



MEETING AGENDA - iLEAD Lancaster Board

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

Meeting

| | |
|---------------------|---|
| Meeting Date | Tuesday, September 12, 2023 |
| Start Time | 7:00 PM |
| End Time | 8:30 PM |
| Location | Address: 254 E. Ave. K-4, Lancaster, CA 93535 |
| 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. Board Meeting Agenda

Discuss and take action on the Board Meeting Agenda.

Due date: 9/12/2023

1.5. Board Meeting Minutes

Discuss and take action on the Board Meeting Minutes.

Due date: 9/12/2023

Documents

- Minutes-2023-06-29-v1 (2).pdf
-

2. Curriculum Moment

2.1. Curriculum Moment

3. Public Comments

3.1. Public Comments

The public may address the iLEAD Lancaster 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.

4. Consent Items

4.1. Personnel Report

Due date: 9/12/2023

Documents

- 9.12.23_LancasterPersonnelReport.docx.pdf
-

4.2. Check Register

Due date: 9/12/2023

Documents

- Lancaster Payment Register_20230907.pdf
 - Lancaster Payment Register Summary_20230907.pdf
-

4.3. Agreements / Invoices over \$10K

Due date: 9/12/2023

Documents

- Ashford Construction Inv #I-080123.pdf
 - Dreambox 2023-2024 Service Agreement RE Order #DB0822103814.pdf
-

5. Discussion And Reports

5.1. School Director Report

5.2. Senate Bill 114 - Charter Extension

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

Documents

- iLEAD Lancaster Charter Extension72023.pdf
-

5.3. Closed Session Study

Discuss laws regarding Closed Sessions held during Board Meetings.

Documents

- Closed Session Cheatsheet (2) (1).pdf
-

6. Action Items

6.1. Revised Fiscal Policy

Discuss and take action of the Revised Fiscal Policy.

Due date: 9/12/2023

Documents

- iLEAD Lancaster - Fiscal Policy - FY2324 - Draft.pdf
-

6.2. 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 their CLAD.

Due date: 9/12/2023

Documents

- Lancaster DON.pdf
-

6.3. Limit Assignment Resolution

Discuss and take action regarding allowing credentialed employee to work in a subject for one year.

Due date: 9/12/2023

Documents

- Regene Hathcock Board Resolution.pdf
-

6.4. Revised Homeless Policy

Discuss and take action regarding the required revised Homeless Policy.

Due date: 9/12/2023

Documents

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

6.5. Injury and Illness Prevention Plan

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

Due date: 9/12/2023

Documents

- IIPP - iLEAD Lancaster (1).pdf
-

6.6. Instructional Materials

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

Due date: 9/12/2023

Documents

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

6.7. Purchase Of Vehicles

Discuss and take action on purchasing three vehicles up to the amount of \$150,000.

Due date: 9/12/2023

Documents

- Cars to Purchase up to \$150K - Sienna(2) & Tundra(1).pdf
-

6.8. Closed Session

6.8.1. Conference with Legal Counsel - Anticipated Litigation

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



7. Report of Closed Session

8. Board Comments

8.1. Board Comments

9. Closing Items

9.1. Next Meeting Date

The next Board Meeting will be held on Tuesday, October 17, 2023.

9.2. School Tour

Tour school after meeting to look at summer facilities updates.

9.3. 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 Lancaster Board

Meeting

| | |
|-------------------|---|
| Date | Thursday, June 29, 2023 |
| Started | 6:04 PM |
| Ended | 7:15 PM |
| Location | Address: 254 E. Ave. K-4, Lancaster, CA 93535 |
| Purpose | Regular Scheduled Meeting |
| Chaired by | La NeShae Norwood |
| Recorder | KeKe Montoya |

Minutes

1. Opening Items

1.1. Call The Meeting To Order

The meeting was called to order at 6:04 PM.

Status: Completed

1.2. Roll Call

LaNeshae present.

Bridgette present.

Eric present.

Beth was absent.

Status: Completed

1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

Status: Completed

1.4. Approve Agenda

Motioned: LaNeshae

Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

1.5. Approve Minutes

Motioned: LaNeshae



Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

- Minutes-2023-06-22-v1.pdf
-

2. Public Comments

2.1. Public Comments

The public may address the iLEAD Lancaster 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 comments were made.

Status: Completed

3. Hearing

3.1. LCAP Hearing

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

Allison presented the LCAP hearing.

Status: Completed

Documents

- Lancaster CSI LCAP Federal Addendum 2023 (2).pdf
-

4. Consent Items

4.1. Contracts over \$10,000

Produce Services of LA Inc., Gold Star Foods, School Food & Wellness Group, Vehicle Purchase Info - 2023 Toyota Tundra and 2023 Chevy Silverado.

Cassandra presented the school contracts and Nykole asked to pause on the truck purchase.

Motioned: LaNeshae

Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed



Documents

- Produce for School Nutrition RFP_BID #23-05 (1).pdf
 - SFWG Service Agreement - iLEAD - SY23-24 (Full-Service Self-Op Support) (1).pdf
 - Truck Purchase Info-2023 Toyota Tundra-White.pdf
 - Truck Purchase Info-2023 Chevy Silverado.pdf
-

5. Discussion Items

5.1. Bylaw Study

Discuss Board Resignations, Addition of Board Member, Agenda Items, Public Comments as outlined in Article VI Section 1a, 2, 5, 7 & 10 , Brown Act, and School Legal Requirements.

Kim presented the Bylaw Study and answered questions of the board.

Status: Completed

Documents

- Approved - 2019.10.15 Amended Bylaws iLEAD Lancaster (4).pdf
-

6. Action Items

6.1. LCAP and Local Indicators

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

Allison presented the LCAP and Local Indicators.

Motioned: LaNeshae

Seconded: Eric

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

- iLEAD Lancaster 23-24 LCAP.pdf
-

6.2. LCAP Federal Addendum

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

Allison presented LCAP Federal Addendum.

Motioned: LaNeshae

Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed



Documents

- Lancaster CSI LCAP Federal Addendum 2023 (2).pdf
-

6.3. 2022-2023 Estimated Actuals & 2023-2024 Budget

Discuss and take action on the Estimated Actuals and Projected Budget.

Kelly presented the 2022-2023 Estimated Actuals & 2023-2024 Budget.

LaNeshae motioned to approve the 2022-2023 Estimated Actuals with staff retention bonuses of \$2500 for full time employees and \$1000 for part time employees and to approve the 2023-2024 budget.

Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

- EstimatedActuals2223.PrelimBudget2324.MYP_ForBoard.pdf
-

6.4. Revised Fiscal Policy

Discuss and take action regarding the Revised Fiscal Policy.

Kelly presented the Revised Fiscal Policy and asked to table until the next meeting.

Motioned: Bridget

Seconded: LaNeshae

Beth was absent.

Due date:

Status: Parked

6.5. Special Education Shared Resource Agreement

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

Kim presented the Special Education Shared Resource Agreement.

Motioned: LaNeshae

Seconded: Eric

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

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

6.6. Food Services MOU



Discuss and take action on the Food Services MOU.

Cassandra presented the Food Services MOU.

Motioned: LaNeshae

Seconded: Eric

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

- MOU for Self Operation 23-24.pdf
-

6.7. 2023-2024 Family Guidebook

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

Cassandra presented the 2023-2024 Family Guidebook.

Motioned: LaNeshae

Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

- iLEAD Lancaster 2023-2024 Family Guidebook .pdf
-

6.8. 2023-2024 Insurance Policies

Discuss and take action regarding the 2022-2023 Insurance Policies.

Kim presented the 2023-2024 Insurance Policies.

Motioned: LaNeshae

Seconded: Eric

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

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

6.9. Extended Learning Opportunity Plan

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



Farnaz presented the Extended Learning Opportunity Plan.

Motioned: LaNeshae

Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

Documents

- iLEAD Lancaster - ELO - P(rogram) (1).pdf
-

6.10. Board Member Position

Discuss and take action to appoint a Board Chair as outlined in Bylaws in Article VIII Section 1.

LaNeshae motioned to approve the Board Treasurer, Beth, as an authorized user on the Mission Bank Account and Eric as the second authorized user on the Mission Bank Account.

Seconded: Bridget

Unanimously Approved

Beth was absent.

Due date:

Status: Completed

7. Board Comments

7.1. Board Comments

LaNeshae mentioned her tour of the school campus and expressed her desire for the board members to be more present in the upcoming school year.

Status: Completed

8. Closing Items

8.1. Next Meeting Date

Tuesday, September 12, 2023 at 7:00 PM.

Status: Completed

8.2. Adjournment

The meeting was adjourned at 7:15 PM.

Status: Completed

EMPLOYMENT – NEW HIRES

| | | |
|-------------------|-----------------------------------|----------|
| Estrada, Jeanie | Facilitator | 06.26.23 |
| Rees, Amanda | Facilitator | 06.27.23 |
| Gonzalez, Sandra | Food Service Assistant | 07.01.23 |
| Rodriguez, Juana | Food Service Assistant II | 07.01.23 |
| Guzman, Carmen | Food Service Assistant | 07.01.23 |
| Wright, Eileen | Food Service Assistant | 07.01.23 |
| Haney, Antonio | Food Service Coordinator | 07.17.23 |
| Miranda, Erika | Maintenance | 07.24.23 |
| King, Kyarachelle | Care Team - Instructional Support | 07.27.23 |
| Arnborg, Samantha | Long Term Substitute | 07.27.23 |
| Pulido, Savannah | Care Team - Student Support | 07.28.23 |
| Jones, Tony | Instructional Specialist | 07.31.23 |
| Poole, Heather | Facilitator | 08.01.23 |
| Lara, Daniel | Food Service Assistant | 08.01.23 |
| Black, Zaembrei | Long Term Substitute | 08.02.23 |
| Tapia, Juana | Care Team - Play Support | 08.02.23 |
| Macias, Marisol | Food Service Assistant | 08.07.23 |
| Abarca, Ramon | Food Service Assistant | 08.07.23 |
| Duron, Lorena | Food Service Assistant | 08.07.23 |
| Hayes, Toneah | Care Team - Instructional Support | 08.07.23 |
| Castro, Maddelain | Care Team - Instructional Support | 08.09.23 |

| | | |
|-----------------------|-----------------------------------|----------|
| Forslund, Nancy | Food Service Assistant | 08.11.23 |
| Vandergalien, Shannon | Food Service Assistant | 08.14.23 |
| Lovell, Noah | Care Team - Student Support | 08.14.23 |
| Lopez, Sandy | Care Team - Instructional Support | 08.23.23 |
| Alvarez, Angel | Care Team - Instructional Support | 08.24.23 |
| Castillo, Joana | Care Team - Student Support | 08.29.23 |
| Cammon, Keyonia | Care Team - Student Support | 08.30.23 |

