



## MEETING AGENDA - iLEAD Online Board

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

### Meeting

**Meeting Date** Monday, February 5, 2024  
**Start Time** 6:30 PM  
**End Time** 7:30 PM  
**Location** Address: 29477 The Old Rd, Castaic, CA 91384  
Join Zoom Meeting <https://us02web.zoom.us/j/3858775783>  
Meeting ID: 385 877 5783  
Dial in Number: 1-669-900-6833

**Purpose** Regular Scheduled Meeting

### Agenda

#### 1. Opening Items

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1.1. Call The Meeting To Order	(6:30 PM - 6:30 PM)
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1.2. Roll Call	(6:30 PM - 6:30 PM)
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1.3. Pledge Of Allegiance	(6:30 PM - 6:30 PM)
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1.4. Board Meeting Agenda	(6:30 PM - 6:30 PM)
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Discuss and take action on the Board Meeting Agenda.

**Due date:** 2/1/2024

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1.5. Board Meeting Minutes	(6:30 PM - 6:30 PM)
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Discuss and take action on the Board Meeting Minutes.

**Due date:** 2/1/2024

#### Documents

- Minutes-2023-12-07-v1.pdf
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#### 2. Curriculum Moment

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2.1. Curriculum Moment	(6:30 PM - 6:30 PM)
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#### 3. Public Comments

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3.1. Public Comments	(6:30 PM - 6:30 PM)
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The public may address the iLEAD Online governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card or alert them during Public Comments. Comments for the public will be limited to 3 minutes for agenda items, 2 minutes for items not on the agenda, and 20 minutes for all comments.

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## 4. Closed Session

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4.1. Closed Session (6:30 PM - 6:30 PM)  
(Gov. Code section 54957(b)(1) Title: School Director)

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## 5. Report of Closed Session (6:30 PM - 6:30 PM)

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## 6. Consent Items

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6.1. Personnel Report (6:30 PM - 6:30 PM)  
**Due date:** 2/1/2024

### Documents

- 2.1.24\_OnlinePersonnelReport\_\_ (1).pdf
- 

6.2. Check Register (6:30 PM - 6:30 PM)  
**Due date:** 2/1/2024

### Documents

- Online Payment Register\_2020124.pdf
  - Online Payment Register Summary\_2020124.pdf
- 

## 7. Discussion And Reports

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7.1. Learner Board Ambassador (6:30 PM - 6:30 PM)

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7.2. School Director Report (6:30 PM - 6:30 PM)

### Documents

- Site Director Board Report iLEAD Online 2\_1\_24.docx.pdf
- 

7.3. LCAP Mid Year Update (6:30 PM - 6:30 PM)

Discuss Mid Year LCAP Data.

### Documents

- Online 23-24 Mid-Year LCAP Update.pdf
- 

## 8. Action Items

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8.1. School Director Employment Agreement (6:30 PM - 6:30 PM)

Discuss and take action regarding the School Director employment agreement.

**Due date:** 2/1/2024



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## 8.2. 2023-2024 1st Interim Budget

(6:30 PM - 6:30 PM)

Discuss and take action regarding the 2023-2024 1st Interim Budget.

**Due date:** 2/1/2024

### Documents

- ILead online 23.24 1st interim (1).pdf

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## 8.3. Revised Employee Guidebook

(6:30 PM - 6:30 PM)

Discuss and take action on the updated Employee Guidebook.

**Due date:** 2/1/2024

### Documents

- iLEAD Online 2024 Guidebook Redline for Board Approval.pdf

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## 8.4. School Accountability Report Card

(6:30 PM - 6:30 PM)

Discuss and take action regarding the 2022 - 2023 School Accountability Report Card outlining the required school information for public review.

**Due date:** 2/1/2024

### Documents

- 22-23 Online SARC.pdf

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# 9. Board Comments

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## 9.1. Board Comments

(6:30 PM - 6:30 PM)

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# 10. Closing Items

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## 10.1. 2024 Annual Board Development Dinner

(6:30 PM - 6:30 PM)

Please mark your calendar to attend the 2024 Annual Board Development Dinner on April 18 at 4:00 - 8:00 at the Mitchell River House. More information to come!

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## 10.2. Next Meeting Date

(6:30 PM - 6:30 PM)

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## 10.3. Adjournment

(6:30 PM - 6:30 PM)

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

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

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



## MEETING MINUTES - iLEAD Online Board

### Meeting

**Date** Thursday, December 7, 2023  
**Started** 6:33 PM  
**Ended** 8:08 AM  
**Location** Address: 29477 The Old Rd, Castaic, CA 91384  
Join Zoom Meeting <https://us02web.zoom.us/j/3858775783>  
Meeting ID: 385 877 5783  
Dial in Number: 1-669-900-6833

**Purpose** Regular Scheduled Meeting  
**Chaired by** Brent Pellico  
**Recorder** Rigo Ortega

### Minutes

#### 1. Opening Items

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##### 1.1. Call The Meeting To Order

Meeting called to order at 6:33 pm

**Status:** Completed

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##### 1.2. Roll Call

Brent Pellico - Present

Giselle Bice - Present

Jasmine Ruys - Present

**Status:** Completed

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##### 1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited

**Status:** Completed

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##### 1.4. Board Meeting Agenda

Discuss and take action on the Board Meeting Agenda.

Motioned: Brent Pellico

Seconded: Giselle Bice

Unanimously approved

**Due date:**

**Status:** Completed

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## 1.5. Board Meeting Minutes

Discuss and take action on the Board Meeting Minutes.

Brent Pellico motions to approve the minutes with the last nem fixed for Jasmine Ruys

Seconded: Giselle Bice

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Online -Minutes-2023-11-02-F.pdf
- 

## 2. Curriculum Moment

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### 2.1. Curriculum Moment

**Status:** Completed

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## 3. Public Comments

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### 3.1. Public Comments

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

No public comment

**Status:** Completed

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## 4. Consent Items

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### 4.1. Personnel Report

Motioned: Brent Pellico

Seconded: Jasmine Ruys

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- 12.7.23\_Online\_PersonnelReport (1).pdf
- 

### 4.2. Check Register

Motioned: Brent Pellico

Seconded: Jasmine Ruys



Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Online Payment Register Summary\_20231129.pdf
  - Online Payment Register\_20231129.pdf
- 

## 5. Discussion And Reports

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### 5.1. Learner Board Ambassador

Sanne Sirmenis and Aryan Simhadri presented the Learner Board Ambassador report and answered questions from the board.

**Status:** Completed

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### 5.2. School Director Report

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

**Status:** Completed

Documents

- Site Director Board Report iLEAD Online 12\_05\_23.docx.pdf
- 

## 6. Action Items

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### 6.1. Board Policies and Procedures

Discuss and take action on Board Policies and Procedures.

Kim Lytle presented the Board Policies and Procedures and answered questions from the board.

Motioned: Brent Pellico

Seconded: Jasmine Ruys

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Freedom of Expression Policy and Procedures Online\_202312.docx.pdf
  - Internal Complaint Procedures Special Education Online\_202312.docx.pdf
  - Section 504 Policy iLEAD Online Charter School\_202312.docx.pdf
  - Foster Youth Policy Online\_202312.docx.pdf
- 

### 6.2. 2024-2025 School Calendar

Discuss and take action regarding the 2024-2025 School Calendar.

Kate Wolfe presented the 2024-2025 School Calendar and answered questions from the board

Motioned: Brent Pellico



Seconded: Jasmine Ruys

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- DRAFT 2024-25 iCA Online Tr A and C IS v2311301130.pdf
- 

### 6.3. Board Member Roles

Discuss and take action to alter Board Member Roles of Board Chair, Secretary, and Treasurer as the Board sees fit.

