guerrero, Laura A.	25.00
6/29/23	HALV000--Halvorson, Marlene [S]	37.00
6/29/23	harv001--Harvey-Hobson, Linda Marie	1,200.00
6/29/23	HBFI000--HB Fight Club, Inc	100.00
6/29/23	HERN011--Hernandez. Atzimba	680.00
6/29/23	HESS001--Hess, Eloise	180.00
6/29/23	HOLL003--Maestro Performance Products	437.50
6/29/23	HORR001--Horrocks, Suzan	260.00
6/29/23	HULA000--Pfeffer, Marnie	112.50
6/29/23	ICEM000--Iceman International	1,038.55
6/29/23	INSP000--Inspyr Arts Education LLC	1,145.13

Date	Vendor	Amount
6/29/23	INST003--Institute of Art, Music & Science [S]	1,227.50
6/29/23	INTE013--Daniel Alarco Jr.	225.00
6/29/23	INTR001--Intro 2 Skateboarding LLC	1,035.00
6/29/23	IRWI000--Irwin, Pamela Rae	240.00
6/29/23	JAMI001--Jamie Wright	500.00
6/29/23	JAMP000--Jampana Enterprises LLC*	438.00
6/29/23	JENN000--Del Greco, Jenny	80.00
6/29/23	JENN001--Murphy Language Arts LLC	88.75
6/29/23	JIUJ000--Jiu-Jitsu Defense	1,308.69
6/29/23	JIYU000--Jiyu Martial Arts and Fitness	1,500.00
6/29/23	JOEF000--Joe Ferrante Music Academy	144.00
6/29/23	JOHN023--Johnson, Robin	171.12
6/29/23	JOIN000--Joining All Movement [S]	970.75
6/29/23	JORI000--Jorian, Ruth	325.00
6/29/23	JOYC000--Joycor Learning Center Inc	397.32
6/29/23	KANO000--Kanor Driving School, Inc.	40.00
6/29/23	KANO000--Kanor Driving School, Inc.	1,318.50
6/29/23	KARE001--Karen Smith [S]	90.00
6/29/23	KELL011--KEL Learning	140.00
6/29/23	KGMU000--KG Music Center, LLC.	35.00
6/29/23	KICK001--Kick It Up Kids [S]	152.39
6/29/23	KIDS004--Drawn2Art - Montrose	480.00
6/29/23	KIDS014--KidsArt Claremont Inc	160.00
6/29/23	KIDS016--Drawn2Art	660.00
6/29/23	KING001--Waterfront Education	1,724.00
6/29/23	KING001--Waterfront Education	3,007.75
6/29/23	KING006--Kings MMA Anaheim [S]	630.00
6/29/23	KLAK000--Klak-Amador, Deborah	660.00
6/29/23	LAND000--Landstedt Learning LLC	90.00
6/29/23	LAUB000--Neeley, Kelsey	370.00
6/29/23	LAUR000--Wu, Lauren	1,120.00
6/29/23	LEAR000--Learn Beyond The Book LLC [S]	17,232.98
6/29/23	LEEK001--Lee, Kevin	445.00
6/29/23	LEWI002--Lewis Musical Academy Inc.	62.50
6/29/23	LITT001--Little School of Music [S]	693.50
6/29/23	LITT002--Little Oak Ranch LLC	180.00
6/29/23	LITT007--Little Surf Co. [s]	1,556.37
6/29/23	LONG000--Fitchett, Mark	90.00
6/29/23	LOPE005--Lopez-Yanez, Emilia	125.00
6/29/23	LOVI000--Loving Learning [S]	62.00
6/29/23	LOWE001--Lowe, James [S]	2,458.00
6/29/23	LUND001--Lundie, Margie D.	1,980.00
6/29/23	MADS002--Mad Science of West Orange County	875.00
6/29/23	MARI002--Marich, Valerie G	120.00

Date	Vendor	Amount
6/29/23	MARI002--Marich, Valerie G	260.00
6/29/23	MATH004--Mathlete, Inc.	109.38
6/29/23	MATH013--Weiss Math Centers 1, LLC	236.75
6/29/23	MATH022--SoCal Math LLC	449.00
6/29/23	MCCL000--McClure & Co.	225.00
6/29/23	MISS003--Mission: Renaissance Inc.	107.50
6/29/23	MODE001--Modest Fly Art Studio Gallery Inc.	1,272.00
6/29/23	MONA000--Monarchs National Gymnastics Training Center [S]	123.00
6/29/23	MOSA000--Mosaic Music	263.50
6/29/23	MULT002--Multiriver Studios, LLC.	4,371.00
6/29/23	NAOM000--NaoMitch Ventures	55.21
6/29/23	NIHA000--Ni Hao Chinese LLC	100.00
6/29/23	NUES000--Nuestra Escuelita Spanish Academy	229.00
6/29/23	OGUZ000--Ozcanli Academy LLC	40.00
6/29/23	OLYM000--Olympia Training Center [S]	1,293.70
6/29/23	OSTU000--O Studios Dance and Music	250.00
6/29/23	PACI001--CDB / MPB Inc.	477.46
6/29/23	PAKU000--Pakua LLC	400.00
6/29/23	PARK002--Park, Frances	464.59
6/29/23	PASC000--Pascual, Arthur	200.00
6/29/23	PAUL001--Paulette Shelley	200.00
6/29/23	PHOE000--Phoenix Feather Academy of Music	225.00
6/29/23	PICA000--Paula S. Bradley	72.50
6/29/23	PLAY002--Play Your Part INC [S]	155.00
6/29/23	POWE000--PowerKids Sportsplex, Inc	82.00
6/29/23	POWE007--Powell, Fabiola	182.00
6/29/23	PREM001--Premier Swim Academy LLC	318.00
6/29/23	PROS001--Prospect Soccer Academy	340.00
6/29/23	REDI001--reDiscover Center [S]	570.00
6/29/23	ROCK006--Rocketology, LLC	40.00
6/29/23	ROOS000--Roos Music	531.50
6/29/23	ROWL000--Rowland, Veronica Anne	100.00
6/29/23	RSRP000--Rancho Simi Recreation & Park District	102.00
6/29/23	SAMA000--Samara Rice Music [S]	241.50
6/29/23	SCHO021--Mathnasium of Laguna Niguel	1,476.00
6/29/23	SCHU000--Schuesler, Leah [S]	60.00
6/29/23	SCIE002--Wilcox, Jill	56.00
6/29/23	SENA001--Sena, Derek Thomas	77.00
6/29/23	SIKO000--Institute of Inquiry	168.00
6/29/23	SIRL000--Sirlopu Technology Group, LLC	409.00
6/29/23	SKAT000--The Skateside [S]	958.12
6/29/23	SONI000--Sonia Salloum	506.50
6/29/23	SOUN000--Soundcheck Music School	470.00
6/29/23	SOUT005--South County Dance [S]	340.00

Date	Vendor	Amount
6/29/23	SOUT007--South Coast Repertory [S]	75.00
6/29/23	SOUT013--Southland Ballet Academy [S]	342.50
6/29/23	SPEN001--Spencer, Alec Neel	381.00
6/29/23	STUD002--Studio H Fine Arts [S]	93.92
6/29/23	SUMM002--Summer, Kelly [S]	202.00
6/29/23	SUND000--SunDog Therapy	64.26
6/29/23	SUZU000--Suzuki Music Association of California	233.20
6/29/23	TALE001--Talen Inc	298.00
6/29/23	THEC000--Stirton, Scott [S]	4,875.20
6/29/23	THED003--The Dance School LA, LLC	103.00
6/29/23	THEL006--The Lab BJJ LLC	35.00
6/29/23	THOM006--Stacy Thompson [S]	105.00
6/29/23	TIGH000--Tighe, Darla	30.00
6/29/23	TIMO000--Fired Up Arts	234.25
6/29/23	TOPO000--Top Out Climbing [S]	1,839.00
6/29/23	TRAD001--Tori's Equitation Services	1,006.50
6/29/23	TUST001--Tustin Dance and Music Center, LLC.	177.83
6/29/23	TUTO000--Tutorloo, Inc.	299.00
6/29/23	ULTR001--Ultra Jiu Jitsu Academy	200.00
6/29/23	URBA000--Urbanovich, Rene	1,350.00
6/29/23	VER1023--Verizon 0003	55.28
6/29/23	VER1024--Verizon 0004	371.46
6/29/23	VIBE000--Vibe Performing Arts [S]	843.00
6/29/23	Wagn002--Wagner, Leonara	580.00
6/29/23	WATE000--Watersafe Swim School, Inc.	496.00
6/29/23	WATE000--Watersafe Swim School, Inc.	3,902.01
6/29/23	WATE001--Waterworks Aquatics Inc	2,416.99
6/29/23	WATE002--Waterworks Aquatics Pasadena	165.00
6/29/23	WATE002--Waterworks Aquatics Pasadena	5,967.83
6/29/23	WEST000--West Coast Music Academy [S]	1,854.31
6/29/23	WEST005--West Coast Classical [S]	850.00
6/29/23	WEST010--Westphal, Alyssa	613.82
6/29/23	WEXH000--WEX Health Inc.	1,097.00
6/29/23	WHAA000--White Hall Arts Academy	1,296.00
6/29/23	WORL003--Guo's Elite, Inc.	102.00
6/29/23	YAKA000--Yak Academy	187.50
6/29/23	YMCA003--YMCA of Orange County - Fullerton	88.00
6/29/23	YOON000--Yoon, Meena	125.00
6/29/23	YOUN008--Young Artist's Yamaha Music School	150.00
6/29/23	ZACH001--Zachary Fleishman	600.00
6/29/23	ZENO000--Zenone LLC	1,280.00
6/30/23	5ELE000--5-Eleven Sports	680.00
6/30/23	ACAD005--Academy Swim Club [S]	3,817.95
6/30/23	ADRI000--Adriene Madden Publishing LLC [S]	148.45

Date	Vendor	Amount
6/30/23	AMAN000--Ballet Academy & Movement	325.00
6/30/23	AMAZ100--Amazon Capital Services (iCA)	1,825.15
6/30/23	AMAZ100--Amazon Capital Services (iCA)	613.83
6/30/23	AMER005--American Tiger Karate, Inc.	486.50
6/30/23	ANGE001--Angeles, Carlos [S]	100.00
6/30/23	APPL004--Applied Music Studio, LLC	32.31
6/30/23	ASCA000--ASCA Conference	669.00
6/30/23	ASSE000--Asset Panda, LLC	49,999.27
6/30/23	BERE000--Berens, Candis	150.00
6/30/23	BORA000--James Boran [S]	90.00
6/30/23	BOWL001--Bowlin, Taylor	140.00
6/30/23	BREA002--Breakthrough Sports	748.81
6/30/23	BURB001--True Note Music, LLC	262.50
6/30/23	CALI022--California Dance Academy Inc	223.80
6/30/23	CARL001--Carolyn A. Barth [S]	35.00
6/30/23	CHAR000--Charissa Christine Harjo	387.50
6/30/23	CJFU000--CJ's Functional Fitness & Self-Defense LLC	50.00
6/30/23	CLAS001--Classical Learning Resource Center	65.00
6/30/23	CLEA003--Cleary Irish Dance LLC	428.00
6/30/23	CLIF000--Clifton Larson Allen LLP	49,128.00
6/30/23	CODE003--Reeser Holdings LLC	498.00
6/30/23	CODE006--CBYTE LLC	947.42
6/30/23	COLO001--Colosky's Math Academy	135.00
6/30/23	CONN000--Conner J. Wileman	100.00
6/30/23	DAVE000--Dave Janssen's School of Music [S]	1,025.00
6/30/23	DAVE001--Dave Bang Associates, Inc. of California	3,699.87
6/30/23	DEFE000--FitSport Kinetics	1,200.00
6/30/23	DILL000--Bumblebunch Sewing Studio	275.00
6/30/23	DREA003--Dream Elite Gymnastics Academy [S]	162.50
6/30/23	EDTE000--EdTech 101	1,359.81
6/30/23	Nastovska. Angie	403.94
6/30/23	Andi Palmatier	672.21
6/30/23	Eric Martinez	1,446.50
6/30/23	Crystal Chavez	31.68
6/30/23	FASH000--Fashion Camp - Create Design Sew LLC [S]	830.50
6/30/23	FLYI001--Flying Kick Martial Arts & Fitness	677.00
6/30/23	FOCU000--Focus Dance Center	95.00
6/30/23	FORT000--FortePiano Music School	398.21
6/30/23	GAS103A--SoCalGas 8430	182.26
6/30/23	GRAC003--Gracie Barra San Clemente	1,445.02
6/30/23	HEAD000--Head, Heart and Hands	1,163.00
6/30/23	HILL003--Hillcrest Ranch Inc	1,520.55
6/30/23	HOOD000--Hood, Leigh	115.00
6/30/23	HORS000--Kim Wineland (Horse ETC)	343.00

Date	Vendor	Amount
6/30/23	iLEA010--iLEAD Online Charter	188,902.26
6/30/23	INNO000--Innovation Education	1,840.00
6/30/23	INSP000--Inspyr Arts Education LLC	579.00
6/30/23	IRON000--Iron Fist Martial Arts, LLC	146.05
6/30/23	JAFF000--The Vivid Canvas Art Studio	125.00
6/30/23	JAMF000--Jamf Software, LLC	2,345.00
6/30/23	JM4100500--Rick Crunelle	155.63
6/30/23	JOHA000--Balkowski, Johanna	4,200.00
6/30/23	JONE004--Jones, Caid Mitchell	60.77
6/30/23	KGMU000--KG Music Center, LLC.	1,285.00
6/30/23	KIDS001--KidsArt - Valencia, Inc [S]	527.01
6/30/23	KIDS003--KidsArt - Glendora Inc	765.00
6/30/23	KIDS006--Drawn2Art - Northridge	623.18
6/30/23	KIDS009--KidsArt-Glendora INC [S]	747.50
6/30/23	KIDS017--Drawn2Art - Encino	40.00
6/30/23	KMOV000--KMO Ventures One LLC	112.00
6/30/23	KNMA000--KNMA, Inc. [S]	1,262.25
6/30/23	KUCK000--Heather Kuck	200.00
6/30/23	LAC103A--LA County Waterworks 3272.	345.12
6/30/23	LAMO001--Star Struck Dance Studio	1,051.37
6/30/23	LANT000--Lanterns Global	121.56
6/30/23	LAVI000--LaVine Equestrian	260.00
6/30/23	LECL000--West Gymnastics Center	2,051.07
6/30/23	LEEK001--Lee, Kevin	70.00
6/30/23	LEGA003--Legal Shield	57.80
6/30/23	LEGA003--Legal Shield	63.80
6/30/23	LITT007--Little Surf Co. [s]	256.00
6/30/23	LITZ000--Litz, Megan	270.00
6/30/23	LUCA002--Kick Start Dance Studio	312.00
6/30/23	LUCK002--Lucky Duck Swim School	2,051.00
6/30/23	MELB000--Mel Booker Music	28.75
6/30/23	MOLI000--Molina, Chantel	115.00
6/30/23	MUSI009--Music Vault Academy [S]	1,537.00
6/30/23	MYGY001--Children in Motion	238.00
6/30/23	NEWM002--New Modern Music School US Inc	1,067.77
6/30/23	NEWP000--Orange County Council, INC Boy Scouts of America	69.00
6/30/23	NEWW000--New World Dance	262.00
6/30/23	NOBL000--Noble, Holly A	740.47
6/30/23	OAKC000--Oak Creek Corral	371.70
6/30/23	OCAL001--OC All-Stars Cheer & Dance - Foothill Ranch	142.00
6/30/23	ORTE004--Ortega, Reymundo	3,030.00
6/30/23	OVAT000--Ovation School for Performing Arts [S]	2,770.00
6/30/23	PAHE000--Pahed, Brian	150.00
6/30/23	PARE002--Parent Square, Inc.	918.40

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6/30/23	PASA000--Pasadena Conservatory of Music	53.59
6/30/23	POLI000--Poli, Kimberly	4,200.25
6/30/23	PORT002--Hickok, Grace	60.00
6/30/23	PREC001--Precision Gymnastics, INC [S]	110.00
6/30/23	PUSH000--Push Skate School Inc.	500.00
6/30/23	REDD000--Red Dragon Karate, Inc.	349.00
6/30/23	REID000--Reid, Alexandra [S]	35.00
6/30/23	ROSE000--Rosewood Equestrian	2,185.00
6/30/23	SAND011--SoCal Stem, LLC	300.00
6/30/23	SATS000--Satsangi, Ajay K.	120.00
6/30/23	SEAS001--Seaside Learning Center [S]	414.00
6/30/23	SILI000--Silicon Valley High School Inc.	375.00
6/30/23	SOLU000--Solution Tennis Inc	1,150.00
6/30/23	SOTO001--Soto, Kristina	706.00
6/30/23	SOUT011--Dance Unlimited, Inc.	267.00
6/30/23	STAR003--Star Dance Center [S]	38.00
6/30/23	STRA005--Strategic Kids, LLC	280.00
6/30/23	SUNL000--Sun Life Assurance Company of Canada	179.84
6/30/23	SUNL000--Sun Life Assurance Company of Canada	298.33
6/30/23	SUNL000--Sun Life Assurance Company of Canada	286.55
6/30/23	SYLV001--The Southern California Learning Corp	384.00
6/30/23	TAYL000--Taylor Katherine Gill	150.00
6/30/23	THEH000--The Hidden Dojo	345.00
6/30/23	THER004--The Reed Idea Lab, LLC	219.75
6/30/23	TOPB000--Top Billing Entertainment Performance Academy [S]	70.00
6/30/23	TOWL000--Towlehouse LLC	180.00
6/30/23	TRIV001--Tri-Valley CS LLC	130.00
6/30/23	UNIT002--M & S Studio MV LLC	1,143.91
6/30/23	UPSF000--UPS	392.08
6/30/23	USBL000--USBA LLC	380.25
6/30/23	VALE011--Gate Languages	180.00
6/30/23	VANL000--Amy Van Leuven	926.00
6/30/23	WATE001--Waterworks Aquatics Inc	333.00
6/30/23	WATE002--Waterworks Aquatics Pasadena	1,380.11
6/30/23	WATE003--Waterworks Aquatics HB	1,960.38
6/30/23	WILE000--Wileman, Gina M.	150.00
6/30/23	YAMA001--Cerritos Yamaha Music School	386.00
6/30/23	ZACH000--The Jewel Box Children's Theater Company	200.00
7/3/23	AFLA000--AFLAC	613.52
7/3/23	AMAZ100--Amazon Capital Services (iCA)	119.30
7/3/23	Farnaz, Kaufman	213.79
7/3/23	LOSA001--Los Angeles County Office of Education (LACOE)	761,347.82
7/3/23	SIKO000--Institute of Inquiry	-2,239.40
7/3/23	TRAD001--Tori's Equitation Services	-1,100.00

Date	Vendor	Amount
7/3/23	WEXH000--WEX Health Inc.	78.85
7/3/23	WEXH000--WEX Health Inc.	718.41
7/4/23	VER1025--Verizon 0005.	-446.85
7/5/23	KNAU000--Knauer Pianos	-624.00
7/5/23	WEXH000--WEX Health Inc.	13.61
7/5/23	WEXH000--WEX Health Inc.	21.00
7/6/23	AMAZ100--Amazon Capital Services (iCA)	84.44
7/6/23	Rittenhouse, Lisa	551.05
7/6/23	Holly Havenhill	189.41
7/6/23	Mary Browne	538.67
7/6/23	INSI000--Inside SCV Magazine	147.00
7/6/23	KAIS000--Kaiser Foundation Health Plan	30,471.02
7/6/23	KAIS000--Kaiser Foundation Health Plan	46,813.57
7/6/23	KHTS000--KHTS Radio	250.00
7/6/23	SPEC003--Specialized Therapy Services	2,484.90
7/6/23	SPEE001--Speech Language & Educational Associates	55.00
7/6/23	VER1025--Verizon 0005.	446.85
7/7/23	CORN002--Corner Bakery Cafe	260.00
7/7/23	DONO001--Donovan Industries, Inc	9,760.00
7/7/23	DREA001--DreamUp PBC	2,200.00
7/7/23	Williams, Keith	624.22
7/7/23	Daniela Jurado	31.83
7/7/23	Irene Villalobos	114.36
7/7/23	JIVE000--Jive Communications, Inc.	391.18
7/7/23	JOHA000--Balkowski, Johanna	-4,200.00
7/7/23	KHTS000--KHTS Radio	175.00
7/7/23	KNAU000--Knauer Pianos	624.00
7/7/23	MORR000--Morrison, Sidney	2,213.00
7/7/23	PURE000--Pure Oasis Water	21.90
7/7/23	TRAD001--Tori's Equitation Services	1,100.00
7/7/23	UPSF000--UPS	571.00
7/10/23	AACA000--AACA REL	1,797.67
7/10/23	AMAZ100--Amazon Capital Services (iCA)	1,505.42
7/10/23	APPL000--Apple Inc	4,033.19
7/10/23	BAY103B--Bay Alarm Company 8872	63.00
7/10/23	DEFE000--FitSport Kinetics	-99.00
7/10/23	EDI103A--Southern California Edison 0180.	5,317.04
7/10/23	Kaitlyn Reed	177.74
7/10/23	JIVE000--Jive Communications, Inc.	498.63
7/10/23	JIVE000--Jive Communications, Inc.	73.92
7/10/23	JOHA000--Balkowski, Johanna	4,200.00
7/10/23	KAIS000--Kaiser Foundation Health Plan	2,460.37
7/10/23	KAIS000--Kaiser Foundation Health Plan	14,996.70
7/10/23	KHTS000--KHTS Radio	52.50