RESIGNATIONS/TERMINATIONS

| | | |
|--------------------|--|----------|
| Carter, Tyrell | Care Team - Instructional Support | 06.16.23 |
| Martin, Colleen | Care Team - Instructional Support | 06.16.23 |
| Castro, Monica | Care Team - Instructional Support | 06.16.23 |
| Martin, Brielle | Care Team - Student Support | 06.16.23 |
| Gallagher, Pauline | Facilitator | 06.30.23 |
| Harrison, Amanda | Facilitator - Substitute | 07.01.23 |
| Quiroz, Patrick | Instructional Specialist - Exploratorium | 07.28.23 |
| Taylor, Elizabeth | Care Team - Instructional Support | 08.02.23 |
| Burton, Shona | Food Service Assistant | 08.08.23 |
| Wright, Eileen | Food Service Assistant | 08.09.23 |

STATUS CHANGE

| | | |
|--------------------|--------------------------------------|----------|
| Judkins, Alexis | Care Team to Facilitator | 07.01.23 |
| Burgess, Kristie | Part-Time Hourly to Full-Time Hourly | 07.01.23 |
| Montoya, Kenneshia | Full-Time Hourly to Salary | 07.01.23 |
| Ensley, Angelina | Substitute to Facilitator | 07.01.23 |
| Knox, Shana | Food Service Assistant II | 07.01.23 |
| McDougal, Raenelle | Care Team to Facilitator | 07.01.23 |
| Pulido, Kenny | Part-Time Hourly to Full-Time Hourly | 07.01.23 |
| Valencia, Deseri | Care Team to Food Service Assistant | 07.01.23 |
| Rees, Amanda | Part-Time Hourly to Salary | 08.01.23 |
| Estrada, Jeanie | Part-Time Hourly to Salary | 08.01.23 |

Company name: iLEAD Lancaster Charter
Report name: Payment Register
Report title 2: Mission Valley Bank
Footer Text: 06/15/2023-09/07/2023
Created on: 9/7/23
Location: 112--iLEAD Lancaster Charter

| Date | Vendor | Amount |
|---------|--|-----------|
| 6/15/23 | AMAZ112--Amazon Capital Services (Lanc) | 1,732.19 |
| 6/15/23 | AMPE000--AMPED | 600.00 |
| 6/15/23 | BILL001--Bill's Landscaping, Inc | 725.00 |
| 6/15/23 | CARO000--Carolina Biological Supply Company | 59.48 |
| 6/15/23 | CIGN000--Cigna Healthcare | 2,756.52 |
| 6/15/23 | COLO001--Colosky's Math Academy | 138.88 |
| 6/15/23 | DEMC000--Demco | 2,662.73 |
| 6/15/23 | Sarai Jeffrey | 186.22 |
| 6/15/23 | Elizabeth Gill Westby | 80.45 |
| 6/15/23 | FIRE000--Firestorm Freerunning Ultra LLC | 265.58 |
| 6/15/23 | FRES001--Fresh Start Healthy Meals, Inc. | 27,553.99 |
| 6/15/23 | GAS112A--SoCalGas 7188 | 221.34 |
| 6/15/23 | GREE003--Greenwave Surf, Inc. [S] | 680.00 |
| 6/15/23 | GYMN001--Gymnastics Olympica USA, INC | 313.00 |
| 6/15/23 | JIVE000--Jive Communications, Inc. | 723.99 |
| 6/15/23 | NUES000--Nuestra Escuelita Spanish Academy | 338.00 |
| 6/15/23 | PURE000--Pure Oasis Water | 449.80 |
| 6/15/23 | SCOO000--Scoot Education | 12,876.00 |
| 6/15/23 | SHRE001--Shred-IT, C/O Stericycle, Inc | 103.04 |
| 6/19/23 | DIVV112--Divvy, Inc. | 5,303.20 |
| 6/20/23 | AMAZ112--Amazon Capital Services (Lanc) | 285.51 |
| 6/20/23 | BEND002--Piano Boise LLC | 70.00 |
| 6/20/23 | CALS001--Cal State L.A. University Auxiliary Service Inc | 3,850.00 |
| 6/20/23 | Stevens, Taleen | 461.21 |
| 6/20/23 | Francesca Bolivar | 193.91 |
| 6/20/23 | Joaquin Solorio | 235.80 |
| 6/20/23 | Ashley Radford | 399.90 |
| 6/20/23 | Elizabeth Soto | 400.00 |
| 6/20/23 | Adriana Torres | 587.09 |
| 6/20/23 | Savannah Webb | 158.73 |
| 6/20/23 | Alexis Judkins | 170.66 |
| 6/20/23 | GENE000--Genesis Gymnastics Inc | 110.00 |
| 6/20/23 | HOME006--Home Depot Credit Services. | 4,452.83 |
| 6/20/23 | HUCK000--HuckleBerry Center for Creative Learning [S] | 102.00 |
| 6/20/23 | IMAG001--Image 2000, Inc | 10,811.46 |
| 6/20/23 | LAWO000--Law Offices of Young, Minney & Corr, LLP | 924.00 |
| 6/20/23 | LORE000--Lorena's Party Supply | 580.00 |
| 6/20/23 | LOSA002--City of Los Angeles Zoo | 204.00 |
| 6/20/23 | METR000--Metro Floors | 32,318.00 |
| 6/20/23 | PRNN000--PRN Nursing Consultants, LLC. | 1,020.00 |
| 6/20/23 | RBGL000--R & B Global Security | 350.00 |
| 6/20/23 | SEAS000--Sea Supply | 241.99 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 6/20/23 | STEM005--Stemulate Learning, LLC | 2,280.00 |
| 6/20/23 | SYLV003--DKM Learning, LLC | 1,120.00 |
| 6/21/23 | T100207--Angelina Ensley | 163.76 |
| 6/21/23 | WEXH000--WEX Health Inc. | 14.32 |
| 6/23/23 | AFLA000--AFLAC | 2,278.42 |
| 6/23/23 | AMAZ112--Amazon Capital Services (Lanc) | 657.43 |
| 6/23/23 | AVEX000--Antelope Express | 2,816.00 |
| 6/23/23 | BAY112A--Bay Alarm Company 7272 | 282.45 |
| 6/23/23 | DEW112A--Dewey Pest Control 7179** | 165.00 |
| 6/23/23 | Colleen Martin | 105.75 |
| 6/23/23 | Morales, Zenaida | 274.06 |
| 6/23/23 | Elizabeth Gill Westby | 437.91 |
| 6/23/23 | Francesca Bolivar | 336.41 |
| 6/23/23 | Kimberly Fiske | 164.36 |
| 6/23/23 | McDaniel, Jamie | 648.43 |
| 6/23/23 | Stacy Floersheim | 46.16 |
| 6/23/23 | Savannah Webb | 152.99 |
| 6/23/23 | Jerry Deniz | 94.14 |
| 6/23/23 | EMPO000--Empower Generations. | 4,578.69 |
| 6/23/23 | FRON000--Frontier | 95.73 |
| 6/23/23 | FRON000--Frontier | 183.31 |
| 6/23/23 | FRON000--Frontier | 170.80 |
| 6/23/23 | ILEA012--iLEAD Agua Dulce | 25,530.39 |
| 6/23/23 | JOST000--Jostens, Inc | 2,881.33 |
| 6/23/23 | ONLI000--Online Purchasing Systems | 2,135.11 |
| 6/23/23 | SANT007--Santa Clarita Valley International | 19,110.59 |
| 6/23/23 | SANT007--Santa Clarita Valley International | 31,976.61 |
| 6/23/23 | UNIT005--United Rentals (North America) , Inc | 15,617.00 |
| 6/23/23 | WEXH000--WEX Health Inc. | 2.25 |
| 6/23/23 | WEXH000--WEX Health Inc. | 17.00 |
| 6/27/23 | ACAD005--Academy Swim Club [S] | 489.00 |
| 6/27/23 | CONR001--Palmdale School of Music Inc. | 377.90 |
| 6/27/23 | CORD000--Cordero, Efrain | 240.00 |
| 6/27/23 | DEPA000--Antoinette De Paiva | 100.00 |
| 6/27/23 | EDI112A--Southern California Edison 1256. | 8,801.13 |
| 6/27/23 | GENE000--Genesis Gymnastics Inc | 110.00 |
| 6/27/23 | HUCK000--HuckleBerry Center for Creative Learning [S] | 235.00 |
| 6/27/23 | LAVI000--LaVine Equestrian | 650.00 |
| 6/27/23 | LEAR000--Learn Beyond The Book LLC [S] | 585.75 |
| 6/27/23 | MCCL000--McClure & Co. | 593.00 |
| 6/27/23 | MELB000--Mel Booker Music | 920.00 |
| 6/27/23 | NEUR002--Neuron Fuel Inc | 8,100.00 |
| 6/27/23 | PIT112A--Pitney Bowes 3317 | 5.99 |
| 6/27/23 | SOLU000--Solution Tennis Inc | 300.00 |
| 6/27/23 | SYLV003--DKM Learning, LLC | 1,239.00 |
| 6/27/23 | TALE001--Talenx Inc | 1,440.00 |
| 6/27/23 | THEL006--The Lab BJJ LLC | 250.00 |
| 6/27/23 | VANL000--Amy Van Leuven | 650.00 |