Jasmine Ruys motions for Giselle Bice to be the Treasurer, Jasmine Ruys the Secretary, and Brent Pellico the Board Chair

Seconded: Giselle Bice

Unanimously approved

**Due date:**

**Status:** Completed

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### 6.4. Revised iCA/iLEAD Online Vendor Support MOU

Discuss and take action regarding the Revised Vendor MOU.

Amanda Fisher presented the Revised iCA/iLEAD Online Vendor Support MOU and answered questions from the board.

Motioned: Brent Pellico

Seconded: Jasmine Ruys

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Revised - iCA and iLEAD Online Vendor Support Memorandum\_202312.pdf
- 

### 6.5. Board Member Terms

Discuss and take action to extend Brent's terms for an additional 3 years.

Jasmine Ruys motions to reinstate Brent Pellico for three more years

Seconded: Giselle Bice

Unanimously approved

**Due date:**

**Status:** Completed

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## 7. Closed Session

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

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

**Status:** Completed

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### 8. Report of Closed Session

The board has closed the investigation based on the two letters of complaint with a 3-o vote to close.

**Status:** Completed

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## 9. Board Comments

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### 9.1. Board Comments

Happy Holidays to everyone

**Status:** Completed

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## 10. Closing Items

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### 10.1. Next Meeting Date - February 1, 2024

**Status:** Completed

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### 10.2. Adjournment

Meeting adjourned at 8:08 pm

**Status:** Completed

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**EMPLOYMENT - NEW HIRES**

NA

**RESIGNATIONS/TERMINATIONS**

NA

**STATUS CHANGE**

NA

**Company name:** iLEAD Online  
**Report name:** Payment Register  
**Report title 2:** Mission Valley Bank  
**Footer Text:** 11/30/2023-01/24/2024  
**Created on:** 1/25/24  
**Location:** 116--iLEAD Online

Date	Vendor	Amount
11/30/23	WEXH000--WEX Health Inc.	20.00
12/1/23	LOSA001--Los Angeles County Office of Education (LACOE)	67,865.40
12/1/23	WEXH000--WEX Health Inc.	224.21
12/4/23	EDTE000--EdTech 101	10,040.33
12/4/23	ILEA300--iLEAD California	937.21
12/4/23	OVER000--OverDrive, Inc	46.44
12/4/23	PROC000--Procopio, Cory, Hagreaves & Savitch	80.00
12/4/23	PURC001--Purchase Power 6545	17.00
12/4/23	TMOB006--T-Mobile 3616	1,538.12
12/4/23	UPSF000--UPS	102.09
12/4/23	UPSF000--UPS	21.99
12/5/23	Rigo Ortega	233.76
12/5/23	ILEA300--iLEAD California	297.50
12/5/23	ILEA300--iLEAD California	732.36
12/5/23	ILEA300--iLEAD California	176.56
12/5/23	ILEA300--iLEAD California	27.66
12/5/23	ILEA300--iLEAD California	1,895.57
12/5/23	ILEA300--iLEAD California	31.51
12/5/23	ILEA300--iLEAD California	1,921.26
12/5/23	ILEA300--iLEAD California	184.14
12/5/23	ILEA300--iLEAD California	416.11
12/5/23	ILEA300--iLEAD California	179.66
12/5/23	ILEA300--iLEAD California	2,004.28
12/5/23	ILEA300--iLEAD California	127.62
12/5/23	MELL000--Mellady Direct Marketing	22.72
12/5/23	NATI000--National Benefit Services	1,175.00
12/5/23	NATI000--National Benefit Services	325.00
12/5/23	NATI000--National Benefit Services	325.00
12/5/23	OVER000--OverDrive, Inc	77.60
12/7/23	WEXH000--WEX Health Inc.	174.12
12/8/23	AMAZ116--Amazon Capital Services (Online)	74.35
12/8/23	ILEA300--iLEAD California	937.21
12/8/23	ILEA300--iLEAD California	19.95
12/8/23	ILEA300--iLEAD California	29.98
12/8/23	ILEA300--iLEAD California	19.95
12/8/23	ILEA300--iLEAD California	59.98
12/8/23	ILEA300--iLEAD California	19.99
12/8/23	ILEA300--iLEAD California	19.99



<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
12/8/23	KHTS000--KHTS Radio	250.00
12/11/23	RAMP116--Ramp	2,193.10
12/13/23	WEXH000--WEX Health Inc.	44.89
12/15/23	DIVV116--Divvy, Inc.	129.99
12/15/23	FIDE000--Fidelity Security Life Insurance Company	109.85
12/15/23	FIDE000--Fidelity Security Life Insurance Company	282.89
12/15/23	LEGA003--Legal Shield	102.65
12/15/23	SUNL000--Sun Life Assurance Company of Canada	1,640.93
12/15/23	UPSF000--UPS	71.65
12/15/23	WEXH000--WEX Health Inc.	26.73
12/18/23	CIGN000--Cigna Healthcare	1,711.83
12/18/23	Emilie Evenson	182.59
12/18/23	ILEA300--iLEAD California	1,839.91
12/18/23	ILEA300--iLEAD California	35,091.41
12/18/23	ILEA300--iLEAD California	163.59
12/18/23	KAIS000--Kaiser Foundation Health Plan	2,325.30
12/18/23	UPSF000--UPS	79.00
12/18/23	WEXH000--WEX Health Inc.	190.00
12/19/23	ILEA300--iLEAD California	12,725.66
12/21/23	VENB000--Venbrook Insurance Services	2,053.89
12/22/23	CIGN001--Cigna Healthcare	900.84
12/22/23	ILEA300--iLEAD California	150.50
12/22/23	ILEA300--iLEAD California	33,608.12
12/22/23	ILEA300--iLEAD California	31,228.75
12/22/23	ILEA300--iLEAD California	1,748.95
12/22/23	ILEA300--iLEAD California	41,130.01
12/22/23	SUNL000--Sun Life Assurance Company of Canada	32.16
12/22/23	UPSF000--UPS	102.51
12/28/23	GRAV001--Gravie, Inc	11,572.42
12/29/23	ILEA300--iLEAD California	12,122.49
12/29/23	ILEA300--iLEAD California	11,352.12
12/29/23	ILEA300--iLEAD California	15,049.27
12/29/23	KAIS000--Kaiser Foundation Health Plan	3,448.00
12/29/23	LOSA001--Los Angeles County Office of Education (LACOE)	58,474.48
1/5/24	WEXH000--WEX Health Inc.	34.00
1/8/24	NATI000--National Benefit Services	1,175.00
1/8/24	NATI000--National Benefit Services	1,175.00
1/10/24	KHTS000--KHTS Radio	250.00
1/10/24	LEGA003--Legal Shield	102.65
1/10/24	MELL000--Mellady Direct Marketing	2,200.00
1/10/24	MYFA000--MyFax	9.90
1/10/24	SLAC000--Slack Technologies, Inc.	4,719.24
1/10/24	SUNL000--Sun Life Assurance Company of Canada	997.43
1/10/24	UPSF000--UPS	91.60

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
1/12/24	RAMP116--Ramp	247.95
1/24/24	NATI000--National Benefit Services	-350.00
		<b>\$ 385,190.87</b>

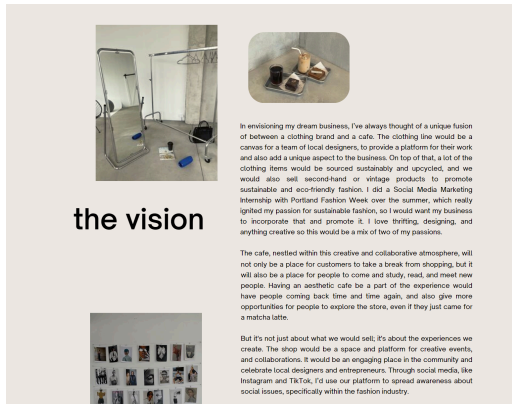
**Company Name:** iLEAD Online  
**Report Name:** Payment Register Summary  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 11/30/2023-01/24/2024