Date	Vendor	Amount
7/10/23	KHTS000--KHTS Radio	122.50
7/10/23	ORTO000--Orton Gillingham Online Academy	595.00
7/10/23	SUBJ000--Subject Technologies INC	4,200.00
7/11/23	McDaniels, Sara	-144.23
7/12/23	AMAZ100--Amazon Capital Services (iCA)	97.44
7/12/23	ARGO000--Argo Brothers Inc.	-38.30
7/12/23	EFFE001--Effectual Educational Consulting Services	5,267.50
7/12/23	ELED000--El Education, Inc	1,250.00
7/12/23	Julie Basse	256.48
7/12/23	Rahman, Abed	87.57
7/12/23	Nguyen, Shannon	334.05
7/12/23	FIDE000--Fidelity Security Life Insurance Company	10.69
7/12/23	FIDE000--Fidelity Security Life Insurance Company	10.69
7/12/23	FIDE000--Fidelity Security Life Insurance Company	10.69
7/12/23	GAS100A--SoCalGas 6217	16.63
7/12/23	GAS100B--SoCalGas 6965	25.03
7/12/23	GAS100C--SoCalGas 6532	23.36
7/12/23	GAS100S--SoCalGas 2205	15.46
7/12/23	MELL000--Mellady Direct Marketing	500.00
7/12/23	POWE005--Power Clean Janitorial, Inc	879.00
7/12/23	SCHO023--School Services of California Inc.	295.00
7/12/23	SPEC003--Specialized Therapy Services	1,905.00
7/12/23	STAP001--Staples Advantage	142.77
7/12/23	TIM100H--Time Warner Cable 9201	389.96
7/13/23	APPL000--Apple Inc	59,505.64
7/13/23	APPL000--Apple Inc	47,503.77
7/13/23	CDWL000--CDW, LLC	3,945.80
7/13/23	CREA006--Creative Kids Playhouse Children's Theatre of Orange County	-73.75
7/13/23	CREA006--Creative Kids Playhouse Children's Theatre of Orange County	-448.75
7/13/23	McDaniels, Sara	144.23
7/13/23	Allison Smith	163.36
7/13/23	Heidi Hernandez	150.00
7/13/23	Andrea Swander	43.73
7/13/23	Jennifer Billig	63.14
7/13/23	Megan Miller	181.30
7/13/23	KBPC000--Kendra Bailey	318.58
7/13/23	MELL000--Mellady Direct Marketing	569.68
7/14/23	3BV8XU00Y--Michelle McClafferty - Helley	117.64
7/14/23	ARGO000--Argo Brothers Inc.	38.30
7/14/23	COUN000--County of Los Angeles, Department of Public Health	473.00
7/14/23	CREA006--Creative Kids Playhouse Children's Theatre of Orange County	522.50
7/14/23	HORT000--Horton, Jessica	1,667.63
7/14/23	TULA000--Tulare County Office of Education	300.00
7/14/23	UPSF000--UPS	597.27

Date	Vendor	Amount
7/17/23	ICEM000--Iceman International	-746.50
7/18/23	675100510--Jose Guerrero	394.31
7/18/23	EMHS000--EMH Sports USA, Inc [S]	95.00
7/18/23	Kristen Jones	296.98
7/18/23	Eric Martinez	976.47
7/18/23	FIDE000--Fidelity Security Life Insurance Company	719.46
7/18/23	JUST001--Justine Sherman & Associates	500.00
7/18/23	NATI000--National Benefit Services	18,065.04
7/18/23	VENB000--Venbrook Insurance Services	225,943.00
7/19/23	AMAZ100--Amazon Capital Services (iCA)	65.59
7/19/23	APPL000--Apple Inc	256.24
7/19/23	DEW100A--Dewey Pest Control 6374	85.00
7/19/23	DOCU002--Docufree Corporation	6,091.00
7/19/23	Bowes, Michele	57.38
7/19/23	Terri Budke	378.05
7/19/23	Schreiner, Michael	196.50
7/19/23	FIDE000--Fidelity Security Life Insurance Company	261.95
7/19/23	LOSA001--Los Angeles County Office of Education (LACOE)	45,484.21
7/19/23	NATI001--Nationwide	192.20
7/19/23	STAP001--Staples Advantage	294.15
7/19/23	STAP001--Staples Advantage	121.15
7/19/23	TIM100D--Time Warner Cable 9001	126.57
7/19/23	TIM100H--Time Warner Cable 9201	389.96
7/19/23	TMOB003--T-Mobile 2114	246.76
7/20/23	AFLA000--AFLAC	5,235.36
7/20/23	AFLA000--AFLAC	4,937.36
7/20/23	AMAZ100--Amazon Capital Services (iCA)	184.70
7/20/23	APPL000--Apple Inc	1,200.04
7/20/23	AQUA003--Aqua Doc Pool & Spa Service	575.00
7/20/23	CDWL000--CDW, LLC	3,945.80
7/20/23	CIGN000--Cigna Healthcare	4,681.88
7/20/23	CIGN000--Cigna Healthcare	9,374.55
7/20/23	COLE103--Talaya Coleman (Petty Cash)	45.00
7/20/23	CORN003--Cornerstone Therapies	318.22
7/20/23	COVE000--Covenant Technology Partners, LLC	300.00
7/20/23	DIAZ000--Diaz Landscaping	625.00
7/20/23	DYNA002--Dynamic Therapies Inc	220.00
7/20/23	EDI100A--Southern California Edison 7947	172.21
7/20/23	EDI100C--Southern California Edison 1868	71.31
7/20/23	Andrea Huntsman	216.94
7/20/23	Logielyn Wasan	17.75
7/20/23	Breana Delgado	116.98
7/20/23	Marcy Shapiro	49.79
7/20/23	Jennifer Billig	65.79

Date	Vendor	Amount
7/20/23	Kristen Jones	224.80
7/20/23	Brooke Hoertz	190.61
7/20/23	Hannah Belcher	248.64
7/20/23	Cammie Mayfield	14.74
7/20/23	FIDE000--Fidelity Security Life Insurance Company	51.70
7/20/23	FIDE000--Fidelity Security Life Insurance Company	10.69
7/20/23	FIDE000--Fidelity Security Life Insurance Company	132.34
7/20/23	FIDE000--Fidelity Security Life Insurance Company	125.92
7/20/23	FIDE000--Fidelity Security Life Insurance Company	1,483.97
7/20/23	FIDE000--Fidelity Security Life Insurance Company	517.80
7/20/23	FRES001--Fresh Start Healthy Meals, Inc.	5,553.40
7/20/23	JUMP000--Jump and Schout Therapy	100.00
7/20/23	LEVI000--Levine and Maybaum LLP	9,090.00
7/20/23	MELL000--Mellady Direct Marketing	5,400.00
7/20/23	MELL000--Mellady Direct Marketing	30,000.00
7/20/23	MELL000--Mellady Direct Marketing	230.75
7/20/23	NAPA000--NAPA Center	435.00
7/20/23	NATI000--National Benefit Services	3,150.00
7/20/23	NATI000--National Benefit Services	6,589.81
7/20/23	NATI000--National Benefit Services	8,491.04
7/20/23	NATI001--Nationwide	583.38
7/20/23	NMJ000--American Martial Arts Academy - 2	202.50
7/20/23	PARE002--Parent Square, Inc.	963.90
7/20/23	PEDI001--Pediatric Therapy Associates	606.67
7/20/23	PRIN001--Princess Ballet LLC	630.00
7/20/23	QCLO000--QC Locksmiths	174.19
7/20/23	RRPH000--RK Physical Therapy Services PC	8,645.00
7/20/23	SCHO009--School Pathways LLC	150.36
7/20/23	SCHO009--School Pathways LLC	4,882.25
7/20/23	SPAR001--Sparkletts	9.99
7/20/23	STEV000--Really Good Stuff, LLC.	85.38
7/20/23	SUNL000--Sun Life Assurance Company of Canada	2,034.50
7/20/23	T100492--Kimberly Gomez	54.76
7/20/23	THEH000--The Hidden Dojo	495.00
7/20/23	TMOB003--T-Mobile 2114	119.96
7/20/23	TMOB003--T-Mobile 2114	105.72
7/20/23	TMOB009--T-Mobile 3564	1,023.98
7/20/23	TUFF000--Tuff Shed Inc	9,084.92
7/20/23	VENB000--Venbrook Insurance Services	225,943.00
7/20/23	VENT000--Ventris Learning LLC	230.00
7/20/23	WAS103A--Waste Management 3006.	671.14
7/20/23	WEXH000--WEX Health Inc.	187.10
7/20/23	WEXH000--WEX Health Inc.	153.00
7/21/23	AACA000--AACA REL	19,774.39

Date	Vendor	Amount
7/21/23	AFLA000--AFLAC	342.69
7/21/23	AMAZ100--Amazon Capital Services (iCA)	536.91
7/21/23	APPL000--Apple Inc	19,835.21
7/21/23	CIGN000--Cigna Healthcare	1,447.94
7/21/23	DANC008--Dance Inc.	-1,080.00
7/21/23	Kristen Jones	122.09
7/21/23	Talaya Coleman	314.25
7/21/23	PRIO000--Priority Plumbing Solutions	575.00
7/21/23	SUNL000--Sun Life Assurance Company of Canada	286.55
7/21/23	WEXH000--WEX Health Inc.	3.40
7/21/23	WORT000--Worthington Direct Holding, LLC	8,974.55
7/24/23	AMAZ100--Amazon Capital Services (iCA)	387.91
7/24/23	ARTH001--The Art House S. Corp	780.00
7/24/23	CJFU000--CJ's Functional Fitness & Self-Defense LLC	100.00
7/24/23	CORN002--Corner Bakery Cafe	379.50
7/24/23	INFI000--Infinity Kids	240.00
7/24/23	JAFF000--The Vivid Canvas Art Studio	125.00
7/24/23	OMII000--OMI Inc	450.00
7/24/23	ORAN001--Orange County Speech Services	400.00
7/24/23	PRES002--Presbyterian Church of the Covenant	6,462.00
7/24/23	SCHO009--School Pathways LLC	1,403.97
7/24/23	SHAH000--Shahan, Sarah Nahreen	57.50
7/24/23	SORS000--SOR Schools VI, LLC	80.00
7/24/23	TERR001--Terra Arts Foundation [S]	225.00
7/24/23	YMCA005--YMCA of Orange County - Laguna Niguel	340.00
7/25/23	AMAZ100--Amazon Capital Services (iCA)	523.78
7/25/23	AMAZ100--Amazon Capital Services (iCA)	1,620.53
7/25/23	CALS003--CALSO Technologies LLC	3,500.00
7/25/23	CARD000--Card Service Center	1,605.03
7/25/23	CAST004--Castaic Creek Plaza. LLC	12,720.84
7/25/23	EDLO000--Edlogical Group Corp	2,351.50
7/25/23	McDaniels, Sara	245.72
7/25/23	Natasha Baugh	452.21
7/25/23	Dora Janczewski	204.98
7/25/23	LEEA000--Leeacton, LLC	12,695.44
7/25/23	MELV000--Connor Melville	670.00
7/25/23	MYBA000--JumpCrew LLC	6,000.00
7/25/23	NATI000--National Benefit Services	8,403.60
7/25/23	QCLO000--QC Locksmiths	49.61
7/25/23	SCHO013--School Food and Wellness Group	500.00
7/25/23	SIKO000--Institute of Inquiry	2,239.40
7/25/23	STAP001--Staples Advantage	107.39
7/25/23	SUBJ000--Subject Technologies INC	-4,200.00
7/26/23	PARE002--Parent Square, Inc.	413.10

Date	Vendor	Amount
7/27/23	AMAZ100--Amazon Capital Services (iCA)	476.30
7/27/23	BOOK000--BookShark LLC	23,877.21
7/27/23	CIGN000--Cigna Healthcare	392.23
7/27/23	DANC008--Dance Inc.	1,080.00
7/27/23	ECAP000--E- Capital Commercial Finance Group	100.00
7/27/23	EDLO000--Edlogical Group Corp	3,250.00
7/27/23	Denise Dare	119.88
7/27/23	ESSE000--Stephens Educational Services LLC	11,560.24
7/27/23	IXLL000--IXL Learning	2,390.00
7/27/23	NATI000--National Benefit Services	1,050.00
7/27/23	NATI000--National Benefit Services	2,813.18
7/27/23	SCHO009--School Pathways LLC	1,941.90
7/27/23	SCHO009--School Pathways LLC	44,696.90
7/27/23	SUBJ000--Subject Technologies INC	4,200.00
7/27/23	SUNL000--Sun Life Assurance Company of Canada	95.81
7/27/23	SUNL000--Sun Life Assurance Company of Canada	2,505.10
7/27/23	TMOB003--T-Mobile 2114	102.42
7/27/23	WORT000--Worthington Direct Holding, LLC	12,983.54
7/28/23	AMAZ100--Amazon Capital Services (iCA)	458.96
7/28/23	AMAZ100--Amazon Capital Services (iCA)	450.67
7/28/23	BAY103A--Bay Alarm Company 3072	685.17
7/28/23	COVE000--Covenant Technology Partners, LLC	900.00
7/28/23	EDI110S--Southern California Edison 0155	832.37
7/28/23	Zahir Khan	244.40
7/28/23	Courtney Edwards Ellis	144.89
7/28/23	ICDE000--ICD Entertainment Inc	3,500.00
7/28/23	iLEA010--iLEAD Online Charter	224.95
7/28/23	MORR000--Morrison, Sidney	625.00
7/28/23	N2Y0000--N2Y LLC	699.99
7/28/23	SCHO023--School Services of California Inc.	4,500.00
7/28/23	SHUT000--Shutterfly Lifetouch LLC	18.52
7/28/23	TEAC002--Teacher Synergy [P]	20,900.00
7/28/23	VER1023--Verizon 0003	55.29
7/28/23	VER1024--Verizon 0004	330.48
7/28/23	ZOOM000--Zoom Video Communications Inc	33,348.04
7/31/23	AMAZ100--Amazon Capital Services (iCA)	242.00
7/31/23	COVE000--Covenant Technology Partners, LLC	400.00
7/31/23	KNAU000--Knauer Pianos	-763.36
7/31/23	SPEE001--Speech Language & Educational Associates	1,320.00
8/1/23	APPL000--Apple Inc	16.00
8/1/23	AVPA000--AV Party Rental Inc.	304.50
8/1/23	COUN003--County of Orange	664.85
8/1/23	EDWA00--Edwards, Stevens & Tucker LLP	244.00
8/1/23	EFEE001--Effectual Educational Consulting Services	10,560.00

Date	Vendor	Amount
8/1/23	April Cauthron	96.24
8/1/23	Fredette, Kathleen	678.40
8/1/23	KMOV000--KMO Ventures One LLC	-1,082.20
8/1/23	KNAU000--Knauer Pianos	763.36
8/1/23	LOSA001--Los Angeles County Office of Education (LACOE)	18,342.04
8/1/23	LOSA001--Los Angeles County Office of Education (LACOE)	11,221.52
8/1/23	LOSA001--Los Angeles County Office of Education (LACOE)	111,687.39
8/1/23	LOSA001--Los Angeles County Office of Education (LACOE)	279,504.45
8/1/23	MELL000--Mellady Direct Marketing	89.91
8/1/23	NEWS000--Newsela, Inc	1,500.00
8/2/23	Farnaz, Kaufman	-213.79
8/2/23	KMOV000--KMO Ventures One LLC	1,082.20
8/2/23	PLAY008--Play-Based Learning Academy [S]	-404.83
8/2/23	PRIO000--Priority Plumbing Solutions	-575.00
8/2/23	SORS000--SOR Schools VI, LLC	-950.00
8/3/23	COLE103--Talaya Coleman (Petty Cash)	346.87
8/3/23	PRIO000--Priority Plumbing Solutions	575.00
8/3/23	STAP001--Staples Advantage	813.83
8/4/23	AMAZ100--Amazon Capital Services (iCA)	1,459.56
8/4/23	AMAZ100--Amazon Capital Services (iCA)	178.85
8/4/23	BEAU000--Beautiful Feet Books [P]	157.27
8/4/23	CORN002--Corner Bakery Cafe	203.35
8/4/23	Farnaz, Kaufman	213.79
8/4/23	Fredette, Kathleen	350.00
8/4/23	Rickart, Amanda	189.58
8/4/23	Luisa Cook	450.00
8/4/23	FULL000--Full Circle Consulting Systems Inc	1,500.00
8/4/23	JOUR000--JourneyEd.com INC	2,798.88
8/4/23	KHTS000--KHTS Radio	175.00
8/4/23	KHTS000--KHTS Radio	250.00
8/4/23	MELL000--Mellady Direct Marketing	30,000.00
8/4/23	SAND002--Kenzie and Brian Sandlin	2,200.00
8/4/23	SORS000--SOR Schools VI, LLC	950.00
8/4/23	TIM100D--Time Warner Cable 9001	2,571.30
8/4/23	TMOB003--T-Mobile 2114	204.84
8/4/23	VER1025--Verizon 0005.	435.21
8/7/23	STAP001--Staples Advantage	207.01
8/8/23	AKIN000--Akins IT Inc	375.00
8/8/23	AMAZ100--Amazon Capital Services (iCA)	346.42
8/8/23	AMAZ100--Amazon Capital Services (iCA)	536.67
8/8/23	APPL000--Apple Inc	5,394.35
8/8/23	CORP001--Corporate Splash	345.93
8/8/23	DEW103A--Dewey Pest Control 4102	467.00
8/8/23	EDWA00--Edwards, Stevens & Tucker LLP	16,367.50

Date	Vendor	Amount
8/8/23	EFFE001--Effectual Educational Consulting Services	1,600.00
8/8/23	Maranita Porter	85.96
8/8/23	GAS103A--SoCalGas 8430	115.66
8/8/23	KHTS000--KHTS Radio	52.50
8/8/23	KHTS000--KHTS Radio	122.50
8/8/23	NABO000--Nabor Hernandez Manzano	213.76
8/8/23	PLAY008--Play-Based Learning Academy [S]	404.83
8/8/23	SPEC003--Specialized Therapy Services	1,912.50
8/8/23	STAP001--Staples Advantage	1,565.50
8/8/23	STEP002--Stepping Stones Therapy, Inc. [S]	1,875.00
8/8/23	STUD003--Studies Weekly, Inc. [P]	1,585.75
8/8/23	TIM103A--Time Warner Cable 9101	36.27
8/9/23	675100532--John Taylor	40.00
8/9/23	A1PA000--A-1 Party	602.25
8/10/23	AMAZ100--Amazon Capital Services (iCA)	425.92
8/10/23	CHRI006--Christy White, Inc,	8,410.50
8/10/23	JIVE000--Jive Communications, Inc.	426.77
8/10/23	JOYC000--Joycor Learning Center Inc	-397.32
8/10/23	ZOHO000--Zoho Corporation	435.41
8/11/23	JOYC000--Joycor Learning Center Inc	397.32
8/15/23	AMAZ100--Amazon Capital Services (iCA)	345.02
8/15/23	APPL000--Apple Inc	1,333.72
8/15/23	DEFE000--FitSport Kinetics	99.00
8/15/23	Amy Chapin	169.63
8/15/23	LEGA003--Legal Shield	521.15
8/15/23	POWE005--Power Clean Janitorial, Inc	879.00
8/15/23	TMOB009--T-Mobile 3564	1,027.95
8/15/23	YELL000--Yellow Folder LLC	5,562.00
8/15/23	ZOHO000--Zoho Corporation	428.85
8/16/23	AKIN000--Akins IT Inc	750.00
8/16/23	AKIN000--Akins IT Inc	750.00
8/16/23	AMAZ100--Amazon Capital Services (iCA)	272.63
8/16/23	AMAZ100--Amazon Capital Services (iCA)	178.85
8/16/23	BOOK000--BookShark LLC	1,509.33
8/16/23	CORN003--Cornerstone Therapies	227.30
8/16/23	EDI100A--Southern California Edison 7947	556.36
8/16/23	EDI100C--Southern California Edison 1868	378.00
8/16/23	Julia Kim	584.55
8/16/23	HESS000--Hess and Associates Inc	2,005.00
8/16/23	ICEM000--Iceman International	746.50
8/16/23	INSI000--Inside SCV Magazine	147.00
8/16/23	KERB000--The Kerby Seminar Group, LLC	356.85
8/16/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	4.87
8/16/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	162.50