| Date | Vendor | Amount |
|---------|---|-----------|
| 6/27/23 | VIBE000--Vibe Performing Arts [S] | 100.00 |
| 6/28/23 | ACTO005--Actorsite Inc. | 200.00 |
| 6/28/23 | AMAZ112--Amazon Capital Services (Lanc) | 76.70 |
| 6/28/23 | AMPE000--AMPED | 120.00 |
| 6/28/23 | CONR001--Palmdale School of Music Inc. | 64.00 |
| 6/28/23 | DANC006--Dance Magic Studios | 180.00 |
| 6/28/23 | DEPA000--Antoinette De Paiva | 100.00 |
| 6/28/23 | FIRE000--Firestorm Freerunning Ultra LLC | 74.87 |
| 6/28/23 | GIBS001--Gibson Music Studio | 315.00 |
| 6/28/23 | GRAV001--Gravie, Inc | 7,271.60 |
| 6/28/23 | GYMN001--Gymnastics Olympica USA, INC | 333.00 |
| 6/28/23 | IHYB103--iLEAD Hybrid Antelope Valley | 27,139.00 |
| 6/28/23 | ILEA300--iLEAD California | 95.60 |
| 6/28/23 | JONE004--Jones, Caid Mitchell | 160.00 |
| 6/28/23 | LAC112A--LA County Waterworks 7679. | 225.89 |
| 6/28/23 | LAC112B--LA County Waterworks 7795. | 334.74 |
| 6/28/23 | LAVI000--LaVine Equestrian | 390.00 |
| 6/28/23 | LEGA003--Legal Shield | 242.65 |
| 6/28/23 | MATH000--The Math Learning Center | 1,075.00 |
| 6/28/23 | MCCL000--McClure & Co. | 239.00 |
| 6/28/23 | MELB000--Mel Booker Music | 805.00 |
| 6/28/23 | MELL000--Mellady Direct Marketing | 7,226.42 |
| 6/28/23 | SCOO000--Scoot Education | 2,436.00 |
| 6/28/23 | SUNL000--Sun Life Assurance Company of Canada | 537.30 |
| 6/28/23 | SUNL000--Sun Life Assurance Company of Canada | 535.48 |
| 6/28/23 | T100207--Angelina Ensley | 30.00 |
| 6/28/23 | THEH000--The Hidden Dojo | 1,383.00 |
| 6/30/23 | AKIN000--Akins IT Inc | 2,000.00 |
| 6/30/23 | Katrina Castillo | 400.00 |
| 6/30/23 | Rebecca Bixel | 231.03 |
| 6/30/23 | HOME006--Home Depot Credit Services. | 885.60 |
| 6/30/23 | iLEA010--iLEAD Online Charter | 612.75 |
| 6/30/23 | iLEA010--iLEAD Online Charter | 304.00 |
| 6/30/23 | ILEA300--iLEAD California | 520.10 |
| 6/30/23 | ILEA300--iLEAD California | 1,109.71 |
| 6/30/23 | IMAG001--Image 2000, Inc | 103.38 |
| 6/30/23 | MELL000--Mellady Direct Marketing | 339.56 |
| 6/30/23 | PIT112A--Pitney Bowes 3317 | 14.97 |
| 6/30/23 | TMOB005--T-Mobile 1693 | 554.40 |
| 6/30/23 | UMBB000--UMB Bank | 18,000.00 |
| 7/3/23 | LOSA001--Los Angeles County Office of Education (LACOE) | 58,595.26 |
| 7/12/23 | AIRM000--Air Masters Inc | 2,775.00 |
| 7/12/23 | AMAZ112--Amazon Capital Services (Lanc) | 400.61 |
| 7/12/23 | BILL001--Bill's Landscaping, Inc | 725.00 |
| 7/12/23 | DEW112A--Dewey Pest Control 7179** | 167.00 |
| 7/12/23 | EDTE000--EdTech 101 | 2,242.56 |
| 7/12/23 | Morales, Zenaida | 24.95 |
| 7/12/23 | Leticia Hernandez | 70.61 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 7/12/23 | Lengning, Kim | 71.53 |
| 7/12/23 | Katrina Castillo | 93.93 |
| 7/12/23 | Kimberly Fiske | 209.70 |
| 7/12/23 | Elizabeth Taylor | 123.14 |
| 7/12/23 | Ayby Noyola | 246.28 |
| 7/12/23 | Ashley Radford | 23.65 |
| 7/12/23 | Adriana Torres | 88.69 |
| 7/12/23 | FLIN000--Flinn Scientific Inc | 415.59 |
| 7/12/23 | HERC000--HERC Rentals | 1,744.97 |
| 7/12/23 | HOME006--Home Depot Credit Services. | 4,472.04 |
| 7/12/23 | iLEA010--iLEAD Online Charter | 760.00 |
| 7/12/23 | JIVE000--Jive Communications, Inc. | 662.87 |
| 7/12/23 | KAIS000--Kaiser Foundation Health Plan | 30,535.75 |
| 7/12/23 | LAWO000--Law Offices of Young, Minney & Corr, LLP | 1,757.50 |
| 7/12/23 | LOSA003--Los Angeles County Tax Collector | 146,244.40 |
| 7/12/23 | MEAL000--The CLM Group Inc | 2,868.00 |
| 7/12/23 | MELL000--Mellady Direct Marketing | 6,523.11 |
| 7/12/23 | NAVI001--Navigate360, LLC | 1,030.00 |
| 7/12/23 | PLAN000--Plans and Permits Express Inc | 1,861.00 |
| 7/12/23 | SCHO009--School Pathways LLC | 105.71 |
| 7/12/23 | SEAS000--Sea Supply | 612.41 |
| 7/13/23 | COUN000--County of Los Angeles, Department of Public Health | 473.00 |
| 7/19/23 | AMAZ112--Amazon Capital Services (Lanc) | 358.26 |
| 7/19/23 | BAY112E--Bay Alarm Company 1372 | 1,800.00 |
| 7/19/23 | EACC000--eAccess Solution, Inc | 6,409.12 |
| 7/19/23 | Montoya, Kenneshia | 42.71 |
| 7/19/23 | FIDE000--Fidelity Security Life Insurance Company | 243.08 |
| 7/19/23 | FIDE000--Fidelity Security Life Insurance Company | 420.47 |
| 7/19/23 | FRES001--Fresh Start Healthy Meals, Inc. | 14,940.30 |
| 7/19/23 | FRON000--Frontier | 95.71 |
| 7/19/23 | iLEA010--iLEAD Online Charter | 11,105.50 |
| 7/19/23 | IMAG001--Image 2000, Inc | 107.04 |
| 7/19/23 | LANC002--Lancaster School District | 82,203.25 |
| 7/19/23 | LOSA001--Los Angeles County Office of Education (LACOE) | 27,260.36 |
| 7/19/23 | MINU000--Minuteman Press | 621.88 |
| 7/19/23 | MONC000--Norma, Leon-Moncada | 215.00 |
| 7/19/23 | PARE002--Parent Square, Inc. | 3,372.60 |
| 7/19/23 | SCHO009--School Pathways LLC | 1,875.24 |
| 7/19/23 | WAS112A--Waste Management 3003. | 1,681.96 |
| 7/20/23 | AFLA000--AFLAC | 1,981.56 |
| 7/20/23 | AMAZ112--Amazon Capital Services (Lanc) | 1,029.32 |
| 7/20/23 | CIGN000--Cigna Healthcare | 2,756.52 |
| 7/20/23 | Leticia Hernandez | 392.65 |
| 7/20/23 | Aguilar, Heidi | 400.00 |
| 7/20/23 | FRON000--Frontier | 327.18 |
| 7/20/23 | PLAY000--PlayPower LT Farmington, Inc | 76,944.99 |
| 7/20/23 | SCOO000--Scoot Education | 3,828.00 |
| 7/20/23 | STEM005--Stemulate Learning, LLC | 2,280.00 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 7/20/23 | SUNL000--Sun Life Assurance Company of Canada | 537.30 |
| 7/20/23 | WEXH000--WEX Health Inc. | 17.00 |
| 7/20/23 | WORT000--Worthington Direct Holding, LLC | 26,478.39 |
| 7/26/23 | AMAZ112--Amazon Capital Services (Lanc) | 152.79 |
| 7/26/23 | ANTE009--Antelope Valley Engineering, Inc | 3,600.00 |
| 7/26/23 | BAY112A--Bay Alarm Company 7272 | 282.45 |
| 7/26/23 | DUNN000--Dunn-Edwards Paints | 1,280.20 |
| 7/26/23 | EDI112A--Southern California Edison 1256. | 13,799.41 |
| 7/26/23 | Stevens, Taleen | 204.47 |
| 7/26/23 | Montoya, Kenneshia | 34.31 |
| 7/26/23 | Jose Gonzalez | 167.96 |
| 7/26/23 | Sherri Baldwin | 213.90 |
| 7/26/23 | FRAN000--Franklin Covey Inc | 8,600.00 |
| 7/26/23 | GAS112A--SoCalGas 7188 | 78.40 |
| 7/26/23 | LVUS000--LVUSD | 1,000.00 |
| 7/26/23 | SCHO013--School Food and Wellness Group | 750.00 |
| 7/26/23 | SMAL000--Small Talk Therapy, Inc | 3,480.00 |
| 7/26/23 | T100207--Angelina Ensley | 104.56 |
| 7/26/23 | YOUS000--YouScience, LLC | 4,050.00 |
| 8/1/23 | LOSA001--Los Angeles County Office of Education (LACOE) | 86,745.96 |
| 8/2/23 | AMAZ112--Amazon Capital Services (Lanc) | 2,740.95 |
| 8/2/23 | EDTE000--EdTech 101 | 13,206.98 |
| 8/4/23 | NATI000--National Benefit Services | 435.68 |
| 8/4/23 | NATI000--National Benefit Services | 925.00 |
| 8/4/23 | NATI000--National Benefit Services | 460.46 |
| 8/4/23 | NATI000--National Benefit Services | 925.00 |
| 8/4/23 | NATI000--National Benefit Services | 449.76 |
| 8/4/23 | NATI000--National Benefit Services | 925.00 |
| 8/9/23 | AMAZ112--Amazon Capital Services (Lanc) | 56.21 |
| 8/9/23 | APPL000--Apple Inc | 19,835.21 |
| 8/9/23 | CPME000--CPM Educational Program | 1,367.35 |
| 8/9/23 | DEW112A--Dewey Pest Control 7179** | 167.00 |
| 8/9/23 | EDWA00--Edwards, Stevens & Tucker LLP | 658.00 |
| 8/9/23 | EMPO000--Empower Generations. | 4,384.24 |
| 8/9/23 | FLIN000--Flinn Scientific Inc | 1,846.69 |
| 8/9/23 | GAS112A--SoCalGas 7188 | 53.19 |
| 8/9/23 | HERC000--HERC Rentals | 3,537.71 |
| 8/9/23 | HESS000--Hess and Associates Inc | 305.00 |
| 8/9/23 | IHYB103--iLEAD Hybrid Antelope Valley | 23,981.45 |
| 8/9/23 | ILEA012--iLEAD Agua Dulce | 22,349.27 |
| 8/9/23 | ILEA300--iLEAD California | 1,680.44 |
| 8/9/23 | ILEA300--iLEAD California | 3.94 |
| 8/9/23 | ILEA300--iLEAD California | 55,859.07 |
| 8/9/23 | ILEA300--iLEAD California | 71,560.67 |
| 8/9/23 | ILEA300--iLEAD California | 49,085.88 |
| 8/9/23 | ILEA300--iLEAD California | 72,445.89 |
| 8/9/23 | ILEA300--iLEAD California | 63,874.38 |
| 8/9/23 | ILEA300--iLEAD California | 45,371.38 |