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	9,774.39
3402	Health & Welfare Benefits - Classified positions	2,560.09
4120	Core Curriculum - Software & Programs	859.98
4220	Other Books & References	124.04
4345	Printing & Reproduction Supplies	74.35
4430	IT Equipment & Supplies	10,040.33
5240	Professional Development - Meetings & Collaborations	72.00
5310	Professional Dues, Memberships, and Subscriptions	337.40
5510	Utilities - Electricity	253.54
5520	Utilities - Gas	37.83
5550	Operations - Janitorial Services	336.12
5560	Operations - Security	42.59
5610	Rent - Facilities Rent and CAM Charges	1,874.42
5630	Repairs & Maintenance - Facilities	111.97
5801	Professional Services - Service Fees	141,058.29
5805	Professional Services - Payroll Fees	7,661.02
5806	Professional Services - Consultant Fees	416.11
5808	Professional Services - Legal Fees	80.00
5822	Operating Expenditures - Licenses & Other Fees	2,359.62
5825	Operating Expenditures - Banking Charges & Fees	60.93
5826	Operating Expenditures - Interest	1.02
5827	Operating Expenditures - Other Benefit Fees	34.00
5829	Operating Expenditures - Events	259.23
5830	Operating Expenditures - Marketing & Advertising	2,722.72
5840	Operating Expenditures - Software Licenses	1,748.95
5852	Student Services Expenditures - Special Education Contracted	51,249.54
5910	Telephone & Fax	9.90
5920	Internet Services	1,610.52
5940	Postage Expense	698.12
9310	Prepaid Expenditures (Expenses)	15,985.93
9535	Retirement Liability	126,339.88
9536	403b Payable	3,825.00
9549	Credit Card Payable	2,441.05
9556	Divvy - Online	129.99
<b>Grand Total</b>		<b>\$ 385,190.87</b>

iLEAD Online  
Interim School Director's Report - Kate Wolfe  
February 1, 2023

**Presentations of Learning**

- ★ Sydney T did a great job setting up [a vision for her business](#) in Entrepreneurship. She laid out each part of it, from the social impact, to her pitch, to her marketing plan.



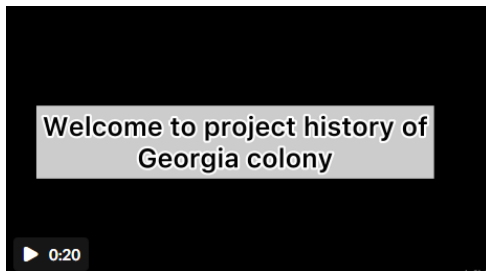
- ★ Sofia H did beautiful work putting together her [virtual portfolio](#) for comic book production! It's lovely to see all her incredible art together in that space.



- ★ Elijah put together all the things he's learned in Geometry to calculate the area and perimeter of each room and create a floorplan.

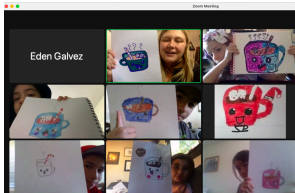


- ★ Our 5th grade learners researched the colonies and made presentations meant to convince someone to move to the colony they chose. This was a great way to give kids the chance to explore, research and create their own argument. Anisa W did a wonderful job!

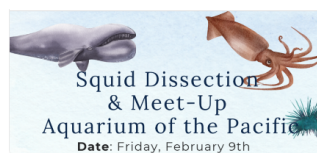


### School Celebrations/Events

- ★ Our TK and K learners wrapped up their first semester with a group GALA where they got to share all their hard work. It was SO much fun to see the kids engaged, learning and excited to share.
- ★ iLEAD Online held a virtual open house on 1/25/24 and it was our busiest one yet!
- ★ Stephany Kim, our college and career counselor, held a financial aid information night on 1/24/24 which was so helpful for our families.
- ★ We held our annual winterfest this month!



- ★ Our upcoming aquarium trip on 2/9 is full and we're super excited!



### Professional Learning

- ★ Cindy W and Emilie E continue to attend training to support equity and diversity in our school with the Center for Love and Justice. We had a day-long training this month that included lots of great things we're excited to bring back to our team.

- ★ This month we held professional learning centered on our learner outcomes. We talked about ways to keep them front and center all semester long, including sharing suggestions for activities, discussion prompts and topics for families to talk about together at home.
- ★ Samin D is participating on a WASC team in the next few weeks, which is a great opportunity to observe and participate in good discussions around curriculum, instruction and operations.

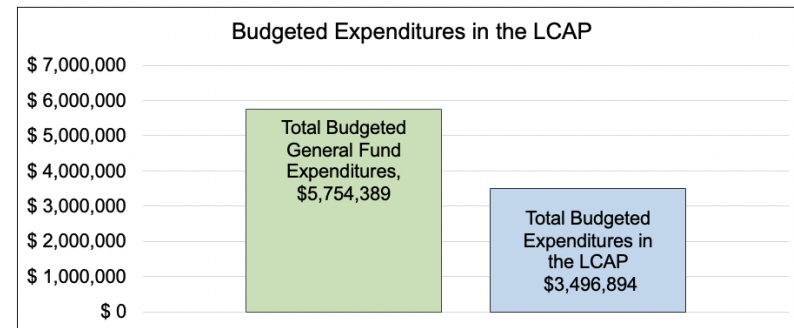
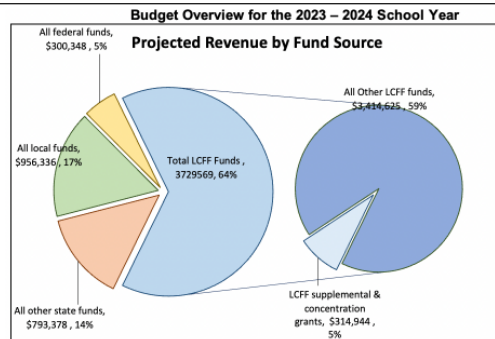
### **Enrollment**

Current Enrollment - 305 enrolled with 4 currently in registration.



## 2021-2024 LCAP Overview

<b>GOAL</b>	<b>GOAL 1:</b> Provide optimal conditions of learning through providing basic services, implementation of California Content Standards (CCS), and access to an academic and educational program as outlined in Empower Generation's charter.	<b>GOAL 2:</b> Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.	<b>GOAL 3:</b> Generate active engagement between parents, families, and the school as well as connections with the community, to promote learner achievement and communication among all educational partners.
<b>IDENTIFIED NEED</b>	<b>IDENTIFIED NEED:</b>  All learners are entitled to a rigorous and broad course of study, highly qualified teachers, standards-based learning/curriculum, current technology, well-maintained schools, and individualized support. Thus, the purpose of this goal is to provide optimal conditions of learning for all learners, ensuring access with appropriate supports and multiple forms of intervention based on each learner's need(s). Providing equity for all learners addresses the fact that not all students learn in the same ways, and many have individualized needs compared with their peers. Ongoing professional learning in diversity, equity and inclusion, best practices in education, as well as iLEAD cultural pieces to include social-emotional learning, will further improve the development of adaptive, inclusive learning environments.  <b>This goal addresses the following State Priorities:</b> Priority 1: Basic Services (Conditions of Learning) Priority 2: State Standards (Conditions of Learning) Priority 7: Course Access (Conditions of Learning)	<b>IDENTIFIED NEED:</b>  This goal emphasizes a continued focus on student achievement across all student groups to include increased ELA and math achievement on both state assessments and NWEA MAP (a California Department of Education (CDE)-approved, internal diagnostic assessment). The goal is to prepare learners academically and social-emotionally through project-based learning and/or personalized learning opportunities that align with state standards. Learner and credentialed teacher (facilitator) feedback on the iLEAD Comprehensive Growth Card, a measure on social-emotional, academic and personal goal-setting, also indicate a need for growth in academic achievement. Additionally, there is a need to concentrate efforts on the percentage of high schoolers graduating as prepared as indicated on the California School Dashboard's college/career indicator.  <b>This goal addresses the following State Priorities:</b> Priority 4: Pupil Achievement (Pupil Outcomes) Priority 8: Other Pupil Outcomes (Pupil Outcomes)	<b>IDENTIFIED NEED:</b>  Upon consideration of educational partner feedback on the effects of the COVID-19 pandemic on the school's learners, this goal addresses the need for a strategic focus on learner well-being and family engagement in school activities. The charter school will continue to strengthen, support and expand opportunities for learners to understand how to succeed academically and social-emotionally, develop supportive relationships, foster a positive school culture, and increase school engagement. A renewed emphasis will also be placed on family involvement and parent education to increase learner and family connectedness in a safe, supportive, and stable learning environment.  <b>This goal addresses the following State Priorities:</b> Priority 3: Parental Involvement (Engagement) Priority 5: Pupil Engagement (Engagement) Priority 6: School Climate (Engagement)