Date	Vendor	Amount
8/16/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	146.25
8/16/23	LEGA003--Legal Shield	57.80
8/16/23	PETRO00--Petra Education Inc.	-340.00
8/16/23	SCHO009--School Pathways LLC	870.00
8/18/23	Talaya Coleman	691.64
8/18/23	PETRO00--Petra Education Inc.	340.00
8/21/23	CART002--Gina Carter	1,990.00
8/21/23	EDWA00--Edwards, Stevens & Tucker LLP	1,769.00
8/21/23	MELL000--Mellady Direct Marketing	1,469.50
8/21/23	PRNN000--PRN Nursing Consultants, LLC.	235.00
8/21/23	SKYW000--Skyward Technical Solutions	23,343.88
8/21/23	STEP002--Stepping Stones Therapy, Inc. [S]	100.00
8/22/23	AKIN000--Akins IT Inc	1,750.00
8/22/23	AMAZ100--Amazon Capital Services (iCA)	2,188.75
8/22/23	APPL000--Apple Inc	385.33
8/22/23	AQUA003--Aqua Doc Pool & Spa Service	3,008.00
8/22/23	BAY103B--Bay Alarm Company 8872	63.00
8/22/23	CORP001--Corporate Splash	345.92
8/22/23	DUNN000--Dunn-Edwards Paints	1,491.37
8/22/23	EDI103A--Southern California Edison 0180.	4,291.38
8/22/23	Talaya Coleman	650.70
8/22/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	394.63
8/22/23	MATH000--The Math Learning Center	872.70
8/22/23	MELL000--Mellady Direct Marketing	1,393.48
8/22/23	OPEN003--Open Up Resources	5,553.30
8/22/23	PRI0000--Priority Plumbing Solutions	575.00
8/22/23	SPAR001--Sparkletts	11.49
8/24/23	AVEX000--Antelope Express	2,086.70
8/24/23	CAST004--Castaic Creek Plaza. LLC	12,980.84
8/24/23	CORP001--Corporate Splash	1,623.00
8/24/23	Kaitlin Tuxhorn	44.77
8/24/23	Cardinal, Kimberly	225.00
8/24/23	Nastovska. Angie	524.26
8/24/23	JM4100533--Matt Zuchowicz	420.03
8/24/23	KERB000--The Kerby Seminar Group, LLC	2,500.00
8/24/23	LEEA000--Leeacton, LLC	12,695.44
8/24/23	MARL000--Marli Williams, LLC	3,130.00
8/24/23	MELL000--Mellady Direct Marketing	18,451.72
8/24/23	TIM100D--Time Warner Cable 9001	5,116.30
8/25/23	2023CSDC--2023 CSDC Conference Registration	6,566.00
8/25/23	675100510--Jose Guerrero	368.11
8/25/23	AMAZ100--Amazon Capital Services (iCA)	688.27
8/25/23	AMAZ100--Amazon Capital Services (iCA)	53.03
8/25/23	CARD000--Card Service Center	2,010.01

Date	Vendor	Amount
8/25/23	Bowes, Michele	250.00
8/25/23	Linda Krystek	397.23
8/25/23	Williams, Keith	457.45
8/25/23	Luisa Cook	727.18
8/25/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	2,911.00
8/25/23	PRES002--Presbyterian Church of the Covenant	6,462.00
8/25/23	SCHO009--School Pathways LLC	186.79
8/25/23	SCOI001--Scoir, Inc	842.34
8/25/23	STAP001--Staples Advantage	21.41
8/28/23	AACA000--AACA REL	19,774.39
8/28/23	AMAZ100--Amazon Capital Services (iCA)	43.63
8/28/23	APPL000--Apple Inc	1,166.18
8/28/23	ASHF001--Ashford Construction Company, Inc	26,420.00
8/28/23	AVEX000--Antelope Express	2,309.45
8/28/23	BAY100D--Bay Alarm Company 6772	182.04
8/28/23	BOOK000--BookShark LLC	155.32
8/28/23	CHAR009--Charles A. Nasser	1,932.68
8/28/23	DIAZ000--Diaz Landscaping	625.00
8/28/23	EDI110S--Southern California Edison 0155	1,193.31
8/28/23	EDTE000--EdTech 101	5,337.33
8/28/23	April Cauthron	98.49
8/28/23	Joy, Jenny	157.89
8/28/23	Talaya Coleman	1,178.90
8/28/23	INFI000--Infinity Kids	360.00
8/28/23	JIVE000--Jive Communications, Inc.	498.63
8/28/23	JUST001--Justine Sherman & Associates	375.00
8/28/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	164.25
8/28/23	LEAR004--Learning Without Tears	347.40
8/28/23	MCCA000--McCalla Company	1,666.69
8/28/23	MELL000--Mellady Direct Marketing	2,582.80
8/28/23	MELV000--Connor Melville	320.00
8/28/23	OPEN003--Open Up Resources	12,000.00
8/28/23	ORAN001--Orange County Speech Services	300.00
8/28/23	SCHO009--School Pathways LLC	22.28
8/28/23	SPEC003--Specialized Therapy Services	3,514.45
8/28/23	SPEE001--Speech Language & Educational Associates	550.00
8/28/23	STAP001--Staples Advantage	120.00
8/28/23	TIM100H--Time Warner Cable 9201	389.96
8/28/23	TMOB003--T-Mobile 2114	174.44
8/29/23	AMAZ100--Amazon Capital Services (iCA)	307.86
8/29/23	BAY103B--Bay Alarm Company 8872	125.00
8/29/23	BOOK000--BookShark LLC	5,122.26
8/29/23	DEW103A--Dewey Pest Control 4102	467.00
8/29/23	DGSF000--Danny Sanchez	27,350.14

Date	Vendor	Amount
8/29/23	DUNN000--Dunn-Edwards Paints	164.19
8/29/23	Marcy Shapiro	20.77
8/29/23	GAS103A--SoCalGas 8430	119.32
8/29/23	GENE003--Generation Genius, Inc.	1,295.00
8/29/23	LAC103A--LA County Waterworks 3272.	294.48
8/29/23	LAC103B--LA County Waterworks 3275.	59.25
8/29/23	LAC103B--LA County Waterworks 3275.	1,268.10
8/29/23	SCHO009--School Pathways LLC	52.01
8/29/23	WAS103A--Waste Management 3006.	595.41
		\$4,314,063.81

SOUTH CENTRAL COAST REGIONAL CONSORTIUM
K12 STRONG WORKFORCE PROGRAM
K12 PATHWAY COORDINATOR SUBAGREEMENT
BETWEEN
SANTA BARBARA COMMUNITY COLLEGE DISTRICT AND
iLEAD California
(serving the Ventura County Community College District)
JULY 1, 2023 TO SEPTEMBER 30, 2024 (Year 5)

This Agreement, commencing effective **July 1, 2023**, is entered into between **Santa Barbara Community College District** (hereinafter referred to as “Fiscal Agent”) and above **School District** (hereinafter referred to as “Subcontractor”), collectively referred to as “Parties” and individually as “Party.”

1. RECITALS

WHEREAS, the **Santa Barbara Community College District** has been designated as the Fiscal Agent for career technical education funding that supports the establishment of the Strong Workforce Program K12 Pathway Coordinator positions (hereinafter referred to as “K12 PCs”) from the California Community College Chancellor’s Office, Workforce and Economic Development Division (hereinafter referred to as “Chancellor’s Office”);

WHEREAS, at the direction of Chancellor’s Office, the Fiscal Agent will subcontract with host educational agencies within the South Central Coast Regional Consortium (hereinafter referred to as “Regional Consortium”) and is responsible for distributing funds to each host institution within the region to support the initiative, and

WHEREAS, the Fiscal Agent is authorized to receive funding from the Chancellor’s Office, and has the right to enter into agreements with outside entities for various services with approval of the Board of Trustees, and

WHEREAS, Subcontractor has agreed to host the Strong Workforce Program K12 Pathway Coordinator serving college service areas within the Regional Consortium, and to fulfill the terms and conditions hereinafter set forth, and

WHEREAS, the Subcontractor entering into this Agreement is responsible to abide by the terms and conditions for their agency’s award of funds for the K12 PC, and is to be accountable for all deliverables identified in the K12 PC Scope of Work (Exhibit A) and found in the K12 application/budget detail spreadsheet (Exhibit B) to be submitted to the South Central Coast Regional Consortium,

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

2. SCOPE OF WORK

Full scope of work is attached to this Agreement and includes Scope of Work from the Chancellor’s Office and additional Scope of Work from the South Central Coast Regional Consortium.

Subcontractor agrees to manage and support the K12 PC position and ensure the performance of the Scope of Work (Exhibit A), which by reference is incorporated into this Agreement. Subcontractor agrees to notify the

Regional Consortium of any personnel changes that will affect the assignment of a K12 PC within 30 days of the change. **Subcontractor agrees that at least 80% of the K12 PC work will be dedicated to K12 work described in Exhibit A of this Agreement**, under the guidance and direction of the Regional Consortium's K14 Technical Assistance Provider, which is the position charged with oversight of the K12PC. Subcontractor agrees that K12 PC work shall take priority over other assignments.

Subcontractor will submit an annual Work Plan to the K14 TAP and Regional Consortium Chair in alignment with the Scope of Work attached hereto as Exhibit A. The Work Plan provides a framework for the expectations and will guide the activities of the K12 PC. As needed, the Work Plan may be modified based on approval by the Parties or as required by the Chancellor's Office. The Subcontractor agrees to perform all work as set forth in the Agreement in a professional, timely, and diligent manner.

3. AWARD AMOUNT

The total award amount for this Agreement is **\$130,000** to fund the Pathway Coordinator position and payment to the Subcontractor shall be made in accordance with the terms and conditions of this Agreement.

In consideration of satisfactory performance of the services described in the K12 PC's Scope of Work and Work Plan, the Chancellor's Office agrees to pay the Subcontractor a total amount not to exceed the "Grant Funds" amount stated on Exhibit B: Project Application and Budget spreadsheet. All payments must be requested via invoice and emailed to Luann Swanberg, South Central Coast Regional Consortium (SCCRC) Director/Chair – lrswanberg@pipeline.sbccc.edu. Payment shall be made as follows:

- An advance payment of 70% of the total amount of this Agreement will be paid, upon receipt of an invoice, after this Agreement is fully executed.
- Subcontractor may request payments of the additional 20% of the total amount of this Agreement when expenditures exceed the prior payment(s). Payment will be made only after review and approval of required progress reports and upon receipt of an invoice and supporting financial documents.
- Payment of the final 10% will be made upon receipt of an invoice, accompanying financial documentation, and approval of final expenditure and progress reports by the Regional Consortium.
- Invoices shall reference the purchase order number associated with this Agreement and must be supported by financial detail reports that itemize costs. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis.

4. PERIOD OF PERFORMANCE

The period of performance for this Agreement shall commence on July 1, 2023 and shall expire on September 30, 2024 unless terminated earlier in accordance with the termination/cancellation provisions of this Agreement.

The Subcontractor shall complete the tasks described in the K12 PC Scope of Work (Exhibit A) and funds shall be expended in compliance with the budget card in the Chancellor's Office tracking system.

5. BUDGET and EXPENDITURE OF FUNDS

Subcontractor agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (Exhibit A) and Budget approved by the Regional Consortium.

Subcontractor agrees to ensure that the time and effort of the K12 PC is directly proportional to the percentage of salary funded by this Agreement and is expected to be no less than 80% (eighty percent).

Modifications to the budget are allowed without prior approval only in the following circumstances: 1) Changes to budget categories do not exceed 10%; 2) the total dollar amount of the Agreement is not affected; and 3) the outcomes of the Agreement will not be materially affected. Prior approval is required when changes exceed 10% within a budget category, and when adding or deleting budget categories.

Subcontractor agrees it is solely responsible for the appropriate expenditure of all K12 PC funds received and for any misappropriation or spending that is subsequently determined to be unallowable.

6. MODIFICATIONS

Subcontractor may request modifications to the work to be performed. All such requests must be submitted in writing via email to the Regional Chair prior to the modification being made. The Regional Chair may require that a Grant Amendment be processed, if the Regional Chair determines that a change would materially affect the work plan outcomes or the terms of this Agreement.

As set forth in section 5 of this Agreement, subcontractor may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Regional Chair so long as budget categories are not added or deleted, the total dollar amount of the Agreement is not affected, and the work plan outcomes of the Agreement will not be materially affected. Subcontractor is required to fully expend the Grant Funds by the end of the expenditure period.

7. INVOICING AND PAYMENT

Advance payment of 70% of the total amount of this Agreement will be paid to Subcontractor, upon receipt of an invoice, after the Agreement is fully executed. A detailed invoice shall be submitted on a form provided by the Fiscal Agent. Progress payments may be according to Section 3 of this Agreement.

8. REPORTING

Subcontractor will submit reports as required by the Chancellor's Office and the Regional Consortium.

Fiscal reporting shall be submitted via the Chancellor's Office NOVA system and shall be accompanied by detailed financial report(s) emailed to the Regional Chair.

Salary and benefits for the K12 PC must be accounted for with time and effort certification on a spreadsheet provided by the Fiscal Agent. The time and effort detailed calendar must be completed by the K12 PC monthly and emailed to the supervisor with knowledge of their work. The supervisor shall review and submit to the K14 TAP via email.

Periodic progress reports on the Work Plan objectives will be collected and reviewed by the Regional Consortium's K14 TAP.

Subcontractor shall prepare and submit work plan outcomes data. Failure to provide these data may result in termination of the Agreement and grant funding.

9. SUBGRANTING AND SUBCONTRACTING

None of the duties of, or work to be performed by, Subcontractor under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval of the Regional Consortium. No subcontract or assignment shall terminate or alter the legal obligation of Subcontractor pursuant to this Agreement. Subcontractor shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request,

Subcontractor shall submit to Fiscal Agent copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the Regional Consortium's approval that relate to this Agreement.

10. RECORDS AND AUDITS

- A. Parties must maintain records regarding use of K12 Pathway Coordinator funds, and progress made towards work plan objectives and/or performance as specified in the Scope of Work (Exhibit A) and work plan.
- B. Parties agree that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Subcontractor agrees to maintain such records for possible audit for a minimum of three (3) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Subcontractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Subcontractor agrees to include a similar right of the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

11. NOTICES/CONTACTS

All notices required or permitted under this Agreement shall be in writing and delivered via email. A Party to this Agreement may also give notice to the other Party by sending an email and receiving explicit acknowledgement of its receipt from the other Party. Such notice shall be effective when received, as indicated by a return email acknowledging receipt. Each Party has the responsibility of keeping contact information accurate and current.

For Fiscal Agent:

Name of CCD: Santa Barbara Community College District
Address: 721 Cliff Drive
City, State, Zip: Santa Barbara, CA 93109

For project/program matters:

Attention Name: Holly Nolan Chavez
Title: Executive Director, South Central Coast Regional Consortium
E-mail: hchavez@vcccd.edu
Telephone: 1-805-922-6966 ext. 5276

For programmatic matters:

Attention Name: Dr. Giselle Bice
Title: Interim K14 Technical Assistance Provider
Email: Giselle.Bice@canyons.edu
Telephone: 661.362.3113

For fiscal related matters:

Attention Name: Luann Swanberg
Title: Regional Fiscal Agent Director, South Central Coast Regional Consortium
E-mail: lrswanberg@pipeline.sbccc.edu
Telephone: 805.479.7670

For Subcontractor/Host Institution:

Name of LEA: iLEAD California
Address: 29477 The Old Road
City, State, Zip: Castaic, CA 91384

For project/program related matters:

Attention Name: Allison Bravo
Title: Director, School Initiatives
E-mail: allison.bravo@ileadcalifornia.org
Telephone: (808) 753-3882

For fiscal related matters:

Attention: Kelly O'Brien
Title: Director of Finance
E-mail: kelly.obrien@ileadcalifornia.org
Telephone: (661) 434-1755

Name and Title of the individual who is authorized to sign the Agreement on behalf of the District:

Attention Name: Amanda Fischer
Title: CEO

Alternative/other authorized signatory (if any):

Attention Name:
Title:

Each Party agrees to notify the other, in writing, within 30 days of changes to project contacts.

12. TERMINATION

- A. Without Cause. A Party may suspend or terminate this Agreement upon thirty (30) days advance written notice to the other Party or Parties prior to the requested termination date. Termination of this Agreement, however, will not invalidate commitments or obligations entered into prior to the date of termination that cannot be canceled.
- B. With Cause. Each Party may terminate this Agreement upon any other Party's material breach of any provisions of this Agreement. A Party intending to terminate this Agreement pursuant to this subsection shall provide the breaching Party with written notice at least 30 days ("Cure Period") before the effective termination date. Such notice by the non-breaching Party shall specify the provision of this Agreement that was breached by the breaching Party, the acts or omissions of the breaching Party that constitute a material breach of this Agreement, and the corrective action and/or remedy requested from the breaching Party, and provide the breaching Party with an opportunity to cure the material breach within the Cure Period unless the non-breaching party shall agree in writing to an extension of the Cure Period before the expiration of the Cure Period. Upon expiration of the Cure Period, and if the breaching party has not cured the breach and provided written notice of such cure to the non-breaching Party, this Agreement shall terminate effective the day immediately following the expiration of the Cure Period without any further notice by the Parties.

13. DISPUTES

All claims, disputes, and other matters in question between the Parties arising out of or relating to this Agreement or the breach thereof shall be addressed in the following manner: The Parties shall enter into good faith negotiations to reach an equitable resolution or settlement. Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by the Fiscal Agent and/or the Chancellor's Office. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the Subcontractor. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, the Fiscal Agent receives from Subcontractor a written request to appeal said decision. Pending final decision of the appeal, Subcontractor shall act in accordance with the written decision of the Fiscal Agent or the Chancellor's Office, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the Prime Sponsor, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Agreement, the performance of any work, the delivery of any material, the payment of any Grant Funds or other monies to the Subcontractor, or otherwise, Subcontractor agrees that it will not directly or indirectly stop or delay the work directed by Fiscal Agent, the K14 TAP or any party thereof, or stop or delay the delivery of any material or services required to be furnished hereunder, pending the determination of such dispute or controversy, regardless of whether such dispute, controversy, or question is or may be subject to litigation or other form of dispute resolution.

14. INDEMNIFICATION

Each Party to this Agreement agrees to defend, indemnify, and hold harmless the other Parties, their officers, agents, representatives, employees, trustees, and volunteers, from and against any and all loss, demands, cost, suits, actions and expense arising out of any liability or claim of liability, sustained or claimed to have been

sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, representatives, employees, trustees or volunteers. The provisions of this Article do not apply to any damage or losses caused by the sole negligence or willful misconduct of the Parties seeking indemnification or any of its officers, agents, representatives, employees, trustees or volunteers.

15. INSURANCE

Acceptance of this Agreement constitutes acknowledgment that Subcontractor is not covered under Fiscal Agent's general liability insurance and that Subcontractor agrees, during the term of this Agreement, to maintain, at their sole expense, all necessary insurance for its officers, agents, and employees, including but not limited to worker's compensation (if required by law), liability, disability, and unemployment insurance. Certificates of Insurance shall be provided to the Fiscal Agent. Specifically, during the term of this Agreement, Subcontractor shall maintain in full force and effect the forms of insurance, containing the limits of liability set forth below:

- A. Workers' Compensation: Subcontractor shall comply with the workers' compensation law of the state wherein the services are to be rendered (here, the State of California). Such policy shall provide coverage for all persons engaged in the activities described in this Agreement under the employ, supervision or control of the Subcontractor.
- B. General Liability: The policy shall contain a combined single limit of liability of not less than \$1,000,000, and an aggregate of \$2,000,000.
- C. Automobile Liability: If automotive vehicles are operated by Subcontractor in performance of obligations under this Agreement, Subcontractor shall maintain an automobile liability policy which shall include coverage on all owned, non-owned and hired vehicles and shall have a minimum limit of liability of not less than \$1,000,000 per occurrence.

Coverage shall be placed with an insurer having a Best's Key Rating of "A-" or better. Subcontractor shall furnish Fiscal Agent with Certificates of Insurance evidencing such coverage. Such Certificate shall name Fiscal Agent as additional insureds and provide that coverage can be cancelled only with thirty (30) days prior written notice to Fiscal Agent. If any of the foregoing coverages expire, change, or are canceled, Subcontractor shall notify Fiscal Agent within thirty (30) days prior to the effective date of such expiration, change or cancellation.

The following sentence shall be included in the additional insured endorsements:

"Santa Barbara Community College District, its Governing Board, as individuals and as an entity, its officers, directors, employees, and volunteers, are hereby named as additional insured, with respect to all work performed by or on behalf of the named insured under its contract with the Certificate Holder."

16. INDEPENDENT CONTRACTORS

For the purpose of this Agreement and all work and services specified herein, the Parties shall be, and shall be deemed to be, independent contractors and not agents or employees of the other Party.

Subcontractor, in the performance of this Agreement, shall be and act as an independent contractor and not as an employee of the Fiscal Agent. The Subcontractor understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the Fiscal Agent, and are not entitled to benefits of

any kind or nature normally provided to employees of the Fiscal Agent and/or to which Fiscal Agent's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The Subcontractor assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they relate to the services provided under this Agreement. The Subcontractor shall assume full responsibility for withholding and payment of all: Federal, State, Local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to the Subcontractor's employees. The Fiscal Agent will not withhold taxes, unemployment insurance or social security for the Subcontractor's employees or independent subcontractors. The Subcontractor agrees to indemnify and hold the Fiscal Agent harmless from and against any and all liability arising from any failure of the Subcontractor to withhold or pay any applicable tax, unemployment insurance or social security when due.

17. ASSURANCES

By signing this Agreement, the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program legislation established by Education Code §§88827-88833, and with the guidance documents provided by the Chancellor's Office.

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/K12-Strong-Workforce>

By signing this Agreement, the Subcontractor certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

18. FEDERAL, STATE, AND LOCAL TAXES

Except as may be otherwise provided in this Agreement, the Subcontractor's award amount includes all applicable Federal, State, and local taxes and duties, and therefore, Subcontractor shall be responsible for paying all such costs.

19. EQUAL OPPORTUNITY/NON-DISCRIMINATION

- A. During the performance of this Agreement, Subcontractor shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), age (over 40), marital status, sexual orientation, gender, gender expression, political affiliation, position in a labor dispute, or any characteristic listed or defined in §11135 of the California Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of §422.6 of the California Penal Code, or any other status protected by law. Any such unlawful discrimination (including denial of family care leave), or harassment based on the characteristics set forth in the preceding paragraph is strictly prohibited. Subcontractor shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- B. Subcontractor shall comply with the provisions of the Fair Employment and Housing Act (California Gov. Code, §§12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission

implementing Government Code §12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

- C. Subcontractor shall also comply with the provisions of California Government Code §§11135- 11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code of Regulations, title 5, §§59300 et seq.)

20. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

21. WAIVER

Any waiver by Fiscal Agent of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of the Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement or preventing or precluding the Fiscal Agent from enforcing the terms of this Agreement.

22. COMPLIANCE WITH APPLICABLE LAWS

It is understood and agreed that this Agreement shall be governed by the laws of the State of California both as to the interpretation and performance; venue of any action brought with regard to this Agreement shall be in **Santa Barbara County**, state of California.

Subcontractor shall be subject to and shall comply with all Federal, State and local laws and regulations applicable with respect to its performance of services under this Agreement.

23. INTELLECTUAL PROPERTY

- A. Any work product resulting from this Agreement falls under the Chancellor's Office Creative Commons Attribution license which gives permission to the public to reproduce, distribute, perform, display or adapt the licensed materials for any purpose, so long as the user gives attribution to the author.

24. DEBARMENT AND SUSPENSION

- A. By executing this contractual instrument, Subcontractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98)
- B. By executing this contractual instrument, Subcontractor certifies to the best of their knowledge and belief that it and its principals:
 - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

2. Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for (a) commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) violation of Federal or State antitrust statutes; (c) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Grantee's present responsibility;
3. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in B(2) above;
4. Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause or default.

25. ORDER OF PRECEDENCE

Any inconsistency or conflict between provisions in this Agreement shall be resolved by giving precedence in the following order:

- 1) the Agreement,
- 2) Exhibit A: Pathway Coordinator Scope of Work
- 3) Exhibit B: K12 PC Application/Budget Detail Spreadsheet

Signature Authorization Page:

SOUTH CENTRAL COAST REGIONAL CONSORTIUM
K12 STRONG WORKFORCE PROGRAM
K12 PATHWAY COORDINATOR SUBAGREEMENT
BETWEEN
SANTA BARBARA COMMUNITY COLLEGE DISTRICT AND
iLEAD California
(serving the Ventura County Community College District)

JULY 1, 2023 TO SEPTEMBER 30, 2024 (Year 5)

Santa Barbara Community College District

Brian Fahnestock

Brian Fahnestock (Jun 26, 2023 13:15 PDT)

Brian Fahnestock
Interim Vice President, Business Services

Date: Jun 26, 2023

Kindred Murillo

Kindred Murillo, Ed.D.
Superintendent/President

Date: Jun 27, 2023

SBCC Board Approval Date: Jun 27, 2023

iLEAD California

By: *Amanda Fischer*

(Authorized Representative or Authorized Alternate Signature)

Amanda Fischer

Print name: _____

Title: CEO

Board Approval Date: Pending 9/7/23 Meeting

Exhibit A: K12 Pathway Coordinator Scope of Work

I. From the Chancellor's Office

In a Memorandum dated November 5, 2019, the California Community Colleges Chancellor's Office (CCCCO) released the Strong Workforce Program (SWP) K12 Pathway Coordinator Scope of Work. The following Objectives and Required Activities of the K12 Pathway Coordinator Agreement were provided in the Memo and will be present in the K12 Pathway Coordinator Work Plan.

KEY OBJECTIVES

The K12 Pathway Coordinator seeks to improve the performance of the K14 CTE programs within her/his service area as measured by the Career and Technical Education Incentive Grant (CTEIG), K-12 SWP Metrics and guided by the K14 Pathway Quality Rubric. This is done through: providing direct support to, and helping to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination with other regional key talent including the K-14 TAP, Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium. The following are the minimum required objectives for this job; others may be added to meet project objectives.

1. Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K-14 career technical education programs.
2. Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
3. Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.
4. Inform and support the development and implementation of college and career exploration. Liaise with Local Educational Agency (LEA) to ensure college and career exploration are embedded within CTE courses.
5. Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.
6. Provide technical assistance to inform the development of work-based learning opportunities.

REQUIRED ACTIVITIES

The following are the minimum required activities; others may be added to meet project objectives.

1. Engagement with the regional consortia
 - a. Regular engagements with Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
 - b. Participation in the region's annual process for developing and revising its regional plan.
2. Partnerships with local education agencies
 - a. Support connection with feeder K12 administrators, counselors, and teachers.
 - b. Work with LEAs to increase knowledge and use of labor market data supplied by the CCCCC Center of Excellence.
3. Data use
 - a. Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.
 - b. Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K12 to community college.
 - c. Identify and use indicators to self-assess.
 - d. Identify and use data to review K14 pathway development and implementation.
4. Dissemination of Model Pathways and Curriculum
 - a. Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
 - b. Plan and implement training and professional development for local districts and schools.
5. College and career exploration
 - a. Participate in on/off-campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.
6. Post-secondary transition and completion
 - a. Encourage high-quality implementation and expansion of early college credit.
 - b. Coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
 - c. Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.
 - d. Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
7. Work-based learning
 - a. Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.
 - b. Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
 - c. Support implementation of career exploration curriculum, such as CalCRN and Get Focused, Stay Focused.

8. Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.

II. From the South Central Coast Regional Consortium

The K12 Pathway Coordinators are required to develop specific performance outcomes through an annual work plan under the guidance of the K-14 Technical Assistance Provider. The Work Plan and outcomes are to be shared with the service area's CTE programs and the South Central Coast Regional Consortium.

Additionally, below are specific duties required by the South Central Coast Regional Consortium:

- Weekly:
 - Participate in SCCRC check in meetings with the K14 TAP
- Monthly:
 - Participate in SCCRC PC Work Plan Objective meetings
 - Attend statewide K12 PC professional development
 - Visit K12 CTE programs
 - Attend K12 CTE meetings
 - Visit and engage with industry partners
 - Submit monthly calendar to K14 TAP
 - Attend SCCRC monthly meetings
- Quarterly:
 - Meet with K14 TAP in person
 - Conduct K12 SWP grantee project visits
 - Check-in meeting with host LEA and K14 TAP
 - Provide labor market presentations to service area stakeholders
- Biannual (January and June):
 - Collect data for K12 SWP grantee projects
 - Attend in-person K12 SWP meeting
 - Attend one CCCAOE conference Fall or Spring (pending additional funding)
 - Attend one K12 Educating for Careers Conference (pending additional funding)
- Annually:
 - Attend SCCRC K12 SWP Retreat
 - Complete annual Pathway Coordinator Report by Objective

ESTIMATE

ASHFORD CONSTRUCTION COMPANY, INC.

2010 W. Avenue K, #819
Lancaster, CA 93536
Office: (661) 940-9440 Cell: (661) 609-4841
Ashfordconst@yahoo.com

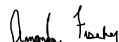
Estimate #: 7202023**Date: 07/20/2023****To: iLEAD Lancaster**

2110 West Ave K
Lancaster, CA 93536
Attn : John Taylor

Job Location: 2110 West Ave. K, Lancaster, CA 93536

DESCRIPTION	AMOUNT
Install 12' Long 8' high closet cabinet each Room - Total of 4.	
Install 11' L shaped sink cabinet ADA Standard with new porcelain sink and new	
Lever handle Faucet - Total of 4	
Install 22' long 33" high storage cabinet with dividers - Total of 4	
Install new armstrong standard Exelon VCT in 4 classrooms with 4" Rubberbase	
Install 6 new 3'0" X 6' 8" solid core door and new casing & Hardware light sand	
& retexture - 4 classrooms	
NO Flooring or Base	
Total	\$86,000.00

NOTES:



7/25/2023

DGS Flooring lic #923025
 1101 W Columbia Way
 CA 93534 US
 +1 6618990095
 dgsflooring@gmail.com
 http://www.dgsflooring.com

Estimate



ADDRESS
 TALAYA C
 iLEAD AV
 2110 w ave k
 lancaster

SHIP TO
 TALAYA C
 iLEAD AV
 2110 w ave k
 lancaster

ESTIMATE #	DATE
3289	07/24/2023

DATE	ACTIVITY	QTY	RATE	AMOUNT
	JOB SITE - ilead AV 2110 WEST AVE K LANCASTER			
	flooring ROOM 1,2,5,6			
	VCT:VCT ARMSTRONG EXCOLON	4,200	2.49	10,458.00T
	VCT ARMSTRONG EXCOLON. **NEED TO PIC COLOR			
	INSTALLATION:VCT INSTALLATION	3,920	2.75	10,780.00
	VCT INSTALLATION ,includes adhesive			
	Job Labor:LABOR	4	800.00	3,200.00
	FLOOR PREP CONCRETE. concrete is very rough in areas..needs to be skim coated 4 ROOMS			
	BASEBOARDS:rubber base	480	1.89	907.20T
	4" RUBBER BASE. need to pic color			
	BASEBOARDS:rubber base INSTALLATION	480	1.75	840.00
	RUBBER BASE INSTALLATION			

	no design, one color throughout classrooms			
	payment due within 30 days of completion			

SUBTOTAL 26,185.20
 TAX 1,164.94
TOTAL \$27,350.14

Accepted By *David Fisher*

Accepted Date 7/25/2023

CLIENT STAFFING AGREEMENT

This Agreement (the “Agreement”) entered into this 2nd day of August, 2023 (“Effective Date”), is by and between RO HEALTH, LLC (“RO HEALTH”), a Delaware limited liability company with its office headquarters located at 1900 Nickerson Street West Suite 200, Seattle, WA 98119, and iLEAD California Charters 1 “iCC1” (hereinafter referred to as “CLIENT”) located at 29477 The Old Road, Castaic, CA 91384.

WHEREAS, RO HEALTH operates a medical staffing agency and employs personnel to provide Services (as hereinafter defined) to CLIENT; and

WHEREAS, CLIENT operates a School District and CLIENT desires that RO HEALTH shall supply contract personnel to CLIENT; and

WHEREAS, CLIENT and RO HEALTH have agreed that RO HEALTH shall supply such personnel under the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants between RO HEALTH and CLIENT, (each a “Party” and jointly the “Parties”), the Parties hereby agree as follows.

1. TERM AND TERMINATION.

This Agreement will commence on the Effective Date. The term of this Agreement will initially be one (1) year from the Effective Date and will be automatically extended for successive one (1) year periods, unless at any time either Party elects to terminate the Agreement upon at least thirty (30) days’ prior written notice of termination to the other Party in accordance with the provisions of Paragraph 15. In the event of such automatic renewal, unless otherwise revised or amended, the rates for the Services (as hereinafter defined) set out in **Exhibit A** shall be increased equal to or greater than the cost of living adjustment (equal to the National Consumer Price Index or equivalent Index). Said termination will not affect the rights or responsibilities subsequent to transactions occurring prior to the effective date of termination.

2. SERVICES.

RO HEALTH will use its reasonable best efforts to provide qualified RO HEALTH employees as requested by CLIENT and in accordance with CLIENT’s specifications and subject to the terms and conditions of this Agreement. **Exhibit A** hereto sets forth the specific services (the “Services”) to be furnished by RO HEALTH, together with the current fees for these Services. At any point during the term of this Agreement the rates set out on **Exhibit A** may be renegotiated.

3. PROFESSIONAL QUALIFICATIONS.

RO HEALTH will recruit, interview, screen, select, hire and assign RO HEALTH employee(s) who, in RO HEALTH's sole and exclusive judgment, are best qualified to perform the Services. Such RO HEALTH employee(s) shall comply with all pertinent terms and conditions of the relevant licensure and credentials. RO HEALTH shall retain documentation evidencing such licensure and credentials for each such RO HEALTH employee, including, but not limited to:

- 3.1** Proof of current licensure, registration and or certification (if applicable).
- 3.2** Written or verbal verification of two (2) references.
- 3.3** Written verification of worker's unrestricted credential (if applicable).
- 3.4** Written verification of current cardiopulmonary resuscitation (CPR) certification for all non-remote RO HEALTH employees, unless written documentation from CLIENT is provided removing this requirement for specific positions.
- 3.5** Possess proof of a tuberculosis test or chest X-ray and satisfactory completion of annual tuberculosis education for all non-remote RO HEALTH employees.
- 3.6** Criminal Background Check and disclosure statement.

Upon CLIENT's written request, RO HEALTH will provide documentation of any such licensure or credentials or otherwise related to the qualifications and training of such RO HEALTH employee(s).

4. CLIENT ORIENTATION.

CLIENT will provide, at its sole cost and expense, all applicable RO HEALTH personnel with an orientation to CLIENT specific policies, procedures and processes necessary to equip RO HEALTH personnel with the knowledge necessary to meet CLIENT's expectations for RO HEALTH personnel.

5. URGENT PERSONNEL REQUESTS.

If CLIENT requests RO HEALTH personnel less than two (2) hours prior to the start of a shift, RO HEALTH shall bill CLIENT for the entire duration of the shift, as long as the RO HEALTH employee reports for work within a reasonable period of time.

6. MINIMUM BILLABLE HOURS AND SHIFT CANCELATION.

If CLIENT schedules an order with a duration less than four (4) billable hours for each shift, RO HEALTH shall bill CLIENT for four (4) hours at the established hourly rate.

CLIENT agrees to give a two (2) hour notice of cancellation of shift via phone conversation (not voicemail) to the staffing coordinator or on-call coordinator. If CLIENT modifies or cancels an order less than two (2) hours prior to the start of a shift, RO HEALTH will bill CLIENT for four (4) hours at the established hourly rate.



7. CONVERSION FEE.

If RO HEALTH is the first staffing provider to submit an individual employee's profile (either verbal or written) to CLIENT for consideration, or to introduce an individual employee to CLIENT at any time and in any capacity, CLIENT will accept such individual employee for employment only through RO HEALTH.

CLIENT further agrees that it will take no steps, directly or indirectly, to recruit, solicit, hire or employ as its own employee, agent, contractor or otherwise any personnel introduced, submitted or provided to CLIENT by RO HEALTH. CLIENT further acknowledges that RO HEALTH incurs substantial costs associated with recruiting, training, and managing RO HEALTH personnel. In the event CLIENT or any agent, affiliate or subsidiary of CLIENT, directly or indirectly or through another agency, recruits, solicits, hires or employs RO HEALTH personnel in any capacity, CLIENT agrees to either (1) provide written notice of intent to hire or employ RO HEALTH personnel twelve (12) months prior to the RO HEALTH employee's commencement as a CLIENT employee, agent, contractor or otherwise; (2) provide written notice to RO HEALTH of its intent to hire RO HEALTH employee and continue to employ RO HEALTH employee solely and exclusively in such individual's capacity as a RO HEALTH employee through RO HEALTH for a period not less than one thousand and forty (1,040) hours from the notice date; or (3) pay RO HEALTH a placement fee equal to the sum of twenty-five percent (25%) of such personnel's annualized salary (calculated as hourly pay rate multiplied by two thousand and eighty (2,080) hours multiplied by twenty-five percent (25%)).

8. RESPONSIBILITY FOR PATIENT CARE.

CLIENT retains sole and exclusive responsibility for management of care of each of its patients and for ensuring that the Services provided by RO HEALTH personnel under this Agreement are furnished in accordance with all applicable safety and health laws, regulations and standards. Client further retains sole and exclusive responsibility for compliance with all relevant safety and health laws and regulations during the period in which RO HEALTH personnel are assigned under CLIENT's supervision. CLIENT shall ensure that RO HEALTH personnel are assigned duties and operating within their scope of practice.

9. INSURANCE.

RO HEALTH shall purchase and maintain during the duration of this Agreement general and professional liability coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, covering the sole negligent acts or omissions which may give rise to the liability for the Services provided under this Agreement. At CLIENT's written request, RO HEALTH will provide certificates evidencing such insurance coverage.



10. TAXES.

RO HEALTH will maintain responsibility for the payment of wages, and other compensation, and for any mandatory withholdings and contributions to its personnel.

11. PAYMENT FOR SERVICES.

RO HEALTH obtains CLIENT-approved time records and relies on CLIENT for the accuracy and completeness of those records to pay RO HEALTH's employees and to generate invoices. The accuracy and completeness of such records is the sole and exclusive responsibility of CLIENT prior to approving such records to RO HEALTH. RO HEALTH will submit invoices based on such records to CLIENT at the rates established in **Exhibit A** every week for RO HEALTH personnel provided to CLIENT during the preceding workweek billing period. RO HEALTH does not assume responsibility for CLIENT approved records.

11.1 Payment.

Full payment of invoices is due upon receipt. CLIENT shall send all payments electronically through automated clearing house ("ACH") transfers. RO HEALTH will deliver the ACH payment details to CLIENT upon execution of this Agreement. The parties hereby agree to undertake any and all required actions and execute any required documents, instruments or agreements required to effectuate the requirements of this Section 11.

11.2. Late Payment.

Payments not received within thirty (30) days from the first day of the workweek billing period, as identified on the invoice, will accumulate interest at the rate of one percent (1%) per month on the unpaid balance, equating to an annual percentage rate of twelve percent (12%), or the maximum rate permitted by applicable law, whichever is less. In the event that RO HEALTH must institute legal action to collect any late, outstanding or unpaid amounts, CLIENT agrees to pay all of RO HEALTH's costs of suit, including reasonable attorneys' fees.

12. GOVERNING LAW.

This Agreement, and all matters relating to it shall be governed by the laws, rules, and regulations of the State of Delaware, as are now in effect or as may be later amended or modified, without reference to the choice of law rules in any state. In the event that any provision of this Agreement conflicts with or is inconsistent with provisions of those laws, rules or regulations, the provisions of Delaware laws, rules, and regulations shall govern and supersede.



13. DISPUTE RESOLUTION.

Should any dispute arise out of or in connection with the Agreement, which cannot be resolved to the satisfaction of both Parties within thirty (30) calendar days of the initial discussion, such dispute shall be submitted to arbitration for resolution. The Parties shall attempt to agree upon a neutral third party to arbitrate the dispute and, should that effort fail, request a panel of arbitrators from the American Arbitration Association and select an arbitrator from that list by alternately striking names. The panel of arbitrators shall be selected from Wilmington, Delaware. The arbitration shall take place in accord with the usual rules and policies of the American Arbitration Association and the decision of the arbitrator shall be final and binding upon the Parties. Fees of the American Arbitration Association, the Arbitrator's fees and the costs of a court reporter shall be split evenly by the Parties. The Party prevailing in such arbitration will be entitled to the recovery of all other costs and expenses incurred in connection with such action and any appeal from the other Party.

14. MUTUAL INDEMNIFICATION.

Each Party shall defend, indemnify, and hold harmless the other Party, its current and former affiliates, its and their respective current and former officers, directors, employees, representatives, and the successors and assigns, from and against any and all liabilities, losses, damages, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) associated with or incurred as a result of any claim, action, or proceeding brought by a third party arising out of or relating to (i) any breach of such Party's representations, warranties, covenants and obligations under this Agreement; (ii) such Party's gross negligence or willful misconduct in performing its obligations under this Agreement; or (iii) such Party's failure or alleged failure to comply with all applicable laws or regulations; provided each Party shall promptly notify the other Party in writing of any such claim, action or proceeding, promptly give the other Party the opportunity to assume sole control of the defense or settlement of such claim, action or proceeding and give the other Party all necessary information and assistance (at the other Party's sole expense) in connection with such defense and settlement. Either Party shall have the right to retain counsel and participate in such defense or settlement. Neither Party shall settle any matter subject to indemnification without the prior written consent of the other Party; provided, however, that such consent shall not be required if the settlement will not impose any restriction or liability on the other Party that is not fully discharged.

15. NOTICES.

All notices, requests, consents and invoices required or permitted under this Agreement shall be made in writing and delivered personally or sent by mail or e-mail to the applicable Party to the following addresses:



IF TO CLIENT:

iCC1

Attn: Mande Buchheit

29477 The Old Road

Castaic, CA 91384

(562) 882-0909

Email: mandee.buchheit@ileadcalifornia.org

IF TO RO HEALTH:

Ro Health, LLC

Attn: General Counsel

440 N Barranca Ave #1884

Covina, CA 91723

P: (888) 552-9775 F: (888) 607-2889

Email: contracts@rohealth.com

16. DAMAGES.

In no event shall either Party be liable for any incidental, consequential, exemplary, special or punitive damages or expenses or lost profits, even if such Party has been advised of the possibility of such damages, under or in connection with this Agreement, regardless of the form of action.

17. SEVERABILITY.

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Any waiver by a Party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any past or future breaches or remedies.

18. INDEPENDENT CONTRACTOR.

Each Party to this Agreement hereby agrees, represents and warrants that it is an independent contractor and is not any other Party's agent or employee or partner or joint venturer for any purpose whatsoever.

19. ASSIGNMENT.

No Party may assign its rights or delegate its obligations under this Agreement without the prior written consent of the other Party.

20. ENTIRE AGREEMENT; MODIFICATION.

This written Agreement constitutes the entire Agreement between the Parties and all negotiations and understandings have been included in this Agreement. No other understandings, agreements, representations, or warranties relating to the subject matter of this



Agreement, whether written or oral, have been made to RO HEALTH by the CLIENT or to the CLIENT by RO HEALTH. This Agreement shall supersede any other communication between the Parties as to the subject matter herein.

This written Agreement may be modified, amended, or rescinded only by a written agreement executed by both Parties.

21. COUNTERPARTS.

This Agreement may be signed in one or more counterparts, each of which shall be binding and all of which shall be taken together as one and the same agreement.

IN WITNESS WHEREOF, this Agreement has been signed by duly authorized representatives of the Parties on the day and the year first written above.

CLIENT

Amanda Fischer

Printed Name

Amanda Fischer
Signature

08/02/2023

Date

RO HEALTH, LLC

Lisa Butts, Contract Administrator

Printed Name

Lisa Butts
Signature

8/3/2023

Date



EXHIBIT A
PERSONNEL HOURLY RATES FOR CLIENT

Therapy	
SLP	\$95-\$105
SLPA	\$55-\$65
PT	\$100-\$110
PTA	\$55-\$65
OT	\$90-\$100
COTA	\$55-\$65

WORKWEEK. RO HEALTH's calendar work week is Sunday through Saturday. Billing periods commence on Sunday, the first day of the workweek.