| Date | Vendor | Amount |
|-------------|---|---------------|
| 8/9/23 | IMAG001--Image 2000, Inc | 47.80 |
| 8/9/23 | JIVE000--Jive Communications, Inc. | 662.87 |
| 8/9/23 | NATI000--National Benefit Services | 1,355.56 |
| 8/9/23 | OPEN003--Open Up Resources | 4,495.00 |
| 8/9/23 | PURE000--Pure Oasis Water | 46.00 |
| 8/9/23 | SANT007--Santa Clarita Valley International | 13,995.34 |
| 8/9/23 | SCHO017--Scholastic Book Fairs | 2,550.62 |
| 8/9/23 | SEAS000--Sea Supply | 1,877.60 |
| 8/9/23 | TMOB005--T-Mobile 1693 | 554.40 |
| 8/9/23 | WORT000--Worthington Direct Holding, LLC | 5,348.32 |
| 8/16/23 | AMAZ112--Amazon Capital Services (Lanc) | 934.21 |
| 8/16/23 | BILL001--Bill's Landscaping, Inc | 725.00 |
| 8/16/23 | BRAI000--BrainPOP LLC | 3,999.00 |
| 8/16/23 | CAVO001--Cavallo Electric Contractor Inc | 950.00 |
| 8/16/23 | COUN000--County of Los Angeles, Department of Public Health | 197.00 |
| 8/16/23 | EDTE000--EdTech 101 | 2,097.13 |
| 8/16/23 | Kelsi Firsick | 134.57 |
| 8/16/23 | McDaniel, Jamie | 124.38 |
| 8/16/23 | Angelica Amador | 321.66 |
| 8/16/23 | GENE003--Generation Genius, Inc. | 1,295.00 |
| 8/16/23 | HOME006--Home Depot Credit Services. | 15,022.74 |
| 8/16/23 | HOPS000--HopSkipDrive, INC | 739.50 |
| 8/16/23 | IHYB103--iLEAD Hybrid Antelope Valley | 8,871.88 |
| 8/16/23 | ILEA300--iLEAD California | 64.35 |
| 8/16/23 | ILEA300--iLEAD California | 80.00 |
| 8/16/23 | ILEAEXP--iLEAD Hybrid Exploration | 7,545.22 |
| 8/16/23 | IMAG001--Image 2000, Inc | 5.41 |
| 8/16/23 | LAWO000--Law Offices of Young, Minney & Corr, LLP | 195.00 |
| 8/16/23 | LLKM000--Kenneshia Montoya | 200.00 |
| 8/16/23 | MELL000--Mellady Direct Marketing | 500.00 |
| 8/16/23 | PIT112A--Pitney Bowes 3317 | 5.99 |
| 8/16/23 | PURE000--Pure Oasis Water | 55.80 |
| 8/16/23 | QCLO000--QC Locksmiths | 89.76 |
| 8/16/23 | SANT007--Santa Clarita Valley International | 29,675.32 |
| 8/16/23 | SOLC000--Solcentered Family Therapy | 2,500.00 |
| 8/22/23 | AMAZ112--Amazon Capital Services (Lanc) | 378.70 |
| 8/22/23 | APPL000--Apple Inc | 1,465.60 |
| 8/22/23 | AVEX000--Antelope Express | 5,680.95 |
| 8/22/23 | BAY112E--Bay Alarm Company 1372 | 910.00 |
| 8/22/23 | CAVO001--Cavallo Electric Contractor Inc | 1,200.00 |
| 8/22/23 | DUNN000--Dunn-Edwards Paints | 1,326.01 |
| 8/22/23 | Rebecca Bixel | 67.33 |
| 8/22/23 | Jeffrey Krueger | 199.24 |
| 8/22/23 | FRES001--Fresh Start Healthy Meals, Inc. | 15,177.65 |
| 8/22/23 | HERC000--HERC Rentals | 3,399.07 |
| 8/22/23 | HOME006--Home Depot Credit Services. | 918.33 |
| 8/22/23 | ILEA300--iLEAD California | 4,190.70 |
| 8/22/23 | ILEA300--iLEAD California | 3,600.29 |

| Date | Vendor | Amount |
|-------------|---|------------------------|
| 8/22/23 | ILEA300--iLEAD California | 4,598.35 |
| 8/22/23 | ILEA300--iLEAD California | 3,258.38 |
| 8/22/23 | ILEA300--iLEAD California | 3,251.14 |
| 8/22/23 | ILEA300--iLEAD California | 3,280.34 |
| 8/22/23 | PEAC000--Peaceful Playgrounds, INC | 6,586.24 |
| 8/22/23 | SCHO028--School Mate | 1,215.00 |
| 8/22/23 | SEAS000--Sea Supply | 1,544.69 |
| 8/22/23 | SHRE001--Shred-IT, C/O Stericycle, Inc | 326.42 |
| 8/22/23 | WAS112A--Waste Management 3003. | 1,773.13 |
| 8/22/23 | WAS112D--Waste Management 3001 | 844.57 |
| 8/25/23 | HERC000--HERC Rentals | 1,146.20 |
| 8/25/23 | METR000--Metro Floors | 32,318.00 |
| 8/25/23 | PROA000--Pro Acoustics, LLC | 3,677.43 |
| 8/25/23 | PURC000--Purchase Power | 50.00 |
| 8/25/23 | QCLO000--QC Locksmiths | 174.66 |
| 8/28/23 | AMAZ112--Amazon Capital Services (Lanc) | 8,750.56 |
| 8/28/23 | ASHF001--Ashford Construction Company, Inc | 68,490.00 |
| 8/28/23 | BAY112A--Bay Alarm Company 7272 | 282.45 |
| 8/28/23 | BAY112B--Bay Alarm Company 4072 | 1,129.14 |
| 8/28/23 | BAY112C--Bay Alarm Company 9872 | 1,155.00 |
| 8/28/23 | BAY112D--Bay Alarm Company 7172 | 199.08 |
| 8/28/23 | CAVO001--Cavallo Electric Contractor Inc | 1,800.00 |
| 8/28/23 | EDI112A--Southern California Edison 1256. | 15,723.81 |
| 8/28/23 | EDTE000--EdTech 101 | 4,952.20 |
| 8/28/23 | FRES001--Fresh Start Healthy Meals, Inc. | 958.80 |
| 8/28/23 | ILEA300--iLEAD California | 9,244.95 |
| 8/28/23 | MOSA001--Mosa Mack Science, Inc. | 2,832.50 |
| 8/28/23 | SEAS000--Sea Supply | 60.09 |
| 8/28/23 | SERV000--ServPro of Lancaster | 46,503.29 |
| 8/29/23 | HOPS000--HopSkipDrive, INC | -739.50 |
| 8/30/23 | HOPS000--HopSkipDrive, INC | 739.50 |
| 9/1/23 | AMAZ112--Amazon Capital Services (Lanc) | 171.97 |
| 9/1/23 | DUNN000--Dunn-Edwards Paints | 328.38 |
| 9/1/23 | Hathcock Sterling, Regene | 400.00 |
| 9/1/23 | HOME006--Home Depot Credit Services. | 75.00 |
| 9/1/23 | iLEA010--iLEAD Online Charter | 6,424.00 |
| 9/1/23 | LOSA001--Los Angeles County Office of Education (LACOE) | 85,796.27 |
| 9/1/23 | PIT112A--Pitney Bowes 3317 | 5.99 |
| 9/1/23 | PURE000--Pure Oasis Water | 260.10 |
| 9/1/23 | SCOO000--Scoot Education | 658.00 |
| 9/6/23 | FRES001--Fresh Start Healthy Meals, Inc. | 3,524.65 |
| 9/6/23 | KAIS000--Kaiser Foundation Health Plan | 32,527.28 |
| | | \$ 1,952,645.64 |

Company Name: iLEAD Lancaster
Report Name: Payment Register Summary
Report Title 2: Mission Valley Bank
Footer Text: 06/15/2023-09/06/2023

| GL Account # | GL Account Description | Total |
|--------------|--|------------|
| 3401 | Health & Welfare Benefits - Credentialed positions | 46,403.54 |
| 3402 | Health & Welfare Benefits - Classified positions | 28,965.36 |
| 3902 | Other Benefits - Classified positions | 576.46 |
| 4110 | Core Curriculum - Texts, Workbooks, etc | 6,184.01 |
| 4120 | Core Curriculum - Software & Programs | 15,001.55 |
| 4130 | Other Curriculum | 11,865.50 |
| 4220 | Other Books & References | 1,215.00 |
| 4305 | Educational Supplies (Classroom, Project, SpEd, Etc) | 14,261.98 |
| 4310 | Science Supplies | 2,225.39 |
| 4315 | Art Supplies | 963.49 |
| 4320 | PE Supplies | 387.33 |
| 4325 | Custodial Supplies | 4,446.45 |
| 4330 | Health & Safety | 326.25 |
| 4335 | Home Study Stipend | 22,249.93 |
| 4340 | Office Supplies | 5,889.23 |
| 4345 | Printing & Reproduction Supplies | 11,096.27 |
| 4355 | Facilities Supplies | 26,321.24 |
| 4410 | Classroom Furniture & Equipment | 33,400.99 |
| 4420 | NonClassroom Furniture & Equipment | 87,429.76 |
| 4430 | IT Equipment & Supplies | 43,516.70 |
| 4710 | Vended Food Service | 62,155.39 |
| 4720 | Food Supplies | 455.65 |
| 5210 | Travel for PD, Conferences, & School Development | 2,002.09 |
| 5220 | Travel for Intersite Business - Mileage | 77.02 |
| 5230 | Conference & Workshop Registration Fees | 1,150.00 |
| 5240 | Professional Development - Meetings & Collaborations | 6,350.00 |
| 5310 | Professional Dues, Memberships, and Subscriptions | 17,675.60 |
| 5510 | Utilities - Electricity | 38,324.35 |
| 5520 | Utilities - Gas | 352.93 |
| 5530 | Utilities - Water | 560.63 |
| 5540 | Utilities - Trash | 4,299.66 |
| 5560 | Operations - Security | 6,040.57 |
| 5630 | Repairs & Maintenance - Facilities | 215,446.33 |
| 5660 | Repairs & Maintenance - Other Equipment | 9,827.95 |
| 5801 | Professional Services - Service Fees | 217,125.89 |
| 5802 | Professional Services - District Oversight Fees | 82,203.25 |
| 5803 | Professional Services - Business Services | 133,341.80 |
| 5805 | Professional Services - Payroll Fees | 22,179.20 |
| 5806 | Professional Services - Consultant Fees | 305.00 |
| 5807 | Professional Services - BTSA | 1,000.00 |

| GL Account # | GL Account Description | Total |
|--------------------|--|-----------------------|
| 5808 | Professional Services - Legal Fees | 3,534.50 |
| 5809 | Professional Services - Shared/Leased Employees | 16,417.10 |
| 5822 | Operating Expenditures - Licenses & Other Fees | 1,174.06 |
| 5825 | Operating Expenditures - Banking Charges & Fees | 13,304.02 |
| 5827 | Operating Expenditures - Other Benefit Fees | 34.00 |
| 5829 | Operating Expenditures - Events | 9,426.25 |
| 5830 | Operating Expenditures - Marketing & Advertising | 13,685.35 |
| 5850 | Student Services Expenditures - Student Information System | 1,980.95 |
| 5851 | Student Services Expenditures - Student Assessment Services | 2,420.00 |
| 5852 | Student Services Expenditures - Special Education Contracted | 153,135.83 |
| 5853 | Student Services Expenditures - Student & Group Activities | 17,492.67 |
| 5854 | Student Services Expenditures - Electives & Enrichment | 95.60 |
| 5855 | Student Services Expenditures - Substitutes | 19,798.00 |
| 5910 | Telephone & Fax | 2,922.46 |
| 5920 | Internet Services | 1,192.74 |
| 5940 | Postage Expense | 82.94 |
| 8220 | Federal Child Nutrition Programs | 125,334.01 |
| 8520 | State Child Nutrition | 77,386.89 |
| 9101 | Petty Cash | 200.00 |
| 9310 | Prepaid Expenditures (Expenses) | 40,827.48 |
| 9535 | Retirement Liability | 258,397.85 |
| 9536 | 403b Payable | 4,900.00 |
| 9553 | Divvy - Lancaster | 5,303.20 |
| Grand Total | | \$1,952,645.64 |