### LCAP Mid-Year Progress Summary 2023-2024

	Progress Made/Met Actions	Not Met/No Progress Made Actions	Not Yet Measurable Actions	Spending Overview as of 1st Interim Reporting		
				Goal 1	Budgeted	Actual
	1.2 High Needs Support Staff		1.1 Qualified Teachers		\$3,445,128.01	\$1,678,714
	1.3 Access to Standards-Aligned Materials		1.6 Professional Development			
	1.4 High Quality Curriculum		1.8 MTSS Implementation			
	1.5 EL Reclassification		2.1 Learner Achievement	Goal 2	Budgeted	Actual
	1.7 High School Course Access		2.3 EL Learner Achievement		0	0
	2.2 College/Career Readiness		2.5 Foster/Homeless Learner Achievement			
	2.4 Socioeconomically Disadvantaged Learner Achievement		2.7 Individual Learning Plans	Goal 3	Budgeted	Actual
	2.6 EL Reclassification		3.4 EL Academic Counseling		\$51,765.66	\$78,202
	2.8 Other High School Outcomes		3.5 Foster/Homeless Academic Counseling			
	3.1 Educational Partner Engagement		3.6 Socioeconomically Disadvantaged Counseling			
	3.2 Family Engagement		3.7 School Attendance			
	3.3 Academic Counseling		3.9 Learner Engagement			
	3.8 School Climate					

<b>GOAL 1:</b> <b>Provide optimal conditions of learning through providing basic services, implementation of California Content Standards (CCS), and access to an academic and educational program as outlined in iLEAD Online's charter.</b>						
Status	Action	Metric	2023-2024 Mid-Year Update	Contributing to Increased/ Improved Services?	Budgeted	Estimated Actual as of 1st Interim
In Progress	1.1 Fully Credentialed and Appropriately Assigned Staff: Fund appropriately assigned and credentialed staff (base salaries and benefits) in order to provide instruction and support for all learners (State Priority #1, WASC #2).	SARC	<b>Baseline:</b> The 2019-20 SARC shows: 0 Misassignments of Teachers of English Learners 0 Total Teacher Misassignments  <b>Year 1 Outcome:</b> The 2020-21 SARC shows: 0 Misassignments of Teachers of English Learners 1 Total Teacher Misassignments  <b>Year 2 Outcome:</b> The 2021-22 SARC shows: 0 Misassignments of Teachers of English Learners .2 Total Teacher Misassignments  <b>Year 3 Outcome:</b> The 2022-2023 SARC shows: Data not yet available  <b>Desired Outcome:</b> Maintain Baseline	No	\$3,059,800.65	\$1,537,688
Met	1.2 High Needs Support Team: Dedicate staff to support unduplicated learners in their academic and social emotional achievement (State Priority #1, WASC #1).	CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials, Facilities	<b>Baseline:</b> 2019 CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials, Facilities: Standard Met  <b>Year 1</b> 2019 CA School Dashboard Outcome: Standard Met  <b>Year 2</b> 2020 CA School Dashboard Outcome: Standard Met  <b>Year 3</b> 2021 CA School Dashboard Outcome: Standard Met  <b>Desired Outcome:</b> Maintain	Yes	\$308,074.57	\$89,174.00
Met	1.3 Access to Standards-Aligned Instructional Materials: School leadership and facilitators will ensure that all learners have access to standards-aligned instructional materials including online curriculum, open-source web supplemental resources assigned by a highly qualified teacher, and other instructional materials. In addition, learners have access to Chromebooks on-site and at-home to access digital material via internet. Hot spots provided as needed, in order to increase learner achievement (State Priority #1, WASC #2).	CA School Dashboard Local Indicator: Percent Of Students Without Access To Their Own Copies Of Standards-Aligned Instructional Materials For Use At School And At Home	<b>Baseline:</b> 2019 CA School Dashboard Local Indicator: 0% Percent Of Students Without Access To Their Own Copies Of Standards-Aligned Instructional Materials For Use At School And At Home  <b>Year 1</b> 2020 CA School Dashboard Outcome: 0% of Students Without Access to Their Own Copies of Materials  <b>Year 2</b> 2021 CA School Dashboard Outcome: 0%  <b>Year 3</b> 2022 CA School Dashboard Outcome: 0%  <b>Desired Outcome:</b> Maintain	No	\$18,954.21	\$8,999
Met	1.4 Curriculum Offerings and Implementation of State Standards: School staff will research, develop, and/or implement resources and curriculum offerings for a broad course of study that ensures general alignment to the California Content Standards while allowing for freedom of innovation with instruction and/or project design for all learners leading to college and career readiness (State Priorities #2 & #7).	CA School Dashboard Local Indicators: Implementation of Academic Standards & Access to a Broad Course of Study	<b>Baseline:</b> 2019 CA School Dashboard Local Indicators: Access to a Broad Course of Study: Standard Met Implementation of Standards: Standard Met  <b>Year 1</b> 2020 CA School Dashboard Outcome: Standard Met  <b>Year 2</b> 2021 CA School Dashboard Outcome: Standard Met  <b>Year 3</b> 2022 CA School Dashboard Outcome: Standard Met  <b>Desired Outcome:</b> Maintain	No	Repeat Expenditure	N/A



**GOAL 1:**

**Provide optimal conditions of learning through providing basic services, implementation of California Content Standards (CCS), and access to an academic and educational program as outlined in iLEAD Online's charter.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing to Increased/Improved Services?	Budgeted	Estimated Actual as of 1st Interim
Met	1.5 ELD Implementation of State Standards: The EL Coordinator and school staff will apply professional learning to provide English Learners with support for academic achievement through additional language support, ELLevation progress monitoring system, and other evidence-based resources that support inclusive learning environments (State Priority #2, WASC #4).	CA School Dashboard: English Learner progress  Internal: English learner reclassification rate	CA School Dashboard: This data was not available for iLEAD Online on the 2019 CA School Dashboard.  <b>Year 1 Outcome:</b> Learners making progress toward English language proficiency This data was not available for iLEAD Online on the 2019 CA School Dashboard.  Internally Calculated Reclassification Rate: 2020-2021: 0% reclassified  <b>Year 2 Outcome:</b> This data was not available for iLEAD Online on the 2022 CA School Dashboard.  Internally Calculated Reclassification Rate: 2021-2022: 50% reclassified  <b>Year 3 Outcome</b> This data was not available for iLEAD Online on the 2022 CA School Dashboard.  Internally Calculated Reclassification Rate: 2022-2023: 100% reclassified  <b>Desired Outcome:</b> 48.3% of English learners are making progress towards English language proficiency.	Yes	\$6,869.43	\$14,188
In Progress	1.6 Professional Learning: All staff will engage in a variety of professional learning on best practices and first best instruction, utilizing the California Content Standards, to increase the effectiveness of instruction to all learners. School staff will also be trained on other iLEAD cultural and instructional practices such as diversity, equity, and inclusion, Restorative Practices, PBL, SEL, Love and Logic, and/or 7 Habits as needed (State Priority #2, WASC #2).	Professional Learning Attendance Log	<b>Baseline:</b> 50% of staff have engaged in professional learning to improve learner outcomes.  <b>Year 1 Outcome:</b> 90% of staff have engaged in professional learning to improve learner outcomes.  <b>Year 2 Outcome:</b> 100% of staff have engaged in professional learning to improve learner outcomes.  <b>Year 3 Outcome:</b> In Progress  <b>Desired Outcome:</b> 100% of staff will engage in professional learning to improve learner outcomes.	No	\$11,429.15	\$18,665