WEEKEND. RO HEALTH shall bill CLIENT an additional two dollar (\$2.00) per hour weekend differential rate. Weekend rates commence Friday at 10:00 p.m. through Monday at 6:00 a.m.

OVERTIME. RO HEALTH shall bill CLIENT a time and one-half (1.5) rate for all hours worked in excess of forty (40) per week or according to applicable state law.

ORIENTATION. Personnel hourly rates will be billed for all time spent in CLIENT orientation.

MILEAGE. During the course of, or while driving to work, if a RO HEALTH employee travels greater than sixty (60) miles roundtrip, RO HEALTH shall bill for each mile traveled at the current POV Mileage reimbursement rate established by the U.S. General Services Administration.

HOLIDAYS. A time and one-half (1.5) rate will be billed on holidays recognized by the U.S. Office of Personnel Management. Holiday rates will apply to shifts beginning at 10:00 p.m. before the holiday through 10:00 p.m. during the holiday.

CLIENT

Amanda Fischer

Printed Name


Signature

Date

RO HEALTH, LLC

Lisa Butts, Contract Administrator

Printed Name


Signature

8/3/2023

Date



CONTRACT SUPPLEMENT

Dear Staffing Partner:

RO HEALTH, LLC is a Joint Commission certified healthcare staffing company. We appreciate our partnership, and we are continuously taking steps to improve our level of service. In compliance with our Joint Commission certification, we are including this contract supplement to notify you about important aspects of our business relationship.

Employee Performance Evaluation

RO HEALTH seeks to provide its clients with exceptional healthcare providers. To ensure that our providers are delivering exceptional patient care mixed with excellent customer service, we seek feedback from CLIENT supervisors continuously and, on an annual basis, through a web-based digital evaluation. We appreciate your cooperation in providing accurate feedback that will help our providers meet your needs.

Company Performance Evaluation

RO HEALTH seeks to provide its clients with exceptional service. We strive to provide our clients with timely and accurate communication, collaborative and informed problem solving, clear and accurate invoicing, and warm and friendly customer service. To ensure that end, we conduct annual company evaluations through a web-based digital evaluation. We appreciate your cooperation with providing accurate feedback that will help RO HEALTH support staff meet your needs.

STATstaff™

RO HEALTH takes steps to prepare its providers to deliver exceptional patient care before they arrive at your site. This means, we gather important information about you that will allow new providers to familiarize themselves with the nuances of your site before they commence work. RO HEALTH uses STATstaff™ to track and communicate that important information to its providers so that they are prepared to meet your expectations. We appreciate your cooperation gathering information about your site so we can help ensure our providers are comfortable and perform well in their assignments.

Office Hours

RO HEALTH is available 24x7x365 by phone at 888.552.9775. RO HEALTH's office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Incident Report Process

In the event a RO HEALTH provider is involved in an incident, error, near miss or sentinel event, RO HEALTH will act swiftly to address the event appropriately. A RO HEALTH HR person will supply the RO HEALTH provider with an incident report form and may ask the RO HEALTH employee to take a drug test. And, upon request, will send the incident report form to the CLIENT supervisor. We appreciate your cooperation gathering information so we can address events in the most appropriate manner necessary. If you would like us to orient RO HEALTH



Providers to your policies and/or procedures related to an incident, please contact RO HEALTH Human Resources at hr@rohealth.com.

In the event there is an occupational safety hazard or event that involves a RO HEALTH provider, the event should be communicated as soon as practicable to the RO HEALTH Human Resources at hr@rohealth.com.

Complaint/Grievance Process

RO HEALTH actively solicits feedback from all its stakeholders on a continuous basis. In the event RO HEALTH receives a complaint, a RO HEALTH HR person will swiftly commence an investigation and follow up within seventy-two (72) hours.

RO HEALTH Employees

RO HEALTH does not use subcontractors. Providers are employees of RO HEALTH.

Competency

RO HEALTH takes steps to ensure that it provides competent providers. All providers are thoroughly screened to ensure that they are comfortably able to deliver patient care within their areas of clinical competence. RO HEALTH aims to only place providers in areas of practice within the scope of their license, registration, certification, or clinical competence.

Conflict of Interest

RO HEALTH discourages any conflict of interest as defined by what occurs when an interested person has a financial interest individually or as it relates to a family member, which is disclosed as or found to (a) impair the individual's objectivity, or (b) create an unfair competitive advantage for any person or organization other than RO HEALTH. Conflict of interest means more than individual bias. There must be a financial interest that could directly affect the work or services to be considered a conflict.

Thank you again for the opportunity to work together. We look forward to growing our partnership.





ADDENDUM TO CONTRACT

iLEAD California Charters 1

Ro Health, LLC. and iCC1 have agreed upon \$100.00 per hour bill rate for Speech Language Pathologist services. Ro Health will provide their employee, Sara Flynn Fletcher, Speech Language Pathologist to iCC1 for Speech Language Pathologist services 1.0 FTE or 35 hours/week minimum; the term will be from August 7th, 2023 through June 7th, 2024, 7 hours per day minimum, for student contract days only, based on the iCC1 calendar.

Negotiated Hourly Bill Rate:

iCC1 – Speech Language Pathologist \$100.00/hour

It is understood that Ro Health is not a recruiting service and iCC1 agrees to notify Ro Health of its intent to hire any personnel who previously was referred to iCC1 by Ro Health during the preceding twelve (12) month period. In addition, facility also agrees and warrants to pay Ro Health a buyout of the employee's agreement at \$20,000 for a PT, OT, School Psych or SLP and \$15,000 for a PTA, or COTA.

- ☐ SLP will work student contract days, as per the iCC1 2023/2024 School Calendar
- ☐ No Holidays will be paid.
- ☐ iCC1 will be billed minimum hours/day according to the schedule agreed upon at start date unless employee is absent or leaves early on his/her own account.
- ☐ Overtime may only be worked with prior written approval from direct supervisor.
- ☐ A signed addendum is necessary for us to continue to provide services.

COMPANY: RO HEALTH, LLC

CLIENT: iCC1

Sign Name: 

Sign Name: 

Print Name: Rob LaFavor

Print Name: Amanda Fischer

Title: Therapy Area Manager

Title: CEO



Invoice

#INV19898
Issued: 06/15/2023

To:
iLEAD California
29477 The Old Road

From:
Tray.io Inc.
25 Stillman Street, Suite 200
San Francisco CA 94107
United States

TOTAL

\$25,000.00

Due Date: 08/23/2023

Terms: Net 30

Service Period: 06/15/2023 - 06/14/2024

Item	Amount
T-PLT-PRO-NEW Platform Professional	\$23,000.00
T-PLT-WF Workflows	\$2,000.00
T-PSR-PLT-FND1 Platform PS Foundations 1	\$0.00

Subtotal \$25,000.00

Tax (%) 0%

Total \$25,000.00

Payments \$0.00

BALANCE DUE \$25,000.00

International / Domestic Wire Info:

BANK OF AMERICA
101 S TRYON ST, CHARLOTTE NC 28255

ACCOUNT HOLDER NAME: TRAY.IO, INC
ACCOUNT # 325180528035
ACH ROUTING # 121000358
DOMESTIC WIRE ROUTING (USA) # 026009593
SWIFT # BOFAUS3N



INV19898



TRAY.IO MASTER SUBSCRIPTION AGREEMENT
ORDER FORM #Q-26980

This Tray.io Master Subscription Agreement Order Form (“Order Form”) is entered into between Tray.io, Inc. (“Tray”) and the Customer listed below (“Customer”) as of the date it has been signed by both parties (the “Effective Date”). This Order Form incorporates the terms set forth in the Tray.io Master Subscription Agreement accessible at <https://tray.io/msa> (the “Agreement”). By executing this Order Form, Customer agrees and accepts the terms and conditions set forth in the Agreement. Any capitalized terms not otherwise defined herein shall have the meanings attributed to them in the Agreement. To the extent that the terms of the Agreement are in conflict with the terms of this Order Form, the terms and conditions of this Order Form shall control. Any terms and conditions on Customer’s form of purchase order, or that are specified in any email from Customer or handwritten on this Order Form, are void and have no legal effect, even if such document is signed by the parties.

Customer Information

Note: Please confirm that the below information is accurate. If inaccurate, please update as needed.

Bill To	Ship To
iLEAD California 29477 The Old Road Castaic California 91384 United States	iLEAD California 29477 The Old Road Castaic California 91384 United States
Billing Contact: Julie Basse Billing E-mail: ap@ileadcalifornia.org; admin@ileadcalifornia.org; julie.basse@ileadcalifornia.org	Customer Contact: Abed Rahman Contact E-mail: admin@ileadcalifornia.org

Order Details

Subscription Start Date : Jun 15, 2023 Subscription End Date : Jun 14, 2024 Quote Expiration Date : Jun 15, 2023	Payment Terms : Net 30 Billing Terms : Upfront, in Advance
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Tray Products and Services

Product	Type	Start Date	End Date	Term (Months)	Quantity	ACV	Total Price (USD)
Additional Workflows	Recurring	Jun 15, 2023	Jun 14, 2024	12	Up to 1	\$ 2,000.00	\$ 2,000.00
Platform Professional	Recurring	Jun 15, 2023	Jun 14, 2024	12	1	\$ 23,000.00	\$ 23,000.00
TOTAL FEES (USD)				\$ 25,000.00			

Note: Please see the below Product Description table.



Product Description

Product Name	Product Description
Additional Workflows	These are the 'building blocks' of your integrations. A Tray workflow is what you use to build a sequence of related actions
Platform Professional	Includes access to: 1 Shared Workspace, 3 Workflows, Authentication Collector, Connector Builder, and Standard Support.

Note:

The initial subscription purchase includes Platform PS Foundations 1.

Order Form Terms and Conditions

- **Subscription Term; Payment.** The Tray Service and Support Services shall commence on the Subscription Start Date and continue through the Subscription End Date set forth above. The Subscription Term shall automatically renew for one (1) additional one (1) year Subscription Term, unless either party provides written notice of its intent not to renew to the other party at least thirty (30) days prior to the expiration of the then-current Subscription Term. Fees applicable to such renewal shall be subject to a 7% increase of fees paid during the prior Subscription Term. Customer shall pay to Tray the applicable fees in accordance with the Agreement and the terms set forth in this Order Form. Payments shall be due as set forth in the Agreement.
- **Reference.** Upon express prior written permission from Customer, Customer agrees that Tray may use Customer’s name and logo as a reference in marketing materials, press releases, web sites, discussions, case studies and white papers.
- **Developer Accounts and Sandboxes.** Customer acknowledges and agrees that it is solely responsible for acquiring developer accounts and/or sandboxes for any Connected Applications to integrate with the Tray Service, and that Tray does not provide developer accounts or sandboxes for any Connected Applications.
- **Complimentary test and callable workflows.** The Tray Platform includes, at no additional charge, (i) one (1) non-production (i.e., sandbox) workflow that Customer may use for internal testing purposes, and (ii) unlimited callable workflows to enable modular design of workflows as per best practices in automation design. Tray reserves the right to charge for callable workflows if Tray reasonably believes Customer is using them to avoid paying for production workflows.
- **Connector Development.** Customer may purchase New Connector Development and Existing Connector Endpoint Development at any time during the Subscription Term for the fees set forth in the following table by executing additional Order Forms.

Connector Development Fees	
New Connector Development Development of a new connector with up to 5 endpoints	USD 250.00 per hour All Connector Development use cases must be scoped by a CE and require a signed SOW.
Existing Connector Endpoint Development Development of additional endpoints for an existing connector	

Fair Use Policy.

Tray Platform. Customer's access to the Tray Platform includes up to 500000 tasks per workflow each month.



Product Specific Terms

Platform Deployment. Customer may use additional Active Workflows at any time during the Subscription Term. Tray will inventory the number of Active Workflows used by Customer on quarterly basis and Customer shall pay additional fees for such Active Workflows as set forth below.

For purposes of this section, an Active Workflow means an enabled workflow or manually triggered workflow located in a production workspace with tasks processed in the last 30 days.

Additional Workflows	
Tier ⁽¹⁾	Annual Price per Product
Tier 1 - 10	\$2000.00
Tier 11 - 30	\$1000.00
Tier 31 - 100	\$500.00
Tier 101 - 200	\$125.00
Tier 201 - 400	\$100.00

- (1) All additional usage is charged on a Tiered based usage model. For clarity, Tiered consumption models represent “buy-through” discounting. All units within a tier need to be consumed before Customer is eligible for any discount at a higher tier.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form? (Customer to complete)
 [] (If Yes, Please share the PO Number)

PO Number –

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Agreement.

iLEAD California

Tray.io, Inc.

Signature:

DocuSigned by:

 0B32744CB61B485...

Print Name:

Amanda Fischer

Title:

Chief Executive Officer

Date:

5/4/2023

Signature:

DocuSigned by:

 8E7B05926D8F4CA...

Print Name:

Nate Gemberling

Title:

Head of Sales

Date:

5/4/2023





Attachments :

Foundations I Onboarding Plan Platform

Overview

Tray Professional Services offers its customers a Foundations package of consulting hours. The goal of a foundation's onboarding plan is to enable, co-deliver, and guide customers through their first Workflow with Tray.

Who	<ul style="list-style-type: none"> New Customers working on their first Workflow (or existing customers that haven't had any training or services) Ideal for customers who want expert guidance on how to build their Workflow
What	<ul style="list-style-type: none"> Hands on onboarding training and consultation from Tray Expert Consultants for up to one (1) Workflow, limited to twenty (20) hours of total services (<i>see Scope section below for details</i>) One-on-One Q&A sessions to answer Customer questions Experienced help enriching Customer's desired Workflow Experienced help testing potential issues or limitations
Where	<ul style="list-style-type: none"> All Professional Services are delivered remotely
When	<ul style="list-style-type: none"> Lead time is <u>estimated</u> at 1-2 weeks from date of purchase <ul style="list-style-type: none"> Tray Professional Services will contact Customer soon after purchase to coordinate a start date Hours expire within six (6) months from date of purchase
Why	<ul style="list-style-type: none"> Quicker time to value (ROI) Learn Tray and how to best utilize all the Connectors Leverage applicable Tray capabilities to increase Customer Workflow efficiency and effectiveness

Tray Professional Services Methodology

Tray Professional Services provides a train-the-trainer approach to its customers who purchase a Professional Services onboarding package. Tray Technical Consultants will work with customers to create their first Workflow, learn the product, and get expert guidance for best practices from Tray Professional Services.

Professional Services Policies

This packaged offering is subject to Tray's Professional Services Policies available at: [Here](#)

Foundations 1 Onboarding Plan (20 Hours)

Scope

Tray Professional Services will provide up to twenty (20) hours of Professional Services remotely to Customers within six (6) months from the date of purchase. The scope of services is limited to the twenty (20) hours purchased and does not constitute any guarantees for completion of Customer desired Workflows. The average timeline for delivery is 4-6 weeks, contingent upon Tray and Customer availability. The following sections describe what is typically worked on during a **Foundations 1** onboarding plan. Actual services may vary depending on Customer needs and Customer API knowledge.



Kickoff Call

- Introductions
- Discuss and research Customer objective(s) for their Workflow
- Provide sample data and current Workflows outside of Tray
- Complete business process and data mapping document
- Discuss scheduling cadence options

Workflow Consulting and Advisory

- Enablement
 - Tray training
 - Guide Customer through Tray documentation
 - Discuss and review Connected Application API documentation
- Co-delivery
 - Authentication(s) to Connected Applications review
 - Trigger (Action that initiates the Workflow) [Up to one {1} Trigger]
 - Advise Customer on applicable Trigger needed to accomplish Customer desired Workflow
 - Tray HTTP Connector (up to one [1])
 - Training and education on best practices
 - Example API use case build
 - Enable Customers to review API documentation for chosen service
 - Data Types
 - Training and education on best practices
 - Tray Connected Application OOB Connectors
 - Advise Customer on applicable OOB capabilities
 - Connected Application Field Mapping (Field values from Connected applications software)
 - Consultative services for customers to pull desired information from the above Connectors to complete their Workflow
 - Up to four (4) OOB Connectors
 - Up to ten (10) Field Mappings
 - Helpers (pre-built tools that exist in Tray to help edit, convert, manipulate data or information)
 - Advise Customer on applicable out-of-box (OOB) Helpers
 - Up to three (3) Helpers
 - Example
 - Date and Time Helper to compare dates in the above API Key/Values
 - Testing
 - Advise Customer on how to test the above Workflow
- Advisory
 - Architectural and design building with customers to help achieve Customer desired outcome
 - Connected Application best practices
 - Helper Connector's best practices
 - Guidance for any Customer desired changes or improvements to Customer created workflow

Out of Scope, includes but is not limited to:

- Custom Development
 - Custom Connectors, Engineering, Tray written scripting
- Changes, development, work, training in Connected Applications
 - Including how to use or access a 3rd party application
- Tray On-premise Services
- Connected Applications
 - Netsuite, ADP, ConnectWise, UKG, Ultipro, Kronos, Affinity
 - SOAP API's

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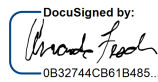
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Signer Events

Amanda Fischer

amanda.fischer@ileadcalifornia.org

Chief Executive Officer

Security Level: Email, Account Authentication
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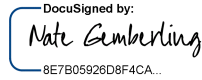
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Nate Gemberling

nate@tray.io

Head of Sales

Tray.io

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Abed Rahman

abed.rahman@ileadcalifornia.org

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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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From time to time, Tray.io Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: rich@tray.io

To advise Tray.io Inc. of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at rich@tray.io and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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To request paper copies from Tray.io Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to rich@tray.io and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to rich@tray.io and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

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iLEAD California - Brightpath Pro+ (Middle and High School Licenses)

iLEAD California

CA

Allison Bravo

allison.bravo@ileadcalifornia.org

8087533882

Reference: 20230425-212558643

Quote created: April 25, 2023

Quote expires: June 6, 2023

Quote created by: Chase McCubbins

Territory Sales Manager - Southern California

chase.mccubbins@youscience.com

+13852730763

Comments from Chase McCubbins

This quote gives access to Discovery, Education and Career Planning, 200+ Industry-recognized Certifications (pre/post testing), Colleges, and Analytics for 12 months. Training and implementation are included.

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
Pro + for High School		1	\$8,950.00	\$8,950.00 / year
*Aptitude and Career Discovery			/ year	for 1 year
*Education and Career Plan				
*200+ Industry Certifications				
*Colleges Tab				
*Data and Analytics				
*12-month site license				
*Training and Implementation Included				

Item & Description	SKU	Quantity	Unit Price	Total
Pro + for Small School		1	\$5,060.00	\$5,060.00 / year
*Aptitude and Career Discovery			/ year	for 1 year
*Education and Career Plan				
*200+ Industry Certifications				
*Colleges Tab				
*Data and Analytics				
*12-month site license				
*Training and Implementation Included				
*Based on 230 students				
Pro + for Small School		1	\$2,998.00	\$2,998.00 / year
*Aptitude and Career Discovery			/ year	for 1 year
*Education and Career Plan				
*200+ Industry Certifications				
*Colleges Tab				
*Data and Analytics				
*12-month site license				
*Training and Implementation Included				
*Based on 134 High School students and 70 Middle School Students				
Pro + for Small School		1	\$1,980.00	\$1,980.00 / year
*Aptitude and Career Discovery			/ year	for 1 year
*Education and Career Plan				
*200+ Industry Certifications				
*Colleges Tab				
*Data and Analytics				
*12-month site license				
*Training and Implementation Included				
*Based on 90 students				
Pro + for Small School		1	\$374.00	\$374.00 / year
*Aptitude and Career Discovery			/ year	for 1 year
*Education and Career Plan				
*200+ Industry Certifications				
*Colleges Tab				
*Data and Analytics				
*12-month site license				
*Training and Implementation Included				
*Based on 17 students				

Item & Description	SKU	Quantity	Unit Price	Total
<div>Pro + for Middle School (#1)</div> <div>Locations: iLEADCalifornia Middle School</div> <div>*Unlimited admins, teachers, and 270 students</div> <div>*Aptitude and Career Discovery</div> <div>* 4-Year Education and Career Plan</div> <div>*Employer Connections</div> <div>*College Exploration</div> <div>*Industry Certifications: Unlimited access to full certification exam library (including 21st Century Skills Suite)</div> <div>*Analytic tools, reporting suite, and admin dashboard</div> <div>*SSO/SIS Integration</div> <div>*Training and Implementation Included</div> <div>*License expires 12 months (365 days) from date of purchase</div>		1	\$4,050.00 / year	\$4,050.00 / year for 1 year
<div>Pro + for Middle School (#2)</div> <div>Locations: iLEADCalifornia Middle School #2</div> <div>*Unlimited admins, teachers, and 700 students</div> <div>*Aptitude and Career Discovery</div> <div>* 4-Year Education and Career Plan</div> <div>*Employer Connections</div> <div>*College Exploration</div> <div>*Industry Certifications: Unlimited access to full certification exam library (including 21st Century Skills Suite)</div> <div>*Analytic tools, reporting suite, and admin dashboard</div> <div>*SSO/SIS Integration</div> <div>*Training and Implementation Included</div> <div>*License expires 12 months (365 days) from date of purchase</div>		1	\$5,950.00 / year	\$5,950.00 / year for 1 year
<div>Terms and Conditions</div> <div>Your access and use of the services provided by YouScience, LLC is subject to and governed by the YouScience Local Education Agency Subscription Agreement and Data Privacy Addendum available online at https://www.youscience.com/local-education-agency-subscription-agreement/ and https://www.youscience.com/data-privacy-addendum/.</div>		1	\$0.00	\$0.00
Subtotals				
Annual subtotal				\$29,362.00
One-time subtotal				\$0.00
			Total	\$29,362.00

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Questions? Contact me



Chase McCubbins

Territory Sales Manager - Southern California

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+13852730763

YouScience

751 Quality Drive, Suite 200

American Fork, UT 84003

US



ACTON·AGUA DULCE

UNIFIED SCHOOL DISTRICT

"NOTHING GOLD CAN STAY" - ROBERT FROST

July 25, 2023

Re: Senate Bill 114

To whom it may concern:

I am writing on behalf of the Acton-Agua Dulce Unified School District as authorizer of iLEAD Hybrid charter school. On July 10, 2023, the Governor signed SB 114, which amended EC Section 47607.4 to extend the terms of charter schools who expire on or between January 1, 2024, and June 30, 2027, by one additional year. We believe the new expiration date for your current term would be June 30, 2027. If you believe this date is incorrect, please contact me.