Ashford Construction Company, Inc.
2010 W. Avenue K, Suite 819
Lancaster, CA 93536
Phone # (661) 609-4841 E-mail: ashfordconst@yahoo.com

Invoice

| Date | Invoice # |
|----------|-----------|
| 8/1/2023 | 1-080123 |

| Bill To |
|--|
| iLEAD Lancaster 254 East Ave K 4 Lancaster, CA 93535 |

| Project Location |
|---|
| iLead 254 East Ave. K 4 Lancaster, CA 93535 |

| | | | Terms | | |
|--|---------|---------|-------------------------|---------|-------------|
| Description | Est Amt | Prior % | Current % | Total % | Amount |
| Billing for Room # 1 Contract \$23,500 - Billed 90% | | | | | 21,150.00 |
| Billing for Room # 3 (Reflection Room Zone 1) Contract \$19,200 - Billed 90% | | | | | 17,280.00 |
| Billing for Room # 4 (Upstairs Office) Contract \$17,700 - Billed 90% | | | | | 15,930.00 |
| Billing for Room # 5 (Reflection Room Zone 2) Contract \$15,700 - Billed 90% | | | | | 14,130.00 |
| Please make a check payable to: Ashford Construction Co Inc. | | | Total | | \$68,490.00 |
| | | | Payments/Credits | | \$0.00 |
| | | | Balance Due | | \$68,490.00 |



DreamBox Software and Services Agreement

iLEAD LANCASTER CHARTER SCHOOL

777 108th Ave. NE, Suite 2300
 Bellevue, WA 98004-5149
 Phone: 877.451.7845
 Fax: 425.484.6476
 schools@dreambox.com
 www.dreambox.com

Order Form #: DB0822103814

Order Form Valid Until: Sep. 4, 2023

| Order Form | | |
|---|---|--|
| Customer: iLEAD LANCASTER CHARTER SCHOOL, CA | Service Start Date: 09-05-2023 Service End Date: 09-04-2024 | Subscription Period: 12 Months |
| Customer's Point of Contact: Name: Nykole Kent Title: Principal Phone: (661) 722-4287 E-Mail: nykole.kent@ileadlanaster.org | Customer's Billing Address: Attn: Nykole Kent 254 E AVENUE K4 LANCASTER, CA 93535 | Agreement Prepared By: Carly Nelson Title: Account Manager Phone: E-Mail: carly.nelson@dreambox.com |
| Pricing | | |
| Software and Services | Quantity | Price |
| Dreambox Learning Math – Advanced | 585 | \$12,548.25 |
| Reading Plus Licenses | 545 | \$14,237.80 |
| Reading Park Licenses | 280 | \$5,880.00 |
| Professional Development Services | 5 | \$2,875.00 |
| Subtotal: | | \$35,541.05 |
| Outside of the states of Washington, South Carolina, Arizona and Hawaii, customers are responsible for remitting any taxes imposed by their states. | Sales Tax: | \$0.00 |
| Total: | | \$35,541.05 |

| Invoicing and Payment Terms | | | |
|---|--------------|------------------|------------------|
| Subscription Period/ Total Fees/Additional Terms | Fee Schedule | Invoice Schedule | Payment Schedule |
| <i>Term Length (months):</i> 12 <i>Total Fees:</i> \$35,541.05 | \$35,541.05 | Upon Signature | Net 30 |

Payment Options

- To pay by purchase order, please email your purchase order to schools@dreambox.com or fax your purchase order to 425-484-6476.
- Please consult the Dreambox [Billing FAQ page](#) if you have questions regarding payment.
- We would like to encourage and help customers to process payments electronically. Our banking information is below and can also be found on your DreamBox Learning invoice. This banking information can be used to process an ACH or a wire. Please email us at Accountsreceivable@dreambox.com should your banking institution require additional information from us for processing payments.

*****Please note changes below to ACH and Drop Box changes effective November 1, 2022*****

| | |
|---|--|
| Please remit via ACH (preferred) to: DreamBox Learning, Inc. PNC Bank Routing #: 031207607 Account #: 8026515017 | Check Payments can be mailed to: DreamBox Learning, Inc. P.O. Box No. 778853 Chicago, IL 60677-8853 |
|---|--|

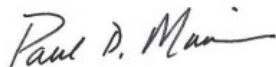
Should you need any assistance with setup or have additional questions regarding payment, please contact Accounts Receivable at accountsreceivable@dreambox.com.

By signing below the parties are accepting the Terms and Conditions incorporated into this Agreement

DREAMBOX LEARNING, INC.

CUSTOMER: iLEAD LANCASTER CHARTER SCHOOL

Signature:



Signature:

DocuSigned by:

 8965D765AD9146A...

Name:

Paul Marvin

Zenaida Morales

Title:

Interim Chief Financial Officer

Name:

Instructional Coach

Title:

8/15/2023 | 11:41 AM PDT

Date:

TERMS AND CONDITIONS

1. DreamBox Learning, Inc. (“DreamBox Learning”) offers software products and services that provide personalized math and reading instruction in an engaging environment for students (“DreamBox Math,” “DreamBox Reading” (formerly known as “Reading Plus”), and “Reading Park” respectively). DreamBox Math provides a three-pronged approach to math, focusing on teaching concepts, problem-solving, and procedures, which is underpinned with an intelligent, adaptive engine that sequences and personalizes instruction to meet the needs of each student. Reading Plus introduces and builds the silent reading skills students need to become proficient independent learners. It focuses on vocabulary, comprehension, and fluency development, and it includes a highly reliable assessment that can be used as a screener, placement test, and measure of growth. As an intervention and instruction program, Reading Plus adapts automatically to each student’s changing needs, ensuring individualized learning paths lead toward reading proficiency. The program includes an extensive library of engaging texts, rigorous comprehension tasks, evidence-based writing in a built-in portal, a patented Guided Window for fluency development, a variety of scaffolds, and numerous materials for teacher-led instruction. Reading Park develops the critical foundational skills young learners need to become independent readers by providing lessons designed to develop phonemic awareness and phonics, as well as introducing fluency, vocabulary, and comprehension skills. The program guides students toward successful and productive reading through a playful, engaging learning environment. Reading Park’s unique combination of in-lesson and between-lesson adaptations offers personalized and effective technology-driven instruction by adjusting lessons in real time to ensure individual learning needs are addressed in the moment. Its continuous embedded assessment allows the program to determine the appropriate sequencing of the next lesson. Both Reading Plus and Reading Park are research-based programs grounded in the science of reading. DreamBox Learning’s software products and services are offered to you on a software-as-a-service basis pursuant to the terms and conditions set forth in this Software-as-a-Service Agreement (the “Agreement”). This Agreement is made and entered into by and between DreamBox Learning and you, the customer identified on the attached order form (“you” or “Customer”). This Agreement sets forth the terms and conditions pursuant to which DreamBox Learning agrees to provide to you access to and use of the software products and services described in this Agreement (collectively, the “Software and Services”). This Agreement comprises the attached order form (the “Order Form”) and these terms and conditions (the “Terms and Conditions”), each of which are an integral part of this Agreement and incorporated herein by this reference. If this Agreement reflects your understanding, please indicate your agreement to be legally bound hereto by having a duly authorized signatory sign the Order Form. The Agreement will only be effective when executed and delivered by a duly authorized signatory of each party. Capitalized terms used but not otherwise defined in these Terms and Conditions (whether in singular, plural, or possessive) have the meaning ascribed to such terms in these Terms and Conditions or the Order Form.

2. CUSTOMER ACCOUNT

2.1 Access. These Terms and Conditions govern your access to the Software and Services. The Software and Services comprise the software to which you are granted access by DreamBox Learning (the “**Software**”) and the services provided by DreamBox Learning to you in connection therewith (the “**Services**”). Beginning on the Service Start Date, DreamBox Learning will provide you with the account activation information necessary for you to access the Software and Services via an online account (the “**Customer Account**”). Notwithstanding anything to the contrary herein, you will be responsible for obtaining and maintaining at your expense all the necessary hardware, software, connections to the Internet, and other systems and networks required in order to access the Customer Account and the Software and Services provided in connection therewith. You are solely responsible for the confidentiality and use of the usernames, passwords, and account identifiers associated with the Customer Account. In no event will DreamBox Learning be liable for any loss of your data or other claims to the extent the same arose from unauthorized access to the Customer Account.

2.2 Updates; Enhancements. At no charge to you, DreamBox Learning will install on its servers any software updates deemed reasonably necessary to address errors, bugs, or other performance issues in the Customer Account or the Software and Services (collectively, “**Updates**”). Updates, if any, will be subject to this Agreement. DreamBox Learning reserves the right at any time and without prior notice to Customer to temporarily limit Customer’s access to the Customer Account and use of the Software and Services in order to perform repairs, make modifications, or as a result of circumstances beyond DreamBox Learning’s reasonable control. DreamBox Learning may, in its sole discretion, modify, enhance, or otherwise change the Software and Services upon written notice to you. DreamBox Learning shall not be obligated to provide to you any new feature, functionality, or service for which DreamBox Learning generally charges a separate fee.

2.3 License. Subject to the terms and conditions of this Agreement, DreamBox Learning hereby grants to you a limited, non-exclusive, non-sublicenseable, non-transferable license during the Subscription Period to access the Customer Account and permit designated administrators, faculty members, staff members, and enrolled students to use the Software and Services, as made available to you via the Customer Account, commencing on the Service Start Date, solely for your own educational purposes. All Software and Services are provided as-is and the license to those Software and Services are to the [full content offering](#) with no customizations.