<b>GOAL 1:</b> <b>Provide optimal conditions of learning through providing basic services, implementation of California Content Standards (CCS), and access to an academic and educational program as outlined in iLEAD Online's charter.</b>						
Status	Action	Metric	2023-2024 Mid-Year Update	Contributing to Increased/ Improved Services?	Budgeted	Estimated Actual as of 1st Interim
Improved	1.7 High School Course Access: School staff will increase the percentage of high schoolers who complete CA School Dashboard's college and career readiness measures including A-G coursework, college credit courses, AP, and/or CTE (State Priority #7, WASC #3).	CA School Dashboard: College/Career Levels and Measures Report and Data	<b>Baseline: Based on the 2019 CA School Dashboard:</b> A-G: 26.7% fulfilled the A-G measure College Credit Courses: 6.7% fulfilled the college credit measure AP: 0% fulfilled the AP measure CTE: 0% fulfilled the CTE measure  <b>Year 1 Based on the 2019 CA School DashboardOutcome:</b> Same as baseline.  <b>Year 1 Based on the 2020 CA School Dashboard Outcome:</b> A-G: 37.9% fulfilled the A-G measure College Credit Courses:0% fulfilled the college credit measure AP: 0% fulfilled the AP measure CTE: 6.5% fulfilled the CTE measure  <b>Year 2 Based on the 2021 CA School DashboardOutcome:</b> A-G: 18.4% fulfilled the A-G measure College Credit Courses: 9.2% fulfilled the college credit measure AP: 2% fulfilled the AP measure CTE: 4% fulfilled the CTE measure  <b>Year 3 Based on the 2022 CA School DashboardOutcome</b> A-G: 37.9% fulfilled the AG measure College Credit Courses:0% fulfilled the college credit measure AP: 0% fulfilled the AP measure CTE: 6.5% fulfilled the CTE measure  <b>Desired Outcome:</b> A-G: 40% fulfilled the A-G measure College Credit Courses: 20% fulfilled the college credit measure AP: 2% fulfilled the AP measure CTE: 2% fulfilled the CTE measure	No	Repeat Expenditure	N/A
In Progress	1.8 Multi-Tiered Systems of Support: School staff will be provided professional learning to teach/model the iLEAD Learner Outcomes as a framework for a rigorous project-based curriculum. Using MTSS, the school will support all learners with enrichment and/or intervention strategies as needed in their academic and social emotional learning (State Priority #7).	Panorama Survey Data	<b>Baseline: Based on the 2021 Panorama Educational Partner Annual Surveys</b>  <b>Baseline 2021:</b> 88% of parents/guardians feel that the curriculum, courses and resources available through the school/program are engaging/motivating and meet their learner's needs.  <b>Year 1 Outcome 2022:</b> 86% of parents/guardians feel that the curriculum, courses and resources available through the school/program are engaging/motivating and meet their learner's needs.  <b>Year 2 Outcome 2023:</b> 92% of parents/guardians feel that the curriculum, courses and resources available through the school/program are engaging/motivating and meet their learner's needs.  <b>Year 3 Outcome 2024:</b> In Progress  <b>Desired Outcome:</b> 90% of parents/guardians feel that the curriculum, courses and resources available through the school/program are engaging/motivating and meet their learner's needs	No	\$40,000.00	\$10,000

**GOAL 2:**  
**Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
In Progress	2.1 Student Achievement: School staff will use both internal and external data to support all learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures. School staff will work to increase the percentage of learners who participate in internal and state assessments (State Priority #4, WASC #1, #2).	CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates  NWEA MAP CGI Index NWEA MAP Participation Rates	<b>Baseline:</b> All Students 2019 DataQuest: 44% CAASPP Participation Rate - ELA 44% CAASPP Participation Rate - Math All Students 2019 CA School Dashboard: CAASPP ELA: 19.8 points above standard Math: 87.6 points below standard NWEA MAP Spring 2021 All Students Participation Rate - N/A NWEA MAP Spring 2021 All Students Participation Rate - N/A NWEA MAP Spring 2021 All Students Reading CGI -3.7 NWEA MAP Spring 2021 All Students Math CGI -2.8  <b>Year 1:</b> All Students 2019 DataQuest: 44% CAASPP Participation Rate - ELA 44% CAASPP Participation Rate - Math All Students 2019 CA School Dashboard: CAASPP ELA: 19.8 points above standard (no color) Math: 87.6 points below standard (no color) NWEA MAP Spring 2022 All Students Participation Rate - Reading 70% NWEA MAP Spring 2022 All Students Participation Rate - Math 69.39% NWEA MAP Spring 2022 All Students Reading CGI -3.04 NWEA MAP Spring 2022 All Students Math CGI -1.87  <b>Year 2:</b> All Students 2022 DataQuest: 93.8% CAASPP Participation Rate - ELA 93.2% CAASPP Participation Rate - Math All Students 2022 CA School Dashboard: CAASPP ELA: 22.1 points above standard (9.9 points below state) Math: 75.7 points below standard (24 points below state) NWEA MAP Spring 2023 All Students Participation Rate - Reading 87% NWEA MAP Spring 2023 All Students Participation Rate - Math 88% NWEA MAP Spring 2023 All Students Reading CGI: 0 NWEA MAP Spring 2023 All Students Math CGI .24  <b>Year 3:</b> All Students 2023 DataQuest: 91% CAASPP Participation Rate - ELA 91% CAASPP Participation Rate - Math All Students 2023 CA School Dashboard: CAASPP ELA: 11.1 points above standard (2.5 points above state) Math: 76.9 points below standard (27.8 points below state) NWEA MAP Spring 2024 All Students Participation Rate - Not Available NWEA MAP Spring 2024 All Students Participation Rate -Not Available NWEA MAP Spring 2024 All Students Reading CGI:Not Available NWEA MAP Spring 2024 All Students Math CGI .Not Available  <b>Desired Outcome:</b> 95% CAASPP Participation - ELA & Math  CAASPP: At or Above State  All Students NWEA MAP: 95% Participation ELA & Math All Students NWEA MAP Reading CGI 0 All Students NWEA MAP Math CGI 0	No	Repeat Expenditure Goal 1 Action 3	N/A
Improved	2.2 College and Career Readiness: The school will ensure high school graduates are college and career ready based on the CGI indicator by offering AP and A-G classes, college credit courses, state seal of biliteracy, and CTE pathways in order to graduate prepared for college and career as indicated on the CA School Dashboard. Learners will receive counseling and support for college readiness (State Priority #4, WASC #3).	CA School Dashboard State Indicator: College and Career Indicator	Baseline: 2019 CA School Dashboard: 6.7% of all students graduated as prepared  <b>Year 1:</b> 2020: no data released due to COVID  <b>Year 2:</b> 2021: no data released due to COVID  <b>Year 3:</b> 2023: 19.6% graduated as prepared and 24% graduated as approaching prepared  <b>Desired Outcome:</b> 44.1% of all students will graduate as prepared	No	Repeat Expenditure Goal 1 Action 3	