Neither the District nor your charter school will need to take any official action to update your 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 me if you have any follow-up questions or concerns.

Sincerely,

Nesha Pattison – Director of Charter Services

Acton-Agua Dulce Unified School District

www.aadusd.k12.ca.us

P: 661-269-0750 | Extension #101

npattison@aadusd.k12.ca.us

**FIRST AMENDED AND RESTATED
BYLAWS
OF
iLEAD CALIFORNIA CHARTERS 1
(A California Nonprofit Public Benefit Corporation)**

**ARTICLE I
NAME**

Section 1.01 Corporate Name. The name of this corporation is iLEAD California Charters 1.

**ARTICLE II
OFFICES**

Section 2.01 Principal Office. The corporation's principal office is located at 3720 Sierra Highway, Suite A, Acton, CA 93510. The Board of Directors ("Board") may change the principal office from one location to another within the State of California.

Section 2.02 Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**ARTICLE III
PURPOSES**

Section 3.01 Description in Articles. The corporation's general and specific purposes are described in its Articles of Incorporation.

**ARTICLE IV
DEDICATION OF ASSETS**

Section 4.01 Dedication of Assets. This corporation's assets are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or officer of the corporation. Upon dissolution of the corporation, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed as set forth in its Articles of Incorporation.

**ARTICLE V
MEMBERSHIP**

Section 5.01 No Members. The corporation shall not have any members.

Section 5.02 Associates. Nothing in this Article V shall be construed as limiting the right of the corporation to refer to persons associated with it as "members" even though such persons are not members of the corporation, and no such reference shall make anyone a member

within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law, including honorary or donor members. Such individuals may originate and take part in the discussion of any subject that may properly come before any meeting of the Board, but may not vote. The corporation may confer by amendment of its Articles of Incorporation or these Bylaws some or all of the rights of a member, as set forth in the California Nonprofit Public Benefit Corporation Law, upon any person who does not have the right to vote for the election of Directors, on a disposition of substantially all of the corporation's assets, on the merger or dissolution of it, or on changes to its Articles of Incorporation or Bylaws, but no such person shall be a member within the meaning of Section 5056. The Board may also, in its discretion, without establishing memberships, establish an advisory council or honorary board or such other auxiliary groups as it deems appropriate to advise and support the corporation.

Section 5.03 Authority Vested in the Board. Any action that would otherwise require approval by a majority of all members or approval by the members requires only approval of the Board. All rights that would otherwise vest under the Nonprofit Public Benefit Corporation Law in the members will vest in the Board.

ARTICLE VI BOARD OF DIRECTORS

Section 6.01 General Powers. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or these Bylaws, the corporation's activities and affairs shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the corporation's activities to any person(s), management company, or committees, however composed, provided that the corporation's activities and affairs shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 6.02 Specific Powers. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers enumerated in these Bylaws and permitted by law:

(a) To approve personnel policies and monitor their implementation; to select and remove certain officers, agents, and employees of the corporation, and to prescribe such powers and duties for them as are compatible with law, the Articles of Incorporation, or these Bylaws; to fix their compensation (as provided herein, members of the Board are not compensated for service on the Board);

(b) To conduct, manage and control the affairs and activities of the corporation and to make such rules and regulations therefor which are not inconsistent with law, the corporation's Articles of Incorporation or these Bylaws;

(c) To change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California;

(d) To borrow money and incur indebtedness for the corporation's purposes and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and security therefore;

(e) To adopt, make, and use a corporate seal and alter the form of the seal from time to time as they may deem best;

(f) To carry on a business and apply any revenues in excess of expenses that result from the business to any activity that it may lawfully engage in;

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

(h) To act as trustee under any trust incidental to the principal object of the corporation, and to receive, hold, administer, exchange, and expend funds and property subject to such trust; and

(i) To enter into any contracts or other instruments, and do any and all other things incidental to or expedient for attainment of the corporation's purposes.

Section 6.03 Number and Election of Directors.

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

(b) The qualifications for Directors are generally the ability to attend board meetings, a willingness to actively support and promote the corporation, and a dedication to its charitable endeavors. The Board shall strive for members to represent the general community, to have legal, financial and pedagogical experience, or other skills and expertise, to effectively govern the charter school.

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

Section 6.04 Terms Of Office. Except for the initial Board, each Director shall hold office for one (1) year. The members of the initial Board shall stagger their terms to establish continuity and sustainability. The initial Board shall select a Director to serve a one-year term, another Director to serve a two-year term, and the remaining Director to serve a three-year term.

There shall be no limitation on the number of consecutive one-year terms to which a Director may be reelected.

Section 6.05 Events Causing Vacancies On Board. A vacancy on the Board shall be deemed to exist if a Director dies, resigns, is removed, or if the authorized number of Directors is increased. The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, convicted of a felony, or found by a final order or judgment of any court to have breached any duty arising under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law. Vacancies on the Board shall be filled by the vote of a majority of Directors then in office. Each Director so elected shall hold office until the expiration of the term of the replaced Director and until a successor has been duly qualified and elected.

Section 6.06 Removal. Other than a Director appointed by the Acton-Agua Dulce Unified School District pursuant to Education Code Section 47604(b), any Director may be removed at any time by a majority vote of the Board, with or without cause.

Section 6.07 Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the President/ CEO, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected before then to take office when the resignation becomes effective.

Section 6.08 Brown Act. At all times that the corporation has a valid charter to operate a charter school and the charter so requires, meetings of the Board shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (California Government Code Sections 54950, *et seq.*), as the same may be modified from time to time ("Brown Act"), and shall occur at the school site or another suitable location that is accessible to the iLEAD community and the public.

Section 6.09 Annual Meetings. The Board shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting.

Section 6.10 Regular Meetings. Regular meetings of the Board, including annual meetings, shall be held at the school site or another suitable location that is accessible to the iLEAD community and the public, and at such times as may from time to time be fixed by the Board. Regular meetings of the Board related to a charter held by the corporation will be called, held and conducted in accordance with the Brown Act, and agendas for such meetings will be posted seventy-two (72) hours previous to the meeting at the entrance of the school's main office and on the school's website, if it has one, containing a brief general description of each item of business to be transacted or discussed at the meeting. The agendas may also be posted in additional locations that are freely accessible to members of the public, such as on the community bulletin board at the school sites.

Section 6.11 Special Meetings. Special meetings of the Board for any purpose may be called at any time by the chairperson of the Board, if any, the President/ CEO, the Secretary, or any two Directors. Notice of the time and place of special meetings shall be delivered to each Director personally or by any other means. In compliance with the Brown Act, notice of special meetings shall be posted at least twenty-four (24) hours prior to the time of the holding of the meeting. Agendas for special meetings shall be posted in the same locations as for regular meetings as set forth in Section 6.10 above.

Section 6.12 Quorum. A majority of the authorized number of Directors then in office shall constitute a quorum. Every action taken or decision made by a majority of the Directors at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law or other applicable laws. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 6.13 Participation in Meetings by Conference Telephone. Subject to the requirements of the California Nonprofit Public Benefit Corporation Law, members of the Board may participate in a meeting through the use of teleconference telephone or similar communications equipment, so long as all Directors participating in such meeting can communicate with one another. Such meeting must also be noticed and conducted in compliance with Section 54953(b) of the Brown Act, including without limitation the following:

- (a) At a minimum, a quorum of the members of the Board shall participate in the teleconference meeting from locations within the charter school's jurisdiction;
- (b) All votes taken during a teleconference meeting shall be by roll call;
- (c) If the Board elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- (d) All locations where a Director participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;
- (e) Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board directly at each teleconference location; and
- (f) Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.

Section 6.14 Waiver of Notice. Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice to such Director prior thereto or at its commencement. All such

waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 6.15 Adjournment. A majority of the Directors present, whether or not a quorum is present, or if all Directors are absent then the clerk or Secretary, may adjourn any Board meeting to another time and place in compliance with Section 54955 of the Brown Act.

Section 6.16 Fees and Compensation. Directors shall serve without compensation for their service. The Board may approve the reimbursement of a Director's actual and necessary expenses incurred when conducting the corporation's business. The corporation may carry liability insurance respecting the conduct of the corporation's business by the Directors.

ARTICLE VII OFFICERS

Section 7.01 Required Officers. The officers of the corporation shall be a President and/or CEO, a Secretary, and a Treasurer and/or Chief Financial Officer.

Section 7.02 Permitted Officers. The corporation may also have, at the discretion of the Board, a Chairperson of the Board, one or more Vice Presidents, and such other officers as the business of the corporation may require, each of whom shall be elected or appointed to hold office for such period, have such authority and perform such duties as the Board at its pleasure from time to time may determine.

Section 7.03 Duplication of Office Holders. Any number of offices may be held by the same person, except that the Secretary nor the Treasurer/ Chief Financial Officer may serve concurrently as the President/ CEO or chairperson of the Board.

Section 7.04 Election of Officers. The corporation's officers shall be elected by the Board at a regular or special meeting of the Board, shall serve at the pleasure of the Board, and shall hold their respective offices until their resignation, removal, or other disqualification from service, until their respective successors shall be elected. Vacancies of officers may be filled by the Board at a regular or special meeting.

Section 7.05 Removal of Officers. Any officer may be removed, either with or without cause, by the Board at any time or, in the case of an officer appointed by another officer, the person with authority to appoint shall also have the power of removal. Any removal shall be without prejudice to the rights, if any, of an officer under any contract of employment.

Section 7.06 Resignation of Officers. Any officer may resign at any time by giving written notice to the Board, but without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 7.07 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur.

Section 7.08 President/CEO. Subject to the control of the Board, and subject to the President/ CEO's contract of employment, if any, the President/ CEO is the general manager and chief executive officer of the corporation and shall supervise, direct and control the business and officers of the corporation. The President/ CEO has the general powers and duties of management usually vested in the office of President/ CEO and such other powers and duties as may be prescribed from time to time by the Board.

Section 7.09 Chairperson of the Board. The Board may elect one Director to serve as Chairperson of the Board. He or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.

Section 7.10 Secretary. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present and absent, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California, the original or a copy of the corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all Directors and their respective addresses. The Secretary shall keep the seal of the corporation and shall affix the same on such papers and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, and shall distribute the minutes of meetings of the Board to all Directors promptly after the meetings. The Secretary shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the Treasurer/ Chief Financial Officer. In general, the Secretary shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 7.11 Treasurer/ Chief Financial Officer. The Treasurer/ Chief Financial Officer of the corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, and disbursements. The books of account shall at all times be open to inspection by any Director. The Treasurer/ Chief Financial Officer shall deposit, or cause to be deposited, all moneys and other valuables in the name and to the credit of the corporation with such depositories as may be designated from time to time by the Board; disburse, or cause to be disbursed, the funds of the corporation as may be ordered by the Board; and shall render, or cause to be rendered, to the President/ CEO and Directors, upon request, an account of all transactions and of the corporation's financial condition. The Treasurer/ Chief Financial Officer shall present, or cause to be presented, to the Board at all regular meetings an operating statement and report since the last preceding regular meeting of the Board. The Treasurer/ Chief

Financial Officer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 7.12 Compensation of Officers. The salaries of officers, if any, shall be fixed from time to time by resolution of the Board, or in the case subordinate officers are appointed by the President/ CEO, the President/ CEO shall also have the authority to fix such officers' salaries, if any. In all cases, any salaries received by officers of the corporation shall be reasonable and given in return for services actually rendered for the corporation which relate to the performance of the charitable purposes of the corporation.

ARTICLE VIII COMMITTEES

Section 8.01 Board Committees. The Board may create one or more committees to serve at the pleasure of the Board. Committees may be advisory only, or the Board may delegate to any committee consisting only of two (2) or more Directors any of the authority of the Board, except with respect to:

(a) Final action on any matter that, by law, requires approval of all of the Directors or a majority of all of the Directors;

(b) The filling of vacancies on the Board or on any committee which has the authority of the Board;

(c) The fixing of compensation, if any, of the Directors for serving on the Board or on any committee;

(d) The amendment or repeal of the corporation's Bylaws or the adoption of new Bylaws;

(e) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;

(f) The appointment of other committees having the authority of the Board;

(g) The expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or

Committees must be created, and the members thereof appointed, by resolution adopted by a majority of the number of Directors then in office. The Board may appoint, in the same manner, alternate members to a committee who may replace any absent member at any meeting of the committee.

Section 8.02 Meetings and Action of Board Committees. Meetings and actions of Board standing committees shall be governed generally by, and held and taken in accordance with, the Brown Act and provisions of these Bylaws concerning meetings of the Board, except that special meetings of committees may also be called by resolution of the Board. The Board

may prescribe the manner in which proceedings of any committee shall be conducted, so long as such rules are consistent with these Bylaws and the Brown Act, if applicable. In the absence of any such rules by the Board, each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Minutes shall be kept of each meeting of each standing committee and shall be filed with the corporate records.

Section 8.03 Revocation of Delegated Authority to Board Committees. The Board may, at any time, revoke or modify any or all of the authority so delegated to a committee, increase or decrease, but not below two (2), the numbers of its members, and may fill vacancies therein.

ARTICLE IX INDEMNIFICATION AND INSURANCE

Section 9.01 Indemnification. To the fullest extent permitted by law, the corporation may indemnify its Directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses" shall have the same meaning herein as in Section 5238(a) of the Corporations Code.

Section 9.02 Other Indemnification. No provision made by the corporation to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, Bylaws, a resolution of Directors, an agreement, or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than such Directors and officers may be entitled by contract or otherwise.

Section 9.03 Insurance. The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising from the officer's, Director's, employee's, or agent's status as such.

ARTICLE X RECORDS AND REPORTS

Section 10.01 Maintenance of Corporate Records. The corporation shall keep (a) adequate and correct books and records of account; (b) written minutes of the proceedings of the Board and standing committees of the Board; (c) the original or a copy of its Articles of Incorporation and Bylaws, as amended to date; and (d) such reports and records as required by law.

Section 10.02 Inspection. Every Director shall have the absolute right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the corporation. Such inspection by a Director may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 10.03 Annual Report. Pursuant to Corporations Code Section 6321, within 120 days after the close of its fiscal year the corporation shall send each Director and any other persons as may be designated by the Board, a report containing the following information in reasonable detail:

(a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.

(b) The principal changes in the assets and liabilities, including trust funds, during the fiscal year.

(c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year.

(d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year.

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

Section 10.04 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all Directors, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and deliver to each Director any information required by Corporations Code Section 6322 with respect to the preceding year.

Section 10.05 Public Inspection and Disclosure. The corporation shall have available for public inspection at its principal office a copy of each of its annual exempt organization information returns for each of the last three years and a copy of its state and federal applications for recognition of exemption.

ARTICLE XI OTHER PROVISIONS

Section 11.01 Validity of Instruments. Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between the corporation and

any other person, when signed by the President/ CEO, Vice President, Secretary or Treasurer/ Chief Financial Officer of the corporation, shall be valid and binding on the corporation in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person(s) and in such manner as from time to time shall be determined by the Board and, unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 11.02 Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

Section 11.03 Fiscal Year. The fiscal year of the corporation shall end on the last day of June of each year.

ARTICLE XII AMENDMENT OF BYLAWS

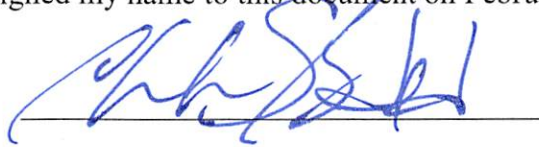
Section 12.01 Bylaw Amendments. The Board may adopt, amend, or repeal Bylaws unless doing so would be a prohibited amendment under the California Corporations Code. Any amendment to these Bylaws will require a majority vote of the Directors then in office.

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CERTIFICATE OF ADOPTION OF BYLAWS

I certify that I am the elected and acting Secretary of iLEAD California Charters 1, a California nonprofit public benefit corporation, and that the foregoing Bylaws constitute the Bylaws of such corporation that were duly adopted by written consent of the corporation's Board of Directors on February 26, 2019.

IN WITNESS WHEREOF, I have signed my name to this document on February 26, 2019.



Cheri Bradford, Secretary
iLEAD California Charters 1



iLEAD California Charters 1/iLEAD Hybrid

Fiscal Policies & Procedures

DRAFT

Board Approved: _____

iCC1/iLEAD Hybrid

Fiscal Policies and Procedures

I. OVERVIEW AND GENERAL BUSINESS POLICIES

A. Principles of Fiscal Management

The Board of Directors (the “Board”) of iLEAD California Charters 1, (or “iCC1”), a California non-profit public benefit corporation operating iLEAD Hybrid, 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.

iCC1 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 Chief Executive Officer (“CEO”), and reviews reports on operations and activities on a regular basis.
2. The Governing Board and CEO have responsibility for all operations and activities related to financial management. Day-to-day fiscal operations and responsibility is overseen by the Chief Business Officer (CBO) and the lead Finance Department staff, under the direction and supervision of the Board and CEO.
3. In the absence of the CEO, the governing board may appoint someone else to perform the CEO’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 CEO’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 iCC1’s funds are managed and held in a manner that provides a high degree of protection of iCC1’s assets, and
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 iCC1 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, CEO, and/or CEO designee. The CEO may designate necessary and appropriately trained staff in accordance with appropriate internal controls.

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C. Financial Reports

1. In consultation with the CEO 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 CEO and Board will regularly review financial reports, such as: balance sheet, budget-to-actuals, cash flow, and payment register at Board meetings.
3. The CEO 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 iCC1's financial statements,
 - b. an audit of iCC1's attendance accounting and revenue claims practices,
 - c. review of iCC1'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 CEO 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 CEO's authorized designees will be maintained.
2. The Board may, by majority vote, delegate to the CEO or CEO designee the authority to enter into contracts on behalf of iCC1. For contracts exceeding \$50,000, to be valid or to constitute an enforceable obligation against iCC1, all such contracts must be approved and/or ratified by the Board.
3. The CEO or CEO designee(s) approves invoices and purchases.
4. When approving purchases, the CEO or CEO 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;

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- 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 iCC1 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 CEO 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.

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2. The CEO 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 CEO should be reviewed by at minimum a Board member. Credit card statements of other employees should be reviewed by the CEO or CEO 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 iCC1's credit card are property of iCC1. Use of such rewards shall be at the discretion of the CEO and should be used for the benefit of iCC1.

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 CEO 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 CEO 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. CEO 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 CEO or CEO 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

iCC1/iLEAD Hybrid Fiscal Policies and Procedures

1. Employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the CEO or CEO designee shall establish rules to keep such expenses to a minimum, while affording employees a reasonable level of safety and convenience.
2. The CEO or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. The CEO or CEO 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 CEO or CEO designee prior to traveling. The CEO or CEO 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 iCC1, 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 iCC1 business reasonably requires an overnight stay, registration fees for seminars and conferences, and other communication expenses incurred on iCC1'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. iCC1 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 iCC1 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.

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11. The CEO or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to iCC1 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 CEO 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 iCC1 for the personal charges.
13. Costs associated with upgrades are not an allowable business expense and will not be reimbursed unless approved by the CEO or CEO designee, or by a member of the Board if the request is for the CEO.
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 CEO 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.

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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 iCC1. The CEO 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 CEO may also require that contract service providers list the school as an additional insured.
7. The CEO 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. CEO or CEO 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 CEO and Board of Directors, and the CEO 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.

iCC1/iLEAD Hybrid Fiscal Policies and Procedures

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 CEO's authorized designees will be maintained.

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 CEO or CEO 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 CEO or CEO 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 CEO or CEO Designee.

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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, iCC1 will regularly provide a statement outlining that party's share of costs for the shared resources, and payment is due to iCC1. 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 CEO or designee, payment of the NSF check and processing fee should be made by cash, money order or certified check.