2.4 Protections Against Unauthorized Use. You will take all appropriate steps and precautions to protect the Software and Services from unauthorized use by your officers, directors, trustees, administrators, faculty, staff, employees, agents, and students, and any third parties who obtain access to the Software and Services directly or indirectly through you, including any former officers, directors, trustees, administrators, faculty, staff, employees, agents, or students. You understand that nothing in the license granted to you in Section 2.3 above permits you to disclose know-how, trade secrets, or other non-public information disclosed to you by DreamBox Learning to any third party without obtaining DreamBox Learning’s advance written consent except as otherwise required by applicable state or federal law. In the event of any actual or suspected unauthorized use by anyone who obtained access to the Software and Services directly or indirectly through you, you will take all steps reasonably necessary to terminate such unauthorized use. Further, you will provide to DreamBox Learning such cooperation and assistance related to any such unauthorized use as DreamBox Learning may reasonably request.

2.5 End Users’ Compliance with Website Terms of Use. You understand that your users of the Software and Services (i.e., your designated administrators, faculty members, staff members, and students) will be bound by the terms and conditions set forth in DreamBox Learning’s Website Terms of Use (available at <http://www.dreambox.com/terms> or a successor site) to which such individuals will consent in connection with their access to and use of the Software and Services.

2.6 Reservation of Rights. The Software and Services are licensed to you, not sold. You acknowledge that the Software and Services and any and all intellectual property rights therein, including any know-how, trade secrets, and other non-public information related to the Software and Services, are, and shall remain, the sole and exclusive property of DreamBox Learning and contain DreamBox Learning’s confidential and

proprietary materials. All uses of DreamBox Learning's trademarks and related goodwill incidental to your access to the Customer Account or use of the Software and Services will inure solely to DreamBox Learning and you will obtain no rights with respect to any of DreamBox Learning's trademarks. You acknowledge and agree that, if you or your officers, directors, trustees, administrators, faculty, staff, employees, agents, or students provide any feedback or suggestions to DreamBox Learning concerning the Software and Services (including identifying any errors or improvements) ("**Feedback**"), DreamBox Learning is hereby assigned all right, title, and interest in and to the Feedback, including any and all intellectual property rights therein, and DreamBox Learning is free to use the Feedback without any payment or restriction.

3. PAYMENT

Unless otherwise stated in the Order Form: (i) Purchase Orders referencing the Order Form are due within thirty (30) days of the Effective Date of this Agreement, and (ii) Payment is due within thirty (30) days of receipt of Invoice but no later than fifteen (15) days from Service Start Date.

4. SERVICES

4.1 Delivery. Professional Development may be delivered on-site or by electronic means (webinar), as outlined in the applicable Order Form. All Professional Development will be utilized within 12 months of the Order Form Contract Start Date. Professional Development not utilized within 12 months of the Order Form Contract Start Date will be forfeited.

4.2 Cancellation.

(a) On-site Professional Development canceled within 15 business days of the scheduled on-site visit will result in forfeiture. DreamBox Learning shall have no obligation to reschedule on-site. Notwithstanding the foregoing, if on-site visit is canceled due to acts of God, government regulations, disaster, or strikes DreamBox will work in good faith with the Customer to reschedule.

(b) Webinars canceled within 3 business days of the scheduled webinar will result in forfeiture. DreamBox Learning shall have no obligation to reschedule the webinar. Notwithstanding the foregoing, if webinar is canceled due to acts of God, government regulations, disaster, or strikes DreamBox will work in good faith with the Customer to reschedule.

(c) Should DreamBox be unable to deliver on-site Professional Development during the term of the Order Form due to prolonged school closures, inability for DreamBox employees to travel safely, or other instance which may cause it to be unsafe for DreamBox employees to interact in person with Customer employees then DreamBox will deliver the same Professional Development content virtually on the committed dates.

5. TERM AND TERMINATION

5.1 Term. This Agreement will become effective as of the Effective Date, and it will continue in effect until it is terminated in accordance with Sections 5.2, 5.3, and/or 5.4 below (the "**Term**"). For the avoidance of doubt, the Term comprises the period between the Effective Date and the Service Start Date, the Subscription Period, and any additional Renewal Period.

5.2 Subscription Period. The "**Subscription Period**" will be for the duration set forth in the Order Form. Following the end of the Subscription Period, the Order Form will automatically expire. Parties may mutually agree in writing, in a new Order Form, to renew this Agreement for one or more additional periods "**Renewal Period**".

5.3 Termination without Cause. Neither party may terminate this Agreement without cause. For termination for cause, see Section 5.4 below. Notwithstanding the foregoing, you may terminate this Agreement at the end of the Subscription Period or the then-current Renewal Period. In the event that after the first 12 months of your Subscription Period or during a Renewal Period the amount necessary to pay the Fee, or Fees, are not included in your budget appropriation for the applicable period you may terminate your current Order Form, provided that (a) you use your best efforts to seek and obtain the necessary amount to meet your payment obligations hereunder in each applicable budget appropriation; (b) you notify us of your intent to terminate the agreement within 60 days after the applicable budget appropriation is approved and no later than 30 days prior to the end of the Initial Period or the Renewal Period, as the case may be, and (c) you do not, and you hereby agree that you will not, seek and obtain replacement software or services that are the same as or similar to the Software and Services during the applicable appropriation period.

5.4 Termination or Suspension for Cause. Either party may terminate this Agreement and the rights granted hereunder by written notice to the other party in the event of any material breach by the other party of any term or condition set forth herein, if such breach remains uncured 10 days after receipt by the defaulting party of a written notice of default from the non-defaulting party. In addition to other remedies available to DreamBox Learning, it may, in its sole discretion, suspend your access to the Customer Account and use of the Software and Services if payment of any Fee is due and payable and remains outstanding for more than 45 days.

5.5 Survival. Upon termination or expiration of this Agreement, all rights and duties of the parties toward each other pursuant to the Agreement cease except that: (a) within 30 days after the effective date of termination, you will pay all amounts owing to DreamBox Learning, including any Fees accrued prior to the effective date of termination; and (b) Sections 2.4, 2.5, 2.6, 5.5, and 7 survive termination or expiration of this Agreement.

6. PRIVACY

DreamBox Learning understands and agrees that you have obligations under the Family Educational Rights and Privacy Act and regulations and guidelines issued thereunder, as the same may be amended from time to time ("**FERPA**"), and other privacy laws to protect the confidentiality of personally identifiable information, as that term is defined in FERPA ("**PII**"), and to obligate those to whom you disclose PII to perform certain functions on your behalf in order to meet requirements and safeguards with respect to the use of such PII. During the term of this Agreement, DreamBox Learning is designated as your authorized representative (as that term is defined in FERPA) to receive, obtain, or create PII residing in one or more of DreamBox Learning's computer information systems used to host the Software and perform the Services. Without limiting any other obligations of this Agreement, DreamBox Learning will (a) not use PII for any purpose other than as expressly allowed under this Section 5; (b) not further disclose PII to any person, other than (i) to your applicable public school district and its employees or (ii) as specifically required or authorized by federal law; and (c) implement policies and procedures consistent with FERPA and in accordance with generally accepted practices,

privacy laws, and regulations to safeguard PII from unauthorized use and further disclosure. Notwithstanding the foregoing, you acknowledge and agree that you are responsible for notifying DreamBox Learning concerning any changes to your public school district or its administrators, faculty members, staff members, students, parents, or guardians that may affect DreamBox Learning's privacy policies. DreamBox Learning has no obligations to change its practices unless and until it has received notification from you of any such change, or changes, including, without limitation, any change in desired access by an administrator, faculty member, staff member, student, parent, or guardian. DreamBox Learning's full Privacy Policy is available at <http://www.dreambox.com/privacy-policy>.

7. NOTICE

Any notice required or permitted under the terms of this Agreement or required by law must be in writing and must be: (a) delivered in person, (b) sent by first class mail, (c) sent by overnight air courier, or (d) sent by email to legal@dreambox.com, in each case properly posted and fully prepaid to the address or email address set forth on the Order Form. Either party may change its address for notices by notice to the other party given in accordance with this Section 6. Notices will be deemed given at the time of actual delivery in person, three business days after deposit in the mail as set forth above, or one day after delivery to an overnight air courier service.

8. WARRANTY

DREAMBOX LEARNING DOES NOT WARRANT THE SOFTWARE OR SERVICES, EXCEPT AS SPECIFICALLY AGREED TO IN WRITING, AND EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY, TITLE, AND NON-INFRINGEMENT. YOU WILL NOT HAVE THE RIGHT TO MAKE OR PASS ON ANY REPRESENTATION OR WARRANTY ON BEHALF OF DREAMBOX LEARNING TO ANY THIRD PARTY. NEITHER PARTY SHALL HAVE ANY CONTRACTUAL INDEMNIFICATION OBLIGATIONS TO THE OTHER PARTY.