**GOAL 2:**  
**Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
In Progress	2.3 EL Learner Achievement: School staff will support EL learners in their mastery of standards through integrated core projects and/or curriculum as reflected on state assessments and other internal measures. Learners will receive counseling and support for college readiness so that they will graduate prepared as measured on the CA School Dashboard (State Priority #4, WASC #4).	EL Learners: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates CA School Dashboard State Indicator: College and Career Indicator	<b>Baseline/Year 1:</b> EL Learners 2019 DataQuest: 0% CAASPP Participation Rate - ELA 0% CAASPP Participation Rate - Math  EL Learners 2019 CA School Dashboard: CAASPP ELA: No data available Math: No data available  2019 CA School Dashboard: College/Career: No data available  <b>Year 2:</b> EL Learners 2022 DataQuest: No Data Available CAASPP Participation Rate - ELA No Data Available CAASPP Participation Rate - Math  EL Learners 2022 CA School Dashboard: CAASPP ELA: No data available Math: No data available  2022 CA School Dashboard: College/Career: Not reported for 2022  <b>Year 3:</b> EL Learners 2023 DataQuest: No Data Available CAASPP Participation Rate - ELA No Data Available CAASPP Participation Rate - Math  EL Learners 2023 CA School Dashboard: CAASPP ELA: No data available Math: No data available  2023 CA School Dashboard: No data available  <b>Desired Outcome:</b> 95% CAASPP Participation - ELA & Math CAASPP: The school will set desired outcome once baseline data is available. CA School Dashboard: College/Career: The school will set desired outcome once baseline data is available.	Yes	Repeat Expenditure Goal 1 Action 5	N/A

**GOAL 2:**  
**Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
Improved	2.4 Socioeconomically Disadvantaged Achievement: School staff will support socioeconomically disadvantaged learners in their mastery of standards through integrated core projects and/or curriculum as reflected on state assessments and other internal measures. Learners will receive counseling and support for college readiness so that they will graduate prepared as measured on the CA School Dashboard (State Priority #4).	Socioeconomically Disadvantaged: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates  CA School Dashboard State Indicator: College and Career Indicator	<b>Baseline/Year 1:</b> Socioeconomically Disadvantaged 2019 DataQuest: 46% CAASPP Participation Rate - ELA 46% CAASPP Participation Rate - Math  Socioeconomically Disadvantaged 2019 CA School Dashboard: CAASPP ELA: No data available Math: No data available  2019 CA School Dashboard: College/Career: No data available  <b>Year 2:</b> Socioeconomically Disadvantaged 2022 DataQuest: 92.2% CAASPP Participation Rate - ELA 92.2% CAASPP Participation Rate - Math  Socioeconomically Disadvantaged 2022 CA School Dashboard: CAASPP ELA: 52.2 points below standard (10.8 points below state) Math: 101.1 points below standard (17.1 points below state)  2022 CA School Dashboard: College/Career: not reported  <b>Year 3:</b> Socioeconomically Disadvantaged 2023 DataQuest: 92% CAASPP Participation Rate - ELA 92% CAASPP Participation Rate - Math  Socioeconomically Disadvantaged 2023 CA School Dashboard: CAASPP ELA: 23 points below standard (19.6 points above state) Math: 95.9 points below standard (15.1 points below state)  2023 CA School Dashboard: College/Career: 7.4% prepared and 90.9% approaching prepared  <b>Desired Outcome:</b> 95% CAASPP Participation - ELA & Math CAASPP: at or above state level CA School Dashboard: College/Career: will determine levels once CCI is on Dashboard	Yes	Repeat Expenditure Goal 1 Action 5	N/A

**GOAL 2:**  
**Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
In Progress	2.5 Foster/Homeless Youth Achievement: School staff will support foster/homeless learners in their mastery of standards through integrated core projects and/or curriculum as reflected on state assessments and other internal measures. Learners will receive counseling and support for college readiness so that they will graduate prepared as measured on the CA School Dashboard (State Priority #4).	Foster Youth: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates  CA School Dashboard State Indicator: College and Career Indicator	<b>Baseline/Year 1:</b> Foster Youth 2019 DataQuest: 2019 CAASPP Participation Rate - ELA: N/A 2019 CAASPP Participation Rate - Math: N/A  Foster Youth 2019 CA School Dashboard: CAASPP ELA: No data available Math: No data available  2019 CA School Dashboard: College/Career: No data available  <b>Year 2:</b> Foster Youth 2022 DataQuest: 2022 CAASPP Participation Rate for Homeless - ELA: 85.7 2022 CAASPP Participation Rate for Foster- ELA: not reported 2022 CAASPP Participation Rate for Homeless - Math: 85.7 2022 CAASPP Participation Rate for Foster- Math: not reported  Foster Youth 2022 CA School Dashboard: CAASPP ELA: No data available-no learners tested Math: No data available-no learners tested  2022 CA School Dashboard: College/Career: Not reported for 2022  <b>Year 3:</b> Foster Youth 2023 DataQuest: 2023 CAASPP Participation Rate for Homeless - ELA: not reported 2023 CAASPP Participation Rate for Foster- ELA: not reported 2023 CAASPP Participation Rate for Homeless - not reported 2023 CAASPP Participation Rate for Foster- Math: not reported  Foster Youth 2023 CA School Dashboard: CAASPP ELA: No data available Math: No data available  2023 CA School Dashboard: College/Career: No data available  <b>Desired Outcome:</b> 95% CAASPP Participation - ELA & Math CAASPP: The school will set desired outcome once baseline data is available. CA School Dashboard: College/Career: The school will set desired outcome once baseline data is available.	Yes	Repeat Expenditure Goal 1 Action 5	N/A
Met	2.6 EL Reclassification: The EL Coordinator and other school staff will utilize professional development principles in ELD and regularly analyze data to provide targeted support with a focus on increased English proficiency in reading, listening, speaking, and writing to ensure progress is being made towards reclassification (State Priority #4, WASC #4).	EL Data: Annual Reclassification Counts and Rates (internally calculated )	<b>Baseline:</b> Internal Calculation: Annual Reclassification Counts and Rates 2019-20: 0% reclassification rate <b>Year 1:</b> 2020-21: 0% reclassification rate <b>Year 2:</b> 2021-22: 50% reclassification rate <b>Year 3:</b> 2022-23: 100% reclassification Rate  <b>Desired Outcome:</b> 5% reclassification rate	Yes	Repeat Expenditure Goal 1 Action 5	

**GOAL 2:**  
**Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
In Progress	2.7 Individual Learning Plan (ILP): Through a variety of strategies including professional development sessions, learner-led conferences and/or learning period meetings, school staff will work with learners to create goals and action plans to improve academic performance and social-emotional learning (SEL). Additionally, school staff will provide SEL strategies to support learners in achieving their personal goals (State Priority #8).	iLEAD Comprehensive Growth Card	<p><b>Baseline:</b>  Spring 2021 Participation Rates:  K-2 Facilitators: N/A  3-12 Facilitators: N/A  K-2 Learners: N/A  3-12 Learners: N/A</p> <p><b>Spring 2021 Results:</b>  82% of learners achieved one or more of their academic ILP goals.  74% of learners achieved one or more of their SEL ILP goals.</p> <p><b>Year 1:</b>  Spring 2022 Participation Rates:  K-2 Facilitators: 97.5%  3-12 Facilitators: 94.1%  K-2 Learners: 65%  3-12 Learners: 73.8%</p> <p>Fall 2021 Results:  67% of learners achieved one or more of their academic ILP goals.  48% of learners achieved one or more of their SEL ILP goals.</p> <p><b>Year 2:</b>  Spring 2023 Participation Rates:  K-2 Facilitators: 100%  3-12 Facilitators: 91.5%  K-2 Learners: 75%  3-12 Learners: 67.2%</p> <p>Fall 2022 Results:  65.5% of learners achieved one or more of their academic ILP goals.  53% of learners achieved one or more of their SEL ILP goals.</p> <p><b>Year 3:</b>  Spring 2024 Participation Rates: In Progress</p> <p>Fall 2023 Results:  44% of learners achieved one or more of their academic ILP goals.  37% of learners achieved one or more of their SEL ILP goals.</p> <p><b>Desired Outcome:</b>  100% of facilitators and 80% of learners will complete the iLEAD Comprehensive Growth Card.  70% of learners will achieve one or more of their academic ILP goals.  55% of learners will achieve one or more of their SEL ILP goals.</p>	No	Repeat Expenditure Goal 1 Action 8	N/A