G. Payroll

1. iCC1 financial staff will prepare payroll checks, tax and retirement withholdings, tax statements, and perform other payroll support functions.
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. iCC1 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.

iCC1/iLEAD Hybrid Fiscal Policies and Procedures

5. Gifts of money, material, or equipment may be accepted by iCC1 upon approval by the CEO, Site Director, or the Board. The Board, CEO, and CBO 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 CEO or site 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 CEO 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 CEO 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 CEO or CEO designee (the "Supervising Official" will be designated, who 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 iCC1 site until deposited.
 - b. All fundraising or grant solicitation activities on behalf of the school must be approved in advance by the Board, CEO, or CEO 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.

iCC1/iLEAD Hybrid

Fiscal Policies and Procedures

VI. LOANS

A. Loans

1. The CEO 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 CEO 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

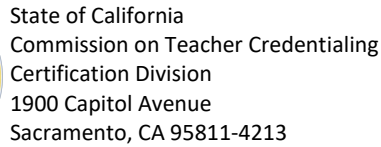
1. The CEO or CEO's designee will ensure that appropriate insurance is maintained at all times.
2. The CEO or CEO's designee will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
3. The CEO or CEO'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 CEO or CEO designee shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$500 as determined by the CEO or designee. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting iCC1'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 CEO or CEO 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 CEO or designee shall be approved in advance by the Board.

iCC1/iLEAD Hybrid
Fiscal Policies and Procedures

4. Staff will immediately notify the employee supervisor of known cases of theft, loss, damage, or destruction of assets as determined by the CEO or designee. In addition, any asset valued over \$500 must also be reported to the finance office.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Page 1 of 4

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <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>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

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)

iLEAD exploration/OC

Updated: August 2023

2973 Harbor Blvd #616. Costa Mesa, 92626

iLEAD Exploration/OC

TO: All Employees
FROM: ILEAD Human Resources

RE: INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

iLEAD Exploration/OC 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 Kendra Bailey.

Thank you

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- B. Accident Investigation Report Form
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- 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

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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

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- ☐ 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

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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

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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.

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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
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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.



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

ILEAD California

Updated: August 2023

29477 The Old Rd Castaic, CA 91384

iLEAD California Charters 1

TO: All Employees
FROM: ILEAD Human Resources

RE: **INJURY & ILLNESS PREVENTION PROGRAM (IIPP)**

iLEAD California Charters 1 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 HR'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 HR 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 HR'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 HR.

Thank you

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- ☐ Hazard correction
- ☐ Health and safety training
- ☐ Accident investigation
- ☐ Record keeping

RESPONSIBILITIES

School Director / IIPP Administrator designee

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

HR 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 HR IIPP
- ☐ Oversight to ensure injuries and accidents are investigated
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- ☐ Support school leadership in establishing and serving on a School Safety Committee
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- ☐ 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 HR's hazards and control measures
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- ☐ Communicate with HR directors, department heads, and safety coordinator/assistant principal of facilities to coordinate IIPP responsibilities within HR
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- ☐ Report real or potential unsafe conditions to the immediate supervisor
- ☐ Report injuries immediately to the supervisor

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- ☐ Mandatory Safety Training meetings will be coordinated by the IIPP Administrator

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

- ☐ Advise HR Director on current health and safety issues including regulatory requirements
- ☐ Review employee accidents to ensure root causes and corrective actions have been identified
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- ☐ Recommend health and safety training, resources, or other support to facilitate IIPP implementation
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HAZARD ASSESSMENT/INSPECTION

Periodic inspections to identify and evaluate hazards within HR will be conducted. HR Director or an assigned designee(s) will conduct and document the inspection. Inspections checklists are located at HR 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. HR's Accident Investigation forms are located at HR 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 HR 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

HR 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 HR 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 HR 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 HR's personnel policy.

RECORD KEEPING

HR'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

HR 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

HR 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 HR has a reasonable expectation that employees may experience outdoor wildfire smoke exposure for a period of 1 hour or less per shift, HR 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 HR 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. HR 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. HR 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. HR'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, HR is required to find out the current AQI applicable to the worksite. If the current AQI for PM2.5 is 151 or more, HR'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. HR maintains a two-way communication system.

- a. HR designee shall alert employees when the air quality is harmful and what protective measures are available to those employees that may be exposed.
- b. HR 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. HR'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.



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

iLEAD Antelope Valley

Updated: August 2023

2110 W. Avenue K, Lancaster 93536

iLEAD Antelope Valley

TO: All Employees
FROM: ILEAD Human Resources

RE: INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

iLEAD Antelope Valley 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 Talaya Coleman.

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.

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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.

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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

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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
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- ☐ 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
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General safety training will, at a minimum, include:

- ☐ An explanation of our IIPP, emergency action plan and fire prevention plan
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- ☐ 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:

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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.

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



CONTRACT #: RT_007092
Advancement Grant Program Agreement



This Agreement ("Agreement") is entered into and effective as of this _____ ("Effective Date"), by and between the County of Los Angeles ("County"), a body corporate and politic of the State of California, by and through its Los Angeles County Department of Arts and Culture ("Arts and Culture"), and:

Organization ("Grantee"): **ilead Ca Charters 1**
Address: **3720 Sierra Hwy., STE A**
City, State, Zip: **Acton, CA 93510**
Primary Contact: **Sara McDaniels**
Email Address: **sara.mcdaniels@ileadcalifornia.org**
Los Angeles County Vendor #: **18854201**

LOS ANGELES COUNTY ARTS EDUCATION COLLECTIVE ADVANCEMENT GRANT

The County, through Arts and Culture, provides grants to Los Angeles County School Districts to support quality arts education programming for public school students.

Grantee is a Los Angeles County School District that is part of the Arts Ed Collective network and is currently implementing a board-approved strategic plan for arts education.

Section 1. AGREEMENT DOCUMENTS

This Agreement is comprised of this three-page document, the Standard Terms and Conditions attached hereto as Exhibit A, and the General Terms and Instructions attached hereto as Exhibit B. Grantee affirms it has reviewed the entire Agreement, including the attached exhibits, and understands and will comply with the terms and conditions contained therein.

Section 2. PURPOSE AND SCOPE OF GRANT

The County desires to provide a grant to support Grantee in addressing and achieving key action items that move them toward their long term vision for arts education within their school district, as described in the application materials submitted to the County in connection with this grant. Specifically, this grant award will be used for the following purposes only ("Project"): ***to support the expansion of the CTE Media Arts Pathway, the addition of a photography course at iLead Antelope Valley, and an 8-week teaching artist series at iLead Exploration Action Learning Studio.***

Section 3. AGREEMENT TERM

The term of this Agreement shall commence when executed by all parties hereto, no earlier than July 1, 2023, and shall expire on **June 30, 2024**. At the sole discretion of the County, the Term may be extended in the event of delays to the implementation of the contracted project. Such an extension shall be memorialized in writing.

Section 4. MAXIMUM GRANT AMOUNT

The maximum grant amount payable by the County to the Grantee under this Agreement may not exceed: **\$23,800.**

Section 5. ADDITIONAL TERMS AND CONDITIONS

- A. **Matching Funds.** As a condition of this grant award, Grantee must provide, at a minimum, matching funds equal to or exceeding the amount set forth in Section 4, above, for the purposes of funding the Project. If for any reason Grantee fails to contribute any or all of the required matching funds, the grant award will be reduced in an amount equal to the amount of matching funds Grantee fails to contribute. Grantee must reimburse the County any grant amount forfeited pursuant to this paragraph within 10 business days of a demand by the County for reimbursement, or within 30 days of expiration of the term of this Agreement, whichever is earlier. Grantee will follow those procedures and requirements established in the General Terms and Instructions (Exhibit B) for the acquisition and reporting of matching funds.
- B. The County will pay the grant allocations set forth in Section 4, above, to Grantee in up to three (3) installments. The County will not pay any interest or other charges on any grant allocation. Grantee must submit invoices as follows:
- (i) Grantee may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. This invoice is optional.
 - (ii) Grantee may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. This invoice is optional.
 - (iii) Grantee must submit one (1) invoice for all unpaid grant funds on or before May 15, 2024. This invoice is mandatory and must be accompanied by a completed Final Report, as described in the General Terms and Instructions (Exhibit B). Payment pursuant to this invoice is contingent upon submission of the Final Report.
- Grantee's failure or election not to submit an optional invoice pursuant to (i) or (ii), above, will not limit, reduce, or otherwise affect the Grantee's obligations under this Agreement.
- C. Any funds allocated by the County to Grantee pursuant to this Agreement which are not used by Grantee in support of the Project must be returned to the County within 30 days of the expiration of the term of this Agreement. Grantee will forfeit any grant funds which remain unused upon the expiration of this Agreement.
- D. Grantee agrees to comply with the terms of this Agreement, including the terms set forth in the attached Exhibits A and B, all applicable local, state and federal laws, and all applicable current and future guidelines issued by Arts and Culture.
- E. **Signatures.** Grantee represents and warrants that the person or persons executing this Agreement for Grantee is/are authorized agent(s) who have actual authority to bind Grantee to each and every provision of this Agreement, and that all requirements of Grantee have been fulfilled to provide such actual authority.

F. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which so executed will be deemed to be an original and will together constitute one and the same Agreement. Manual signatures may be provided by facsimile, or digitally scanned and provided by electronic mail. Grantee will maintain on file and, upon the County's request, agrees to provide the County with an original of a signature provided by facsimile or electronic mail. Alternatively, grantee may provide electronic signatures of authorized signors via Adobe Sign.

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IN WITNESS WHEREOF, the County has executed these presents by causing them to be subscribed by the Director of its Department of Arts and Culture, and Grantee has caused these presents to be executed by its duly authorized representatives, the date first above written.

COUNTY OF LOS ANGELES

By: _____
Kristin Sakoda, Director
Department of Arts and Culture

Date: _____

GRANTEE

By: _____
Cheri Bradford, Board Secretary
ilead Ca Charters 1

Date: _____

By: _____
Ms. Amanda Fischer, CEO
ilead Ca Charters 1

Date: _____

APPROVED AS TO FORM:
Dawyn R. Harrison
Acting County Counsel

By: _____
Senior Deputy County Counsel

EXHIBIT A
STANDARD TERMS AND CONDITIONS

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1 DEFINITIONS

1.1 Contract

This agreement executed between County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work.

1.2 Contractor

The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the work covered by this contract.

1.3 Statement of Work

The directions, provisions, and requirements provided herein and special provisions pertaining to the method, frequency, manner and place of performing the contract services.

1.4 Subcontract

An agreement by the contractor to employ a subcontractor to provide services to fulfill this contract.

1.5 Subcontractor

Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to contractor in furtherance of contractor's performance of this contract, at any tier, under oral or written agreement.

1.6 Board of Supervisors (Board)

The Board of Supervisors of the County of Los Angeles acting as governing body.

1.7 County Project Manager

Person designated by County's Project Director to manage the operations under this contract.

1.8 County Contract Project Monitor

Person with responsibility to oversee the day-to-day activities of this contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the contractor.

1.9 County Project Director

Person designated by County with authority for County on contractual or administrative matters relating to this contract that cannot be resolved by the County's Project Manager.

1.10 Day(s)

Calendar day(s) unless otherwise specified.

1.11 Contractor Project Manager

The person designated by the Contractor to administer the Contract operations under this Contract.

1.12 Fiscal Year

The twelve (12) month period beginning July 1st and ending the following June 30th.

2 STANDARD ARTS AND CULTURE TERMS

2.1 Requisite Skills

The Contractor represents and warrants to the County, and County relies on such representation and warranty, that the Contractor (including its employees and agents) has the necessary skills, competence and expertise to fully and completely perform the specialized services called for under this Agreement. The County and the Contractor understand and agree that the Contractor is responsible for the means and methods of performing these specialized services and accomplishing the results, deliverables, objectives and/or purposes specified and/or requested by the County pursuant to this Agreement.

2.2 Patent, Copyright, and Trade Secret Indemnification

2.2.1 The Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's work under this Contract. County shall inform the Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure and shall support the Contractor's defense and settlement thereof.

2.2.2 In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the Contractor, at its sole expense, and providing that County's continued use of the system is not materially impeded, shall either:

2.2.2.1 Procure for County all rights to continued use of the questioned equipment, part, or software product; or

2.2.2.2 Replace the questioned equipment, part, or software product with a non-questioned item; or

2.2.2.3 Modify the questioned equipment, part, or software so that it is free of claims.

2.2.2.4 The Contractor shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the Contractor, in a manner for which the questioned product was not designed nor intended.

3 STANDARD COUNTY TERMS

3.1 Compliance with Applicable Law

3.1.1 In the performance of this Contract, contractor must comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives,

guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

- 3.1.2** Contractor must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to contractor's indemnification obligations under Paragraph 8.6 (Compliance with Applicable Law) will be conducted by contractor and performed by counsel selected by contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

3.2 Compliance with Civil Rights Laws

The contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Additionally, contractor certifies to the County:

- 3.2.1** That contractor has a written policy statement prohibiting discrimination in all phases of employment.
- 3.2.2** That contractor periodically conducts a self-analysis or utilization analysis of its work force.
- 3.2.3** That Contractor has a system for determining if its employment practices are discriminatory against protected groups.
- 3.2.4** Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

3.3 Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete Exhibit J (Charitable Contributions Certification), the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor

which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. ([County Code Chapter 2.202](#))

3.4 Prohibited Activity.

To the extent applicable, the Contractor represents and warrants that it will not engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. The Contractor agrees to comply with the provision of the federal Hatch Act and with Section 675e of Subtitle B of Title VI of Public Law 101-121 (31 USC § 1352) which prohibits use of federal funds to influence the award of federal contracts or grants.

3.5 Liquidated Damages

3.5.1 If, in the judgment of the Department Head, or his/her designee, the contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Department Head, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the contractor from the County, will be forwarded to the contractor by the Department Head, or his/her designee, in a written notice describing the reasons for said action.

3.5.2 If the Department Head, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Department Head, or his/her designee, deems are correctable by the contractor over a certain time span, the Department Head, or his/her designee, will provide a written notice to the contractor to correct the deficiency within specified time frames. Should the contractor fail to correct deficiencies within said time frame, the Department Head, or his/her designee, may: (a) Deduct from the contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is \$100 per day per infraction, or as specified in Attachment 2 (Performance Requirements Summary (PRS)) Chart of Exhibit A (Statement of Work and Attachments) hereunder, and that the contractor will be liable to the County for liquidated damages in said amount. Said amount will be deducted from the County's payment to the contractor; and/or (c) Upon giving five (5) days notice to the contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the contractor from the County, as determined by the County.

3.5.3 The action noted in Paragraph 8.26.2 must not be construed as a penalty, but as adjustment of payment to the contractor to recover the County cost due to the failure of the contractor to complete or comply with the provisions of this Contract.

3.5.4 This Paragraph must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the

PRS or Paragraph 8.26.2, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

3.6 Budget Reductions

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the contractor under this Contract will also be reduced correspondingly. The County's notice to the contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the contractor must continue to provide all the services set forth in this Contract.

3.7 Complaints

The contractor must develop, maintain, and operate procedures for receiving, investigating and responding to complaints.

3.7.1 Complaint Procedures

- 3.7.1.1** Within 10 (ten) business days after the Contract effective date, the contractor must provide the County with the contractor's policy for receiving, investigating and responding to user complaints.
- 3.7.1.2** The County will review the contractor's policy and provide the contractor with approval of said plan or with requested changes.
- 3.7.1.3** If the County requests changes in the contractor's policy, the contractor must make such changes and resubmit the plan within 10 (ten) business days for County approval.
- 3.7.1.4** If, at any time, the contractor wishes to change the contractor's policy, the contractor must submit proposed changes to the County for approval before implementation.
- 3.7.1.5** The contractor must preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within 10 (ten) business days of receiving the complaint.
- 3.7.1.6** When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 3.7.1.7** Copies of all written responses must be sent to the County's Project Manager within 10 (ten) business days of mailing to the complainant.

3.8 County's Quality Assurance Plan

The County or its agent(s) will monitor the contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of

Supervisors and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

3.9 Contractor Responsibility and Debarment

3.9.1 Responsible Contractor

A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

3.9.2 Chapter 2.202 of the County Code

The contractor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), if the County acquires information concerning the performance of the contractor on this or other contracts which indicates that the contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the contractor may have with the County.

3.9.3 Non-responsible contractor

The County may debar a contractor if it finds, in its discretion, that the contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

3.9.4 Contractor Hearing Board

3.9.4.1 If there is evidence that the contractor may be subject to debarment, the Department will notify the contractor in writing of the evidence which is the basis for the proposed debarment and will advise the contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

3.9.4.2 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or the contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the contractor should be debarred, and, if so, the appropriate length of time of the debarment. The contractor and the Department will be provided an

opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

- 3.9.4.3** After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 3.9.4.4** If a contractor has been debarred for a period longer than five (5) years, that contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
- 3.9.4.5** The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 3.9.4.6** The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 3.9.4.7** Subcontractors of Contractor. These terms will also apply to subcontractors of County contractors.

3.10 Damage to County Facilities, Buildings or Grounds

- 3.10.1** The contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the contractor or employees or agents of the contractor. Such repairs must be made immediately after the contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

- 3.10.2** If the contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs must be repaid by the contractor by cash payment upon demand.

3.11 Publicity

- 3.11.1** The contractor must not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the contractor's need to identify its services and related clients to sustain itself, the County will not inhibit the contractor from publishing its role under this Contract within the following conditions:

- 3.11.1.1** The contractor must develop all publicity material in a professional manner; and
- 3.11.1.2** During the term of this Contract, the contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County will not unreasonably withhold written consent.
- 3.11.1.3** The contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Paragraph 8.37 (Publicity) will apply.

3.12 Records

3.12.1 Public Records Act

- 3.12.1.1** Any documents submitted by the contractor; all information obtained in connection with the County's right to audit and inspect the contractor's documents, books, and accounting records pursuant to Paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
- 3.12.1.2** In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

3.12.2 Record Retention and Inspection-Audit Settlement

- 3.12.2.1** The contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The contractor must also maintain accurate and complete employment and other records relating to its performance of this Contract. The contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the contractor and will be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material must be maintained by the contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.
- 3.12.2.2** In the event that an audit of the contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the contractor or otherwise, then the contractor must file a copy of such audit report with the County's Auditor Controller within thirty (30) days of the contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s). Failure on the part of the contractor to comply with any of the provisions of this subparagraph 8.38 will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 3.12.2.3** If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the contractor, then the difference must be either: a) repaid by the contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the contractor, then the difference will be paid to the contractor by the County by cash payment, provided that in no event will the County's maximum obligation for

this Contract exceed the funds appropriated by the County for the purpose of this Contract.

3.13 Conflicts of Interest

3.13.1 Conflict of Interest

3.13.1.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the contractor who may financially benefit from the performance of work hereunder will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

3.13.1.2 The contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The contractor warrants that it is not now aware of any facts that create a conflict of interest. If the contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must immediately make full written disclosure of such facts to the County. Full written disclosure must include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph will be a material breach of this Contract.

3.13.2 Prohibition Against Inducement or Persuasion

Notwithstanding the above, the contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

3.13.3 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract. This provision will survive the expiration, or other termination of this Agreement.

3.14 Employment Eligibility Verification

3.14.1 The contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien

status requirements set forth in Federal and State statutes and regulations. The contractor must obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The contractor must retain all such documentation for all covered employees for the period prescribed by law.

- 3.14.2** The contractor must indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

3.15 Independent Contractor Status

- 3.15.1** This Contract is by and between the County and the contractor and is not intended, and must not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the contractor. The employees and agents of one party must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever. Except as otherwise expressly provided in the Agreement, Contractor has no power or authority to bind the County to any obligations, agreements, or contracts.
- 3.15.2** The contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the contractor.
- 3.15.3** The contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the contractor and not employees of the County. The contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the contractor pursuant to this Contract.
- 3.15.4** Use of the County seal or other County identifier requires prior written approval of the County Chief Administrative Officer or his or her designee. IMPROPER USE OF THE COUNTY SEAL OR OTHER IDENTIFIER SHALL BE REFERRED TO THE COUNTY DISTRICT ATTORNEY OR OTHER APPROPRIATE PROSECUTORIAL AGENCY FOR INVESTIGATION AND PROSECUTION TO THE FULL EXTENT PERMITTED BY LAW. To the extent such material includes the County seal or other identifier, such material shall be distinguishable from County materials and expressly and clearly indicate that Contractor is an independent contractor or consultant.
- The contractor must adhere to the provisions stated in Paragraph 7.6 (Confidentiality).

3.16 Most Favored Public Entity

If the contractor's prices decline or should the contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices must be immediately extended to the County.

3.17 Non-Exclusivity

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the contractor. This Contract will not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

3.18 Nondiscrimination and Affirmative Action

3.18.1 The contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

3.18.2 Contractor certifies to the County each of the following:

3.18.2.1 That contractor has a written policy statement prohibiting discrimination in all phases of employment.

3.18.2.2 That contractor periodically conducts a self-analysis or utilization analysis of its work force.

3.18.2.3 That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

3.18.2.4 Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

3.18.3 The contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

3.18.4 The contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

3.18.5 The contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits

of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

3.18.6 The contractor will allow County representatives access to the contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.

3.18.7 If the County finds that any provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the contractor has violated Federal, or State anti-discrimination laws or regulations will constitute a finding by the County that the contractor has violated the anti-discrimination provisions of this Contract.

3.18.8 The parties agree that in the event the contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

3.19 Fair Labor Standards

The contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act and must indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the contractor's employees for which the County may be found jointly or solely liable.

3.20 Notices

All notices or demands required or permitted to be given or made under this Contract must be in writing and will be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, or emailed addressed to the parties as identified in Exhibits D (County's Administration) and E (Contractor's Administration). Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Department Director, or his/her designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

3.20.1 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

3.20.2 Notice of Disputes

The contractor must bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the

contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Department Director (Department Head), or designee will resolve it.

3.21 Injury and Illness Prevention Program

Contractor will be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

4 COMPLIANCE WITH COUNTY REQUIREMENTS

4.1 Drug Free Workplace Compliance

The Contractor hereby warrants and certifies that it shall comply with Board Policy 9.050 and the California Drug-Free Workplace Act of 1990 (Cal. Gov. Code § 8350 et seq.), as amended, including provision of the requisite certification as set forth therein; and the federal Drug-Free Workplace Act of 1988, including its implementing regulations (29 CFR Part 98 commencing with §98.600), as applicable.