9. MISCELLANEOUS

The Terms and Conditions and the Order Form contain the entire agreement of the parties with respect to the subject matter of this Agreement and supersede all previous communications, representations, understandings, and agreements, either oral or written, between the parties with respect to said subject. No terms, provisions, or conditions of any sales order, purchase order, acknowledgement, or other business form that either party may use in connection with the transactions contemplated by this Agreement will have any effect on the rights, duties, or obligations of the parties under, or otherwise modify, this Agreement, regardless of any failure of a receiving party to object to these terms, provisions, or conditions. This Agreement may not be amended, except by a writing signed by both parties. Applicable activation codes for the subscription purchased by you will be issued following receipt of your authorized signature on the Order Form. Receipt of a signed Order Form from you represents a binding agreement to purchase access to and use of the Software and Services. All Fees and payments are non-refundable, unless you terminate this Agreement for cause pursuant to Section 5.4 above, in which case you will receive a prorated refund of any Fees paid in advance of receipt of the Software and Services. You will remit all payments in US Dollars. Fees are exclusive of any applicable taxes or surcharges. Taxes and surcharges, if applicable, are subject to change at the time of invoicing. DreamBox Learning will not charge you taxes or surcharges if you provide us with a valid tax exemption certificate. The parties shall attempt to settle any dispute, controversy, or claim arising out of or in connection with this Agreement through consultation and negotiation in good faith and a spirit of cooperation. This Agreement and all disputes, claims, or controversies arising out of or in connection with this Agreement, including any question regarding its formation, existence, validity, enforceability, performance, interpretation, breach, or termination shall be governed by and construed in accordance with the substantive local laws of the Customer's home state as provided in the Order Form, without reference to its choice of law rules and not including the provisions of the 1980 U.N. Convention on Contracts for the International Sale of Goods. Each party hereby irrevocably consents to the exclusive jurisdiction and venue of the federal and state courts located in the Customer's home county and state, in connection with any action arising out of or in connection with this Agreement and agrees that service of process to the party's address set forth on the Order Form (as may be updated from time-to-time by written notice to the other party in accordance with this Section 8) will constitute effective service within the Customer's home state. Each party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to this Agreement or the transactions contemplated hereby. In no event will the aggregate liability of DreamBox Learning and its licensors, service providers, and suppliers arising out of or related to this Agreement, whether arising under or related to breach of contract, tort (including negligence), strict liability, or any other legal or equitable theory, exceed the total amounts paid to DreamBox Learning under this Agreement in the one year period preceding the event giving rise to the claim. The foregoing limitations apply even if any remedy fails of its essential purpose. It is the express intention of the parties that DreamBox Learning perform the Services as an independent contractor. Nothing in this Agreement will in any way be construed to constitute DreamBox Learning as your agent, employee, or representative. Any waiver of the provisions of this Agreement or of a party's rights or remedies under this Agreement must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Agreement or its rights or remedies at any time, will not be construed as a waiver of the party's rights under this Agreement and will not in any way affect the validity of the whole or any part of this Agreement or prejudice the party's right to take subsequent action. Exercise or enforcement by either party of any right or remedy under this Agreement will not preclude the enforcement by the party of any other right or remedy under this Agreement or that the party is entitled by law to enforce. If any term, condition, or provision in this Agreement is found to be invalid, unlawful, or unenforceable to any extent, the parties will endeavor in good faith to agree to amendments that will preserve, as far as possible, the intentions expressed in this Agreement. If the parties fail to agree on an amendment, the invalid term, condition, or provision will be severed from the remaining terms, conditions, and provisions of this Agreement, which will continue to be valid and enforceable to the fullest extent permitted by law. This Agreement may be executed in counterparts, each of which will be deemed to be an original and together will constitute one and the same agreement. This Agreement may also be executed and delivered by facsimile or other electronic means and such execution and delivery will have the same force and effect of an original document with original signatures. This Agreement will be binding upon and will inure to the benefit of the parties and their respective successors and assigns.

Certificate Of Completion

Envelope Id: FAD1EE6FB1C34F75A6CF12F68410E0FD

Status: Completed

Subject: Complete with DocuSign: iLEAD LANCASTER CHARTER SCHOOL, CA Dreambox DSSA - DB0822103814 (1).pdf

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Carly Nelson

AutoNav: Enabled

carly.nelson@dreambox.com

Enveloped Stamping: Enabled

IP Address: 73.239.78.110

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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Status: Original

8/15/2023 9:01:19 AM

Holder: Carly Nelson

carly.nelson@dreambox.com

Location: DocuSign

Signer Events

Zenaida Morales

zenaida.morales@ileadlanaster.org

Instructional Coach

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



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Signature Adoption: Pre-selected Style
Using IP Address: 76.79.72.134**Timestamp**

Sent: 8/15/2023 9:03:37 AM

Resent: 8/15/2023 11:36:51 AM

Viewed: 8/15/2023 11:41:09 AM

Signed: 8/15/2023 11:41:22 AM

Electronic Record and Signature Disclosure:

Accepted: 8/15/2023 10:06:18 AM

ID: 9b02b2ae-f632-4b14-9297-6e01e04f552e

Company Name: DreamBox

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

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8/15/2023 11:36:43 AM

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Security Checked

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Certified Delivered

Security Checked

8/15/2023 11:41:09 AM

Signing Complete

Security Checked

8/15/2023 11:41:22 AM

Completed

Security Checked

8/15/2023 11:41:22 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, DreamBox (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 system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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. Further, 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.

All notices and disclosures will be sent to you electronically

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.

How to contact DreamBox:

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: jessica.kuperberg@dreambox.com

To advise DreamBox of your new email address

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

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from DreamBox

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 email to jessica.kuperberg@dreambox.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with DreamBox

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to jessica.kuperberg@dreambox.com and in the body of such request you must state your email, full name, mailing 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

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents 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 confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email 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 as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DreamBox as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DreamBox during the course of your relationship with DreamBox.



July 2023

Re: Senate Bill 114

To whom it may concern:

I am writing on behalf of iLEAD Lancaster Charter School.

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

The new expiration date for our current term will be June 30, 2026. If you believe this date is incorrect, please contact me.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "DKent", is written over the printed name.

School Director

CLOSED SESSION ITEM DESCRIPTIONS UNDER THE RALPH M. BROWN ACT

The following chart can be used when drafting the closed session item descriptions on agendas and minutes of governing board meetings. These item descriptions are from the “safe-harbor” descriptions under Government Code section 54954.5.

| GOV. CODE SECTION | CLOSED SESSION ITEM DESCRIPTION (The same language should be used for both the agenda and minutes) |
|--|--|
| 54956.8 (Use to discuss the purchase, sale, exchange, or lease of real property by or for the school) | CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code section 54956.8.) Property: <i>[address]</i> Agency negotiator: <i>[name of negotiator]</i> Negotiating parties: <i>[name of opposing party]</i> Under negotiation: <i>[e.g. “price and/or terms of payment”]</i> |
| 54956.9 (Use when threatened with litigation or an administrative proceeding, e.g. if the charter authorizer may revoke/ non-renew the charter, or SPED settlements, or potential exposure against the school) | CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2): <i>[number of matters]</i> matter(s) |
| 54956.9 (Use when considering suing someone) | CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(4).): <i>[number of matters]</i> matter(s)). |

| | |
|--|---|
| <p>54956.9 (Use to confer with, or receive advice from, legal counsel regarding pending litigation)</p> | <p>CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Name of Case: <i>[insert case name or number]</i></p> <p><i>OR, if disclosing the case name would jeopardize settlement negotiations, use the following:</i></p> <p>CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Case Name Unspecified: (disclosure would jeopardize settlement negotiations)</p> |
| <p>54957 (Use when discussing the hiring of a new employee)</p> | <p>PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).) Title: <i>[title of position to be filled]</i></p> <p>[See the “NOTES” section below.]</p> |
| <p>54957 (Use when reviewing the performance of an existing employee)</p> | <p>PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: <i>[title of employee being evaluated]</i></p> |
| <p>54957 (Use when discussing the discipline or dismissal of an employee; keep in mind there are also notice obligations for this type of closed session)</p> | <p>PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code section 54957(b).)</p> |

| | |
|---|--|
| <p>54957.6 (Use when negotiating [salaries, compensation, etc.] with represented or unrepresented employees)</p> | <p>CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code section 54957.6.) Agency designated representatives: <i>[names of representatives]</i> Employee Organization: <i>[name of organization representing employees]</i></p> <p><i>OR, if the employee is unrepresented, use the following:</i></p> <p>CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code section 54957.6.) Unrepresented employee: <i>[title of employee]</i></p> |
| <p>54957 (Use when meeting with law enforcement personnel on matters posing a threat to the security of public buildings or services—this is rare)</p> | <p>THREAT TO PUBLIC SERVICES OR FACILITIES (Gov. Code section 54957(a).) Consultation with: <i>[specify name of law enforcement agency and title of officer]</i></p> |
| <p>48918(c) (use when discussing student expulsion)</p> | <p>STUDENT EXPULSION (Ed. Code section 48918(c)): <i>[(number of matters] matter(s)).</i></p> |

NOTES

When discussing School Director Evaluation, other than “oblique references” to compensation in closed session (e.g., whether the School Director deserves a raise based on the evaluation), the discussion/decision on that person’s compensation must happen in open session. So usually, the above closed session item would be followed by an open session item such as:

1. School Director Employment Agreement

That is where the board can discuss the terms of the contract and proposed compensation, and approve. Remember that when the board takes action on any executive compensation, prior to taking final action the board must orally report a summary of the recommendation for compensation per Gov. Code section 54953(c)(3), and action on executive compensation can only happen at a regular meeting (not a special meeting). The Board must also review for reasonableness, e.g. by looking at comparable data. Below is some sample language for an oral summary, which will need to be revised based on the actual proposed compensation:

“We would like to approve the (name of school) Director Contract for the (xxxx-xxxx) school year, beginning on July 1, (xxxx) and concluding June 30, (xxxx).

School Director’s annual pay has increased (#)% for an annual salary of \$(xxxxxx), with the possibility of annual raises at the board’s discretion, except that she/he will be eligible for cost of living increases given to other staff. She/He will be entitled to participate in the employee benefit program at the same rate as all current employees, which currently is at \$(xxx) per month.”

In practice, the way this usually works is that the board chair, counsel for the school, the school director, and their lawyer if they have one, communicate ahead of the meeting to come up with a compensation number and contract terms to propose to the full board. Or sometimes, the board will appoint an ad hoc committee to do that negotiating work.

iLEAD Lancaster

Fiscal Policies & Procedures

DRAFT



Board Approved: _____

I. OVERVIEW AND GENERAL BUSINESS POLICIES

A. Principles of Fiscal Management

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

iLEAD Lancaster will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:

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

B. Authorized Signers

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

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

C. Financial Reports

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

D. Annual Financial Audit

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

II. PURCHASING, PROCUREMENT AND VENDOR PAYMENT

A. Purchases

1. The School Director or designee may authorize expenditures and may sign related contracts within the approved budget. The governing board must review all expenditures. This will be done via approval of a payment register, which lists all payments issued during a set period of time, and includes payee, date, and amount. A Board approved list of Board and School Director's authorized designees will be maintained.
2. The Board may, by majority vote, delegate to the School Director or School Director designee the authority to enter into contracts on behalf of iLEAD Lancaster. For contracts exceeding \$50,000, to be valid or to constitute an enforceable obligation against iLEAD Lancaster, all such contracts must be approved and/or ratified by the Board.
3. The School Director or School Director designee(s) approves invoices and purchases.
4. When approving purchases, the School Director or School Director designee must:
 - a. Follow the Procurement Policy, as applicable;

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

B. Credit Card Purchases

- 1. Credit cards should be issued only to personnel who have a legitimate need to purchase goods and services, either in person or online, to carry out their job responsibilities when a purchase order cannot be approved in time or when the regular accounts payable process is not viable. Every staff member who is authorized to use a credit card is required to sign a credit card use policy statement. Such staff members will

acknowledge policies and procedures that require the card to be used exclusively for legitimate business purposes.