**GOAL 2:**  
**Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
Improved	2.8 Other High School Outcomes: School staff will maximize opportunities for high schoolers to be recognized for achievements by earning the Golden State Seal Merit Diploma, the State Seal of Biliteracy, and/or the National Merit scholarship (State Priority #8, WASC #3).	Data Quest: Four-Year Adjusted Cohort Graduation Rate Report	<b>Baseline: 2019-20 DataQuest:</b> 0% earned Golden State Seal Merit Diploma 0% earned Seal of Biliteracy 0% met UC/CSU requirements  <b>Year 1: 2020-21 DataQuest:</b> 26.5% earned Golden State Seal Merit Diploma 0% earned Seal of Biliteracy 0% met UC/CSU requirements  <b>Year 2: 2021-22 DataQuest:</b> 27.6% earned Golden State Seal Merit Diploma 0% earned Seal of Biliteracy 37.9% met UC/CSU requirements  <b>Year 3: 2022-23 DataQuest:</b> 34.1% earned Golden State Seal Merit Diploma 2.4% earned Seal of Biliteracy 22% met UC/CSU requirements  <b>Desired Outcome:</b> 30% earned Golden State Seal Merit Diploma 4% earned Seal of Biliteracy 20% met UC/CSU requirements	No	Repeat Expenditure Goal 1 Action 1	N/A



**GOAL 3:**  
**Generate active engagement between parents, families, and the school as well as connections with the community, to promote learner achievement and communication among all stakeholders.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
Met	3.1 Educational Partners: To solicit feedback and provide program updates, school staff will facilitate educational partner events or meetings and conduct an annual survey for input on the school and its programs (State Priority #3).	School Calendar	<b>Baseline:</b> 2020-21: The school held one educational partner gathering.  <b>Year 1:</b> 2021-22: The school held two educational partner gatherings.  <b>Year 2:</b> 2022-23: The school held four educational partner gatherings.  <b>Year 3:</b> 2023-24: The school held four educational partner gatherings.  <b>Desired Outcome:</b> The school will hold a minimum of three educational partner gatherings per year.	No	\$1,000.00	\$1,051
Met	3.2 Family Education: School staff will provide ongoing educational opportunities such as the annual SPED symposium and Parent University webinars for families in order to promote engagement (State Priority #3).	CA School Dashboard Local Indicator: Parent & Family Engagement	<b>Baseline: CA School Dashboard Local Indicator 2019: Parent &amp; Family Engagement: Standard Met</b>  <b>Year 1 2019:</b> Standard Met <b>Year 2 2020:</b> Standard Met <b>Year 3 2021:</b> Standard Met  <b>Desired Outcome:</b> Maintain Standard Met	No	Repeat Expenditure Goal 3 Action 1	N/A
Improved	3.3 Academic Counseling and Support: School staff will provide academic counseling and resources to promote a high, four-year graduation rate while also lowering the school's dropout rate of high school and middle school learners (State Priority #5).	CA School Dashboard State Indicator: Graduation Rate CALPADS 8.1b: Middle & High School Drop Out Data	<b>Baseline/Year 1:</b> 2019 CA School Dashboard: 81.3% graduated (no color) 2020-21: High School Dropout Rate: 2.3% Middle School Dropout Rate: 1.4%  <b>Year 2:</b> 2022 CA School Dashboard: 69.6% graduated 2021-22 High School Dropout Rate: 30.2% Middle School Dropout Rate: 1.9%  <b>Year 3:</b> 2023 CA School Dashboard: 89.1% graduated 2022-23 High School Dropout Rate: 8.7% Middle School Dropout Rate: 0%  <b>Desired Outcome:</b> CA School Dashboard: 85% graduated High School Dropout Rate: Less than 1% Middle School Dropout Rate: Less than 1%	No	Repeat Expenditure Goal 1 Action 1	N/A

**GOAL 3:**  
**Generate active engagement between parents, families, and the school as well as connections with the community, to promote learner achievement and communication among all stakeholders.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
In progress	3.4 EL Academic Counseling and Support: The EL Coordinator and other school staff will provide academic counseling and resources to a high, four-year graduation rate while also lowering the school's dropout rate of its EL high school and middle school learners (State Priority #5, WASC #3 & #4).	EL Learners: CA School Dashboard State Indicator: Graduation Rate Counselor Data	<b>Baseline:</b> EL Learners: 2019 CA School Dashboard: Graduation rate N/A EL learners and their families receive additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 1:</b> EL Learners: 2019 CA School Dashboard: Graduation rate N/A 2021-22: 100% of EL learners and their families received additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 2:</b> EL Learners: 2022 CA School Dashboard: Graduation rate N/A 2022-23: 100% of EL learners and their families received additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 3:</b> EL Learners: Not Yet Available  <b>Desired Outcome:</b> EL Learners: 2019 CA School Dashboard: Graduation rate will be determined once there is a baseline. 100% of EL learners and their families will receive additional counseling, social emotional, and academic support/resources from school staff.	Yes	Repeat Expenditure Goal 1 Action 2	N/A
In progress	3.5 Homeless and Foster Youth Academic Counseling and Support: School staff will provide academic counseling and resources to promote a high, four-year graduation rate while also lowering the school's dropout rate of its homeless and foster youth high school and middle school learners (State Priority #5, WASC #3).	Foster Youth: CA School Dashboard State Indicator: Graduation Rate Counselor Data	<b>Baseline:</b> Foster Youth: 2019 CA School Dashboard: Graduation rate N/A Foster youth and their families receive additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 1:</b> Foster Youth: 2019 CA School Dashboard: Graduation rate N/A 2021-22 100% of foster youth and their families received additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 2:</b> Foster Youth: 2022 CA School Dashboard: Graduation rate N/A 2022-23 100% of foster youth and their families received additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 3:</b> Foster Youth: Not Yet Available  <b>Desired Outcome:</b> Foster Youth: CA School Dashboard: Graduation rate will be determined once baseline data is available. 100% of foster youth and their families will receive additional counseling, social emotional, and academic support/resources from school staff.	Yes	Repeat Expenditure Goal 1 Action 2	N/A

**GOAL 3:**

**Generate active engagement between parents, families, and the school as well as connections with the community, to promote learner achievement and communication among all stakeholders.**