4.2 Warranty Against Contingent Fees

4.2.1 The contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

4.2.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

4.3 Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless contractor qualifies for an exemption or exclusion, contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with [Los Angeles County Code Chapter 2.206](#).

4.4 Time Off for Voting

The contractor must notify its employees and must require each subcontractor to notify and provide to its employees, information regarding the time off for voting law ([Elections Code Section 14000](#)). Not less than ten (10) days before every statewide election, every contractor and subcontractors must keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of [Section 14000](#).

4.5 Compliance with the County's Jury Service Program

4.5.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in [Sections 2.203.010 through 2.203.090 of the Los Angeles County Code](#).

4.5.2 Written Employee Jury Service Policy

4.5.2.1 Unless the contractor has demonstrated to the County's satisfaction either that the contractor is not a "contractor" as defined under the Jury Service Program ([Section 2.203.020 of the County Code](#)) or that the contractor qualifies for an exception to the Jury Service Program ([Section 2.203.070 of the County Code](#)), the contractor must have and adhere to a written policy that provides that its Employees will receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the Employee's regular pay the fees received for jury service.

4.5.2.2 For purposes of this paragraph, "contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will also be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the agreement.

4.5.2.3 If the contractor is not required to comply with the Jury Service Program when the Contract commences, the contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the contractor must immediately notify the County if the contractor at any time either comes within the Jury Service Program's definition of "contractor" or if the contractor no longer qualifies for an exception to the Jury Service Program. In either event, the contractor must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the contractor demonstrate, to the County's satisfaction that the contractor either continues to remain outside of the Jury Service Program's definition of "contractor" and/or that the contractor continues to qualify for an exception to the Program.

4.5.2.4 Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

4.6 Compliance with County's Zero Tolerance Policy on Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

4.7 Compliance with the County Policy of Equity

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

4.8 Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List

Should the contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the contractor must give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

4.9 Contractor's Warranty of Adherence to County's Child Support Compliance Program

4.9.1 The contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

4.9.2 As required by the County's Child Support Compliance Program ([County Code Chapter 2.200](#)) and without limiting the contractor's duty under this Contract to comply with all applicable provisions of law, the contractor warrants that it is

now in compliance and will during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

4.10 Consideration of Hiring GAIN-GROW Participants

4.10.1 Should the contractor require additional or replacement personnel after the effective date of this Contract, the contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the contractor will interview qualified candidates. The County will refer GAIN-GROW participants by job category to the contractor. Contractors must report all job openings with job requirements to: GAINGROW@DPSS.LACOUNTY.GOV and BSERVICES@WDACS.LACOUNTY.GOV and DPSS will refer qualified GAIN/GROW job candidates.

4.10.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees must be given first priority.

4.11 Notice to Employees Regarding the Federal Earned Income Credit

The contractor must notify its employees, and will require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice must be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

4.12 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law

The contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The contractor understands that it is the County's policy to encourage all County contractors to voluntarily post the County's poster in a prominent position at the contractor's place of business. The contractor will also encourage its subcontractors, if any, to post the poster in a prominent position in the subcontractor's place of business. Information and posters for printing are available at <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/>.

4.12.1 Notice to Employees Regarding the Safely Surrendered Baby Law

The contractor must notify and provide to its employees, and will require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit G (Safely Surrendered Baby Law) of this Contract. Additional information is available at <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/>.

4.13 Recycled Bond Paper

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

5 INDEMNIFICATION AND INSURANCE

5.1 Indemnification

The contractor must indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County indemnitees.

5.2 General Provisions for all Insurance Coverage

5.2.1 Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance coverage satisfying the requirements specified in Paragraph 7 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

5.2.2 Evidence of Coverage and Notice to County

5.2.2.1 Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.

5.2.2.2 Renewal Certificates must be provided to County not less than ten (10) days prior to contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required contractor and/or sub-contractor insurance policies at any time.

5.2.2.3 Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of the contractor identified as the contracting party in this Contract. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.

5.2.2.4 Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.

5.2.2.5 Certificates and copies of any required endorsements must be e-mailed to: admin@arts.lacounty.gov or sent to:

County of Los Angeles
Department of Arts and Culture
Name, Position
1055 Wilshire Boulevard, Suite 800
Los Angeles, CA 90017

5.2.2.6 Contractor also must promptly report to County any injury or property damage accident or incident, including any injury to a contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to contractor. Contractor also must promptly notify County of any third party claim or suit filed against contractor or any of its subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against contractor and/or County.

5.2.3 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) must be provided additional insured status under contractor's General Liability policy with respect to liability arising out of contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status must apply with respect to liability and defense of suits arising out of the contractor's acts or omissions, whether such liability is attributable to the contractor or to the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

5.2.4 Cancellation of or Changes in Insurance

Contractor must provide County with, or contractor's insurance policies must contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

5.2.5 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Contract, upon which County immediately may withhold payments due to contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to contractor, deduct the premium cost from sums due to contractor or pursue contractor reimbursement.

5.2.6 Insurer Financial Ratings

Coverage must be placed with insurers acceptable to the County with A.M. Best ratings of not less than A: VII unless otherwise approved by County.

5.2.7 Contractor's Insurance Must Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, must be primary with respect to all other sources of coverage available to contractor. Any County maintained insurance or self-insurance coverage must be in excess of and not contribute to any contractor coverage.

5.2.8 Waivers of Subrogation

To the fullest extent permitted by law, the contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The contractor must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

5.2.9 Subcontractor Insurance Coverage Requirements

Contractor must include all subcontractors as insureds under contractor's own policies or must provide County with each subcontractor's separate evidence of insurance coverage. Contractor will be responsible for verifying each subcontractor complies with the Required Insurance provisions herein and must require that each subcontractor name the County and contractor as additional insureds on the subcontractor's General Liability policy. Contractor must obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

5.2.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies will not obligate the County to pay any portion of any contractor deductible or SIR. The County retains the right to require contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond must be executed by a corporate surety licensed to transact business in the State of California.

5.2.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date will precede the effective date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination, or cancellation.

5.2.12 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

5.2.13 Separation of Insureds

All liability policies must provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

5.2.14 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements, and captive insurance to satisfy the Required Insurance provisions. The County and its Agents must be designated as an Additional Covered Party under any approved program.

5.2.15 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County’s determination of changes in risk exposures.

5.3 Insurance Coverage

5.3.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

5.3.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of contractor’s use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

5.3.3 Workers Compensation and Employers’ Liability insurance or qualified self- insurance satisfying statutory requirements, which includes Employers’ Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor’s operations, coverage also must be

arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

5.3.4 Unique Insurance Coverage

5.3.4.1 Sexual Misconduct Liability

For contracts involving Contractor's work with minors, senior citizens, or vulnerable populations, Contractor must also maintain insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

6 UNIQUE TERMS AND CONDITIONS

6.1 Local Small Business Enterprise (LSBE) Preference Program

If the Contractor had requested and was granted the Local Small Business Enterprise preference:

6.1.1 This Contract is subject to the provisions of the County's ordinance entitled LSBE Preference Program, as codified in [Chapter 2.204 of the Los Angeles County Code](#).

6.1.2 The Contractor will not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a LSBE.

6.1.3 The Contractor will not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a LSBE.

6.1.4 If the Contractor has obtained certification as a LSBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, will:

6.1.4.1 Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

6.1.4.2 In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and

6.1.4.3 Be subject to the provisions of [Chapter 2.202 of the Los Angeles County Code](#) (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the State and the

Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

6.2 Social Enterprise (SE) Preference Program

If the Contractor had requested and was granted the Social Enterprise preference:

- 6.2.1** This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in [Chapter 2.205 of the Los Angeles County Code](#).
- 6.2.2** Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.
- 6.2.3** Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.
- 6.2.4** If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:
 - 6.2.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
 - 6.2.4.2** In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and
 - 6.2.4.3** Be subject to the provisions of [Chapter 2.202 of the Los Angeles County Code](#) (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

6.3 Disabled Veteran Business Enterprise (DVBE) Preference Program

If the Contractor had requested and was granted the Local Small Business DVBE preference:

- 6.3.1** This Contract is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in [Chapter 2.211 of the Los Angeles County Code](#).
- 6.3.2** Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.

- 6.3.3** Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.
- 6.3.4** If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:
- 6.3.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
 - 6.3.4.2** In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
 - 6.3.4.3** Be subject to the provisions of [Chapter 2.202 of the Los Angeles County Code](#) (Determinations of Contractor Non-responsibility and Contractor Debarment).
 - 6.3.4.4** Notwithstanding any other remedies in this contract, the above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

7 STANDARD CONTRACT TERMS

7.1 Force Majeure

- 7.1.1** Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this paragraph as "force majeure events").
- 7.1.2** Notwithstanding the foregoing, a default by a subcontractor of contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both contractor and such subcontractor, and without any fault or negligence of either of them. In such case, contractor will not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit contractor to meet the required performance schedule. As used in this subparagraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

- 7.1.3** In the event contractor's failure to perform arises out of a force majeure event, contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8 Termination

8.1 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of the contractor to maintain compliance with the requirements set forth in Paragraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which the County may terminate this Contract pursuant to Paragraph 8.43 (Termination for Default) and pursue debarment of the contractor, pursuant to [County Code Chapter 2.202](#).

8.2 Termination for Convenience

- 8.2.1** This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder will be effected by notice of termination to the contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten (10) days after the notice is sent.

- 8.2.2** After receipt of a notice of termination and except as otherwise directed by the County, the contractor must:

- 8.2.2.1** Stop work under this Contract on the date and to the extent specified in such notice, and

- 8.2.2.2** Complete performance of such part of the work as would not have been terminated by such notice.

- 8.2.3** All material including books, records, documents, or other evidence bearing on the costs and expenses of the contractor under this Contract must be maintained by the contractor in accordance with Paragraph 8.38 (Record Retention and Inspection-Audit Settlement).

8.3 Termination for Default

- 8.3.1** The County may, by written notice to the contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- 8.3.1.1** Contractor has materially breached this Contract; or

- 8.3.1.2** Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

- 8.3.1.3** Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate

convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.3.2 In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The contractor will continue the performance of this Contract to the extent not terminated under the provisions of this paragraph.

8.3.3 Except with respect to defaults of any subcontractor, the contractor will not be liable for any such excess costs of the type identified in Paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required performance schedule. As used in this paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.3.4 If, after the County has given notice of termination under the provisions of Paragraph 8.43 (Termination for Default) it is determined by the County that the contractor was not in default under the provisions of Paragraph 8.43 (Termination for Default) or that the default was excusable under the provisions of subparagraph 8.43.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.42 (Termination for Convenience).

8.3.5 The rights and remedies of the County provided in this Paragraph 8.43 (Termination for Default) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.4 Termination for Improper Consideration

8.4.1 The County may, by written notice to the contractor, immediately terminate the right of the contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the contractor's performance pursuant to this Contract. In the event of such termination, the County will be entitled to

pursue the same remedies against the contractor as it could pursue in the event of default by the contractor.

8.4.2 The contractor must immediately report any attempt by a County officer or employee to solicit such improper consideration. The report must be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.4.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.5 Termination for Insolvency

8.5.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

8.5.1.1 Insolvency of the contractor. The contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the contractor is insolvent within the meaning of the Federal Bankruptcy Code;

8.5.1.2 The filing of a voluntary or involuntary petition regarding the contractor under the Federal Bankruptcy Code;

8.5.1.3 The appointment of a Receiver or Trustee for the contractor; or

8.5.1.4 The execution by the contractor of a general assignment for the benefit of creditors.

8.5.2 The rights and remedies of the County provided in this Paragraph 8.45 (Termination for Insolvency) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.6 Termination for Non-Adherence of County Lobbyist Ordinance

The contractor, and each County Lobbyist or County Lobbying firm as defined in [County Code Section 2.160.010](#) retained by the contractor, must fully comply with the County's Lobbyist Ordinance, [County Code Chapter 2.160](#). Failure on the part of the contractor or any County Lobbyist or County Lobbying firm retained by the contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.7 Termination for Non-Appropriation of Funds

Notwithstanding any other provision of this Contract, the County will not be obligated for the contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will notify the contractor in writing of any such non-allocation of funds at the earliest possible date.

8.8 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program

Failure of contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of contractor to cure such default within ten (10) days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of contractor, pursuant to [Los Angeles County Code Chapter 2.206](#).

8.9 Waiver

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver thereof. The rights and remedies set forth in this paragraph 8.49 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.10 Amendments

8.10.1 For any change which affects the scope of work, term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract must be prepared and executed by the contractor and by Department Director or his/her designee.

8.10.2 Arts and Culture may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract must be prepared and executed by the contractor and by the Department Director or his/her designee.

8.10.3 The Department Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4 (Term of Contract). The contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract must be prepared and executed by the contractor and by Department Director or his/her designee.

8.11 Assignment and Delegation/Mergers or Acquisitions

8.11.1 The contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

8.11.2 The contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this paragraph, County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on

any claim under this Contract will be deductible, at County's sole discretion, against the claims, which the contractor may have against the County.

- 8.11.3** Any assumption, assignment, delegation, or takeover of any of the contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will be entitled to pursue the same remedies against contractor as it could pursue in the event of default by contractor.

8.12 Subcontracting

- 8.12.1** The requirements of this Contract may not be subcontracted by the contractor without the advance approval of the County. Any attempt by the contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

- 8.12.2** If the contractor desires to subcontract, the contractor must provide the following information promptly at the County's request:

8.12.2.1 A description of the work to be performed by the subcontractor.

8.12.2.2 A draft copy of the proposed subcontract; and

8.12.2.3 Other pertinent information and/or certifications requested by the County.

- 8.12.3** The contractor must indemnify, defend, and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the contractor employees.

- 8.12.4** The contractor will remain fully responsible for all performances required of it under this Contract, including those that the contractor has determined to subcontract, notwithstanding the County's approval of the contractor's proposed subcontract.

- 8.12.5** The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The contractor is responsible to notify its subcontractors of this County right.

- 8.12.6** The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, contractor must forward a fully executed subcontract to the County for their files.

- 8.12.7** The contractor will be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

- 8.12.8** The contractor must obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. Before any subcontractor employee may

perform any work hereunder, contractor must ensure delivery of all such documents to the County Project Manager.

8.13 Governing Law, Jurisdiction, and Venue

This Contract will be governed by, and construed in accordance with, the laws of the State of California. The contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

8.14 Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

8.15 Interpretation

No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

8.16 Authorization Warranty

The contractor represents and warrants that the person executing this Contract for the contractor is an authorized agent who has actual authority to bind the contractor to each and every term, condition, and obligation of this Contract and that all requirements of the contractor have been fulfilled to provide such actual authority.

8.17 Entire Agreement

8.17.1 This Contract constitutes the entire, full, complete and exclusive statement of understanding between the parties which supersede all previous written or oral agreements, and all prior communications between the parties relating to the subject matter of this Contract.

8.17.2 Contractor warrants that he/she has received a copy of this Agreement, including all exhibits thereto, and upon execution of this Agreement, it shall be Contractor's responsibility to retain on file, and to abide by the entire Contract.

8.18 Counterparts and Electronic Signatures and Representations

This Contract may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same Contract. The email or electronic signature of the Parties will be deemed to constitute original signatures, and electronic copies hereof will be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Paragraph 8.1 (Amendments) and received via email or electronic signature, as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

9 Survival

In addition to any terms and conditions of this Agreement that expressly survive expiration or termination of this Agreement by their terms, the following provisions shall survive the expiration or termination of this Agreement for any reason:

- Paragraph 1.0 (Definitions)
- Paragraph 1.2 (Amendments)
- Paragraph 1.7 (Compliance with Applicable Law)
- Paragraph 1.21 (Force Majeure)
- Paragraph 1.22 (Governing Law, Jurisdiction, and Venue)
- Paragraph 1.24 (Indemnification)
- Paragraph 1.25 (General Provisions for all Insurance Coverage)
- Paragraph 1.26 (Insurance Coverage)
- Paragraph 1.27 (Liquidated)
- Paragraph 1.37 (Public Records Act)
- Paragraph 1.38 (Publicity)
- Paragraph 1.39 (Record Retention and Inspection-Audit Settlement)
- Paragraphs 1.43 through 1.48 (Termination Clauses)
- Paragraph 1.49 (Validity)
- Paragraph 1.50 (waiver)
- Paragraph 1.57 (Future Solicitations)
- Paragraph 2.1 (Patent, Copyright and Trade Secret Indemnification)
- Paragraph 3.0 (Survival)



Exhibit B School District Advancement Grant General Terms and Instructions

Congratulations on your District's Advancement Grant award! This General Terms and Instructions document contains all the information you will need to manage your grant, meet grantee requirements, and receive payments.

Please read this entire document thoroughly and visit our website at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant to access up-to-date resources and information about managing your grant award.

CONTRACT OVERVIEW

Grant Period

The period of the grant is from the date of contract execution through June 30, 2024. *Please note that the invoicing and reporting deadline is May 15, 2024. All funds must be expended prior to the May 15 deadline unless written approval is granted.*

Contract Project Budget and Target Participation

Advancement Grant awards may be less than the original grant request. As a result, the project budget must be revised accordingly in the *Adjusted Grant Budget and Participation* form via our online grant management system. More details about this requirement can be found in the *Requirements for Contracting* section of this document.

Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County (County) grant funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

Signing the Contract

The contract must be executed with two signatures:

- The district's superintendent, and
- A School Board President or an officer.

Credit/Recognition

Grantees are asked to recognize support from Los Angeles County by placing the Los Angeles County Arts Ed Collective logo on materials created and disseminated as part of the project funded by the Advancement Grant. The Arts Ed Collective Logo can be downloaded at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant. More details about this requirement can be found in the *Credit and Acknowledgement* section of this document. Contact us at artsedcollective@arts.lacounty.gov for assistance with acknowledging Los Angeles County support.

It is your responsibility as a grantee to meet all award requirements. If you fail to comply with requirements, your contract may be suspended or terminated, and you may forfeit some or your entire grant award.

PANEL COMMENTS

Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite Stinnett, Program Specialist, at artsedcollective@arts.lacounty.gov.

REQUIREMENTS FOR CONTRACTING

The following requirements must be met by your school district prior to the signing of your contract:

Adjusted Grant Budget and Target Participation

Grantees must provide the Department of Arts and Culture (Arts and Culture) with an updated target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: www.lacountyarts.org/SMApply.

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form aligns with the project as stated in Section 2 of the Program Agreement
- All questions are completed and changes in scope described clearly

Arts and Culture must confirm acceptable completion of the form prior to final execution of the contract; any delays in submission of a complete and accurate form may delay final execution of the grant contract and consequently the distribution of the grant award.

Los Angeles County Vendor Number

Grantees must have a current vendor number registered with the County. To obtain a vendor ID visit camisvr.co.la.ca.us/webven/. If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725.

Optional:

Once a vendor number has been created grantees are encouraged to register for Vendor Self-Service (VSS) to support and ease account management.

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. Please follow the instructions listed online at directdeposit.lacounty.gov/.

Assignment of a Project Lead

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the contract between the district and the County. If the project lead listed in the contract changes, the district must notify Arts and Culture and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and Arts and Culture staff.

ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends a County-scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check in call with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

CREDIT AND ACKNOWLEDGEMENT

Grantee will acknowledge the ("Project") as stated below in all digital and print communications, promotional, press and product materials:

[PROJECT] is supported by the LA County Arts Ed Collective, the initiative dedicated to making the arts core in K-12 public education.

In addition,

- Grantee will include the above acknowledgment and the Arts Ed Collective logo on all Project digital and print communications, promotional and product materials. The Arts Ed Collective logo must be no smaller than half an inch in height, no smaller than the Grantee logo, and be placed as a standalone. Grantee will submit all digital and print materials featuring the Arts Ed Collective logo to Arts and Culture's Director of Communications for review and approval before finalizing, printing or distributing.
- Grantee will include the above acknowledgment and the Arts Ed Collective logo on all Project web pages and will hyperlink the Arts Ed Collective logo to the Arts Ed Collective website at LACountyArtsEdCollective.org.
- Grantee will include the above acknowledgment and the Arts Ed Collective logo on all Project email blasts.
- Grantee will verbally share the above acknowledgment in all events and presentations of the Project.
- Grantee will include the above acknowledgment in all press materials and releases. Grantee will submit draft press releases announcing the Project to Arts and Culture's Director of Communications for review and approval before finalizing or distributing the release.
- Grantee will provide a minimum of 48 hours' notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press, and product materials.
- This provision shall survive termination or expiration of this Agreement.

INVOICING AND REPORTING

Advancement Grant awards shall be paid in three installments.

Final payment requests and required reporting documentation are due by May 15, 2024.

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. *This invoice is optional.*
- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in call with County staff. *This invoice is optional.*
- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2024 *unless written approval is granted for this deliverable by Arts and Culture.* This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system www.lacountyarts.org/SMApply.

PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the contracted project are necessary during the contract period, you must:

1. Contact Arts and Culture's Arts Education staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via www.lacountyarts.org/SMApply;
3. In the Project Amendment form provide the following information at a minimum:
 - a. Advancement Grant contract number,
 - b. Specific change(s) requested,
 - c. Justification for each requested change(s),
 - d. Revised project budget, if applicable, or else a statement that "No revised project budget has been included in this amendment,"
 - e. Contact information, including a phone number, fax number, and e-mail address.

No project amendment is effective unless and until grantee receives approval from Arts and Culture in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.

CONTACT ARTS ED COLLECTIVE STAFF

For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite Stinnett, Program Specialist, at kstinnett@arts.lacounty.gov.

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