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

C. Payment Authorization

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

D. Expense Reimbursements

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

E. Travel Reimbursements

1. Employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the School Director or School Director designee shall establish rules to keep such expenses to a minimum, while affording employees a reasonable level of safety and convenience.
2. The School Director or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. The School Director or School Director designee also shall establish reimbursement rates in accordance with law and Board policy.
3. Traveling employees may be provided a per diem up to the established U.S. General Services Administration per diem rate found at <http://www.gsa.gov/portal/category/100120> for any meal and incidental that is not included as part of the related event. Employees will be responsible for any excess expenses beyond the established per diem rate.
4. An employee shall obtain approval from the School Director or School Director designee prior to traveling. The School Director or School Director designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties.
5. Cost saving should be emphasized, and advance planning should occur. Reasonable care should be taken to obtain competitive cost for booking of airfare and hotels.
6. Travel expenses (e.g., airfare, rental cars, hotel) should be paid for directly by iLEAD Lancaster, 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 iLEAD Lancaster business reasonably requires an overnight stay, registration fees for seminars and conferences, and other communication expenses incurred on iLEAD Lancaster'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. iLEAD Lancaster 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 iLEAD Lancaster related business, personal use of an automobile and personal losses or traffic violation fees incurred while on company business.

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

III. CONTRACTS, MOUs, AGREEMENTS

A. Contracts, MOUs, Agreements

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

IV. BANK ACCOUNTS, RECONCILIATIONS, RECEIVABLES, CASH

A. Financial Institutions

1. All funds will be maintained at an FDIC insured financial institution.
2. If applicable, invested funds shall be maintained in high quality, short maturity (no longer than one year) liquid funds.

3. The Board will review a list of authorized check signers annually. Depending on the entity's needs, the Board may also assign dollar limits to establish classes of check signers. Check signers will be maintained in a Board approved list.
4. Check signers may delegate designated staff the authority to access bank accounts for the purpose of viewing transactions, processing electronic payments, and completing wire and bank transfers when necessary to conduct the regular operations of the entity, with the approval from an authorized signer. A Board approved list of Board and School Director's authorized designees will be maintained and presented to the Board.

B. Bank Reconciliations

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

C. Uncleared Checks

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

D. Petty Cash

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

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

E. Accounts Receivable

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

F. Returned Check Policy

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

G. Payroll

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

V. FUNDRAISING

A. Fundraising

1. Projects for the raising of funds shall in general contribute to the educational experience of learners.
2. Fundraising shall be done in accordance with best business practices including sound budgetary and accounting procedures.

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

informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government.

VI. LOANS

A. Loans

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

VII. OTHER FISCAL POLICIES

A. Insurance

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

B. Inventory and Asset Management

1. The School Director or School Director designee shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$500 as determined by the School Director or designee. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting iLEAD Lancaster's assets. This property will be inventoried at a minimum on an annual basis.
2. All non-consumable School property lent to students should be returned to the school no later than ten working days after the student graduates, or otherwise leaves the school.
3. Any excess or surplus property, or unneeded property or items owned by the school, may be sold or auctioned by the School, provided the School Director or School Director

designee engages in due diligence to maximize the obtain a reasonable value of the sale or auction for the school. The sale or auction of property owned by the school with a fair market value in excess of \$500 as determined by the School Director or designee shall be approved in advance by the Board.

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



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2023

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: iLEAD Lancaster District CDS Code: 19646670125559
Name of County: Los Angeles County CDS Code: 19

By submitting this annual declaration, the district is certifying the following:

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

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 09/12/2023 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

Submitted by (Superintendent, Board Secretary, or Designee):

Name Signature Title

Fax Number Telephone Number Date

Mailing Address

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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> |
|----------------------------|----------------------------------|----------------------|

Mailing Address

E-Mail Address

- *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)

4

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.



AUTHORIZATION TO TEACH OUTSIDE CREDENTIAL
EDUCATION CODE NO. 44263

WHEREAS, Section 44263 of the Education Code provides that a teacher may teach outside his/her major or minor in any subject that he/she has completed a specific number of hours of course work;

WHEREAS, Regene Hathcock is presently teaching outside her credential field of Math;

NOW, THEREFORE, ILEAD LANCASTER SCHOOL BOARD DOES HEREBY RESOLVE AND AUTHORIZE the above-named teacher to teach outside the field of her subject major and minor in a multiple subject class for the 2023-2024 school year.

Passed and adopted by iLEAD Lancaster School Board, on this 12th day of September, 2023 by the following vote:

Ayes: _____

Nays: _____

Absent: _____

ATTEST: _____
Nykole Kent, Site Director of iLEAD Lancaster

ATTEST: _____
President of the Governing Board

iLEAD Lancaster
254 East Avenue K-4 Lancaster CA 93535 • 661-722-4287
iLEADschools.org



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

254 E Ave K4

Lancaster, CA 93535 (661)722-4287

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 school'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 school
2. An explanation of why the action is proposed or refused
3. A description of any other options the school considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the school'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)

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. (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 Trustees' 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 Lancaster

Updated: August 2023

254 East Avenue K-4 , Lancaster, 93535

iLEAD Lancaster

TO: All Employees
FROM: ILEAD Human Resources

RE: INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

iLEAD Lancaster 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 Nykole Kent.

Thank you

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APPENDICES

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

PURPOSE

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

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

RESPONSIBILITIES

School Director / IIPP Administrator designee

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

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

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

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

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

Department Heads

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

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

Employees

Responsibilities of all School employees include:

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

Employees Access to the IIPP

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

COMMUNICATION

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

New Employee Orientation

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

Health and Safety Training

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

Safety Meetings

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

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

Employee Hazard Reporting System

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

the IIPP Administrator.

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

School Best Practices and Safety Committee

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

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

Safety Bulletin Boards / Supplemental Communications

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

HAZARD ASSESSMENT/INSPECTION

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

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

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

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

HAZARD CORRECTION

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

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

REPORTING A WORK RELATED ACCIDENT or INJURY

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

ACCIDENT AND INCIDENT INVESTIGATIONS

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

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

Our procedures include:

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

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

SAFETY AND HEALTH TRAINING

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

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

General Safety Training

General safety training will, at a minimum, include:

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

Job-Specific Safety Training

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

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

School Director and School-Site Safety Coordinator Training

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

Codes of Safe Practices

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

COMPLIANCE

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

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

IIPP Training

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

School Director Evaluation of Safety Performance

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

Disciplinary Procedures

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

RECORD KEEPING

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

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

Appendix A – Hazardous/Unsafe Condition Report Form

Reporting Information*

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

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

Investigation

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

Corrective Action

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

School Best Practices and Safety Committee Review

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

Committee Chair: _____ Date of Review: _____

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

Add separate paper if needed

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

Injured Employee Information

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

Accident Details

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

Cause(s) of Accident

Hazardous conditions, safety management breakdowns, unsafe work behaviors

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

Corrective Action

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

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

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

Purpose:

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

Background

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

Best Practices

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

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

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

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

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

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

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

Mandatory Training

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

A. The health effects of wildfire smoke

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

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

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

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

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

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

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

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

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

iii. Texting and/or telephone conversations.

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

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

APPENDIX D



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

I have received and reviewed the Plan Date: ____

Employee Name: _____

Employee Signature: _____

Job Title: _____

Job site location: _____

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

Instructional Materials for Learners for iLEAD Lancaster



| Grade Level | Subject | Title | Type of Material/Method of Access | Vendor |
|---|-------------------|---|---|--|
| General Comment (Access to materials and resources): All resources and materials will be available through the site-based learning management system (LMS) Brightspace. All learners will have real time access to all resources, materials, instructional units, workshops and support materials, which includes but is not limited to group assignments, activities, differentiated and scaffolded materials to target the needs of all learners. | | | | |
| TK | Language Arts/ELD | 1. Misc. 2. BrainPOP ELL | 1. Facilitator led curriculum specific for projects on Brightspace Classroom Library 2. Online access | 1. n/a 2. BrainPOP |
| TK | Math | Bridges | Comprehensive Curriculum/Online (and also hands-on manipulatives for in person) | The Math Learning Center |
| TK | Science | Generation Genius | Comprehensive Curriculum where specific resources are found on Brightspace | Discovery Education |
| TK | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| Kindergarten | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| Kindergarten | Math | Bridges | Student workbooks and Brightspace | The Math Learning Center |
| Kindergarten | Science | Generation Genius | Online (and also hands-on manipulatives for in person) | Discovery Education |
| Kindergarten | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 1st | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 1st | Math | Bridges | Student workbooks and Brightspace | The Math Learning Center |
| 1st | Science | Generation Genius | Online (and also hands-on manipulatives for in person) | Discovery Education |
| 1st | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 2nd | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 2nd | Math | Bridges | Student workbooks and Brightspace | The Math Learning Center |
| 2nd | Science | Generation Genius | Online (and also hands-on manipulatives for in person) | Discovery Education |

| | | | | |
|-----|-------------------|---|--|--|
| 2nd | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 3rd | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP EL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 3rd | Math | Bridges | Student workbooks and Brightspace | The Math Learning Center |
| 3rd | Science | Generation Genius | Online (and also hands-on manipulatives for in person) | Discovery Education |
| 3rd | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 4th | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 4th | Math | Bridges | Student workbooks and Brightspace | The Math Learning Center |
| 4th | Science | Generation Genius | Online (and also hands-on manipulatives for in person) | Discovery Education |
| 4th | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 5th | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 5th | Math | Bridges | Student workbooks and Brightspace | The Math Learning Center |
| 5th | Science | Generation Genius | Resources found on Brightspcae | Mosa Mack Science |
| 5th | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 6th | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 6th | Math | 1. Course Connects Course 1 2. DeltaMath 6-12 | 1. Student workbooks 2. Online Access | 1. CPM Educational Program 2. Delta Math |
| 6th | Science | Mosa Mack | Resources found on Brightspcae | Mosa Mack Science |
| 6th | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 7th | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 7th | Math | 1. Course Connects Course 2 2. DeltaMath 6-12 | 1. Student workbooks 2. Online Access | 1. CPM Educational Program 2. Delta Math |
| 7th | Science | Mosa Mack | Resources found on Brightspcae | Mosa Mack Science |

| | | | | |
|--------------|-------------------|---|--|--|
| 7th | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| 8th | Language Arts/ELD | 1. EL Education 2. Dream Box (Intervention) 3. BrainPOP ELL | 1. Classroom library, Brightspace 2. Online access to Dream Box 3. Online access | 1. EL Education 2. Dream Box 3. BrainPOP |
| 8th | Math | 1. Course Connects Course 2 2. DeltaMath 6-12 | 1. Student workbooks 2. Online Access | 1. CPM Educational Program 2. Delta Math |
| 8th | Science | Mosa Mack | Resources found on Brightspcae | Mosa Mack Science |
| 8th | Social Studies | Integrated Project Based Learning Units | Project Specific the resources are found on Brightspace | n/a |
| | | | | |
| Assessment | All Grades | NWEA (ELA, Math) for grades K-8, NWEA Science (5th & 8th), MAP Fluency (Grades K-5), etc | | |
| | | | | |
| Chromebook | All Grades | 717 | | |
| Hot Spot | All Grades | Available as needed | | |
| iPADS | Primary Grades | 185 | | |
| MacBook Airs | All Grades | 43 | | |