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
In progress	3.6 Socioeconomically Disadvantaged Academic Counseling and Support: School staff will provide academic counseling and resources to promote a high, four-year graduation rate while also lowering the school's dropout rate of its socioeconomically disadvantaged high school and middle school learners (State Priority #5, WASC #3).	Socioeconomically Disadvantaged: CA School Dashboard State Indicator: Graduation Rate Counselor Data	<b>Baseline:</b> Socioeconomically Disadvantaged: 2019 CA School Dashboard: Graduation rate N/A Socioeconomically disadvantaged and their families receive additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 1:</b> Socioeconomically Disadvantaged: 2019 CA School Dashboard: Graduation rate N/A 2021-22: 100% of socioeconomically disadvantaged and their families received additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 2:</b> Socioeconomically Disadvantaged: 2022 CA School Dashboard: Graduation rate N/A 2022-23: 100% of socioeconomically disadvantaged and their families received additional counseling, social emotional, and academic support/resources from school staff.  <b>Year 3:</b> Socioeconomically Disadvantaged: Not Yet Available  <b>Desired Outcome:</b> Socioeconomically Disadvantaged: CA School Dashboard: Graduation rate will be determined once baseline data is available. 100% of socioeconomically disadvantaged and their families will receive additional counseling, social emotional, and academic support/resources from school staff.	Yes	Repeat Expenditure Goal 1 Action 2	N/A
In progress	3.7 School Attendance: School staff will provide extra support for learners exhibiting challenges with academics and SEL to minimize chronic absenteeism and support a strong attendance rate (State Priority #5).	CA School Dashboard State Indicator: Chronic Absenteeism P Annual Report	<b>Baseline:</b> 2019 CA School Dashboard: 0% chronically absent (no color) 2019-20 Attendance Rate: 97%  <b>Year 1:</b> 2019 CA School Dashboard: 0% chronically absent (no color) 2020-21 Attendance Rate: 99%  <b>Year 2:</b> 2022 CA School Dashboard: 2.3% chronically absent (no color) 2021-22 Attendance Rate: 99.4%  <b>Year 3:</b> 2023 CA School Dashboard: 4.5% chronically absent (no color) 2022-23 Attendance Rate: No data available  <b>Desired Outcome:</b> CA School Dashboard: 0% chronically absent Attendance Rate: Maintain 97% or greater	No	\$548.42	\$6,497

**GOAL 3:**

Generate active engagement between parents, families, and the school as well as connections with the community, to promote learner achievement and communication among all stakeholders.

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing?	Budgeted	Estimated Actual as of 1st Interim
Met	3.8 School Climate: iLEAD's staff will personalize learning and develop relationships through the core program to ensure that learners have a safe and nurturing virtual environment. School staff will incorporate strategies from Love & Logic, Restorative Practices, and/or 7 Habits to help maintain safety and a positive school climate, ensuring accountability while reducing the number of suspensions (State Priority #6).	CA School Dashboard State Indicator: Suspension Rate DataQuest: Expulsion Rate CA School Dashboard Local Indicator: Local Climate Survey	<b>Baseline:</b> 2019 CA School Dashboard: 0% suspended at least once 2019-20 Expulsion Rate: 0% CA School Dashboard Local Indicator: Local Climate Survey: Standard Met  <b>Year 1:</b> 2019 CA School Dashboard: 0% suspended at least once 2020-21 Expulsion Rate: 0% CA School Dashboard Local Indicator: Local Climate Survey: Standard Met  <b>Year 2:</b> 2022 CA School Dashboard: 0% suspended at least once 2021-22 Expulsion Rate: 0% 2022 CA School Dashboard Local Indicator: Local Climate Survey: Standard Met  <b>Year 3:</b> 2023 CA School Dashboard: 0% suspended at least once 2022-23 Expulsion Rate: 0% 2023 CA School Dashboard Local Indicator: Local Climate Survey: Standard Met  <b>Desired Outcome:</b> Suspension Rate: 0% Expulsion Rate: 0% Local Climate Survey: Standard Met	No	\$44,717.24	\$66,630
In progress	3.9 Learner Engagement: The school will host academic (such as learner-led conferences or showcases of learning), family and community events for learners to share their artistic and academic endeavors with peers, parents and the community (State Priority #6).	Panorama Learner Survey Data	<b>Baseline/Year 1:</b> 93% positive School-Teacher Relationships  <b>Year 2:</b> 89% positive School-Teacher Relationships  <b>Year 3:</b> No data available  <b>Desired Outcome:</b> 94% positive School-Teacher Relationships	No	\$5,500.00	\$4,024

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM**  
**July 1, 2023 to June 30, 2024**

**Charter School Certification**

<b>Charter School Name:</b>	iLEAD Online
<b>CDS #:</b>	19 75309 0136531
<b>Charter Approving Entity:</b>	Acton-Agua Dulce Unified School Dsitric
<b>County:</b>	Los Angeles
<b>Charter #:</b>	1902

For information regarding this report, please contact:

For Approving Entity:

Kevin Vensko

Name

Assistant Superintendent

Title

661-269-0750 x104

Telephone

[kvensko@aadusd.k12.ca.us](mailto:kvensko@aadusd.k12.ca.us)

E-mail address

For Charter School:

Kate Wolfe

Name

Interim Director

Title

661-441-6636

Telephone

[director@ileadonline.org](mailto:director@ileadonline.org)

E-mail address

To the entity that approved the charter school:

  x   ) 2023-24 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Charter School Official  
(Original signature required)

Printed

Name: \_\_\_\_\_

Title: \_\_\_\_\_

To the Acton-Agua Dulce Unified School District

  x   ) 2023-24 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative of  
Charter Approving Entity  
(Original signature required)

Printed

Name: \_\_\_\_\_

Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

  x   ) 2023-24 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

County Superintendent/Designee  
(Original signature required)

**CHARTER SCHOOLS FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2023 to June 30, 2024**

Charter School Name:	LEAD Online
CDS #:	19 75305 0136531
Charter Approving Entity:	Acton-Agua Dulce Unified School District
County:	Los Angeles
Charter #:	1902

This charter school uses the following basis of accounting:

Please enter an "X" in the applicable box below; check only one box

<input type="checkbox"/> Accrual Basis (Applicable Capital Assets/Investing Long-Term Debt/Long-Term Liabilities objects are 6000, 7120, 9420, 9490, and 9660-9669)
<input checked="" type="checkbox"/> Modified Accrual Basis (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7430, and 7439)

Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)
<b>A. REVENUES</b>								
1. LCFF Sources								
State Aid - Current Year	8011	3,506,755	3,555,448	967,098	3,555,448		3,555,448	0
Education Protection Account - Current Year	8012	59,505	60,888	14,877	60,888		60,888	0
State Aid - Prior Years	8019	0	0	0	0		0	0
Transfer of Charter Schools in Lieu of Property Taxes	8095	163,308	167,101	9,798	167,101		167,101	0
Other LCFF Transfers	8091, 8097	0	0	0	0		0	0
<b>Total, LCFF Sources</b>		<b>3,729,569</b>	<b>3,783,437</b>	<b>691,773</b>	<b>3,783,437</b>		<b>3,783,437</b>	<b>0</b>
2. Federal Revenues (see NOTE on last page)								
No Child Left Behind	8290	0	0	0			0	0
Special Education - Federal	8181, 8182	38,679	34,580	0		34,580	34,580	0
Child Nutrition - Federal	8220	0	0	0		0	0	0
Other Federal Revenues	8290	261,669	203,480	0	0	203,480	203,480	0
<b>Total, Federal Revenues</b>		<b>300,348</b>	<b>238,060</b>	<b>0</b>	<b>0</b>	<b>238,060</b>	<b>238,060</b>	<b>0</b>
3. Other State Revenues								
Special Education - State	StateRevSE	281,966	301,622	84,454		301,622	301,622	0
Child Nutrition Programs	8520	0	0	0		0	0	0
Mandated Costs Reimbursements	8550	11,522	11,522	0	11,522		11,522	0
Lottery - Unrestricted and Instructional Materials	8560	70,515	75,806	0	53,886	21,920	75,806	0
Low Performing Student Block Grant	8590	429,375	405,607	112,650	0	405,607	405,607	0
All Other State Revenues	StateRevAO	0	0	0	0		0	0
<b>Total, Other State Revenues</b>		<b>793,378</b>	<b>794,557</b>	<b>197,104</b>	<b>65,408</b>	<b>728,148</b>	<b>794,557</b>	<b>0</b>
4. Other Local Revenues								
Transfers from Sponsoring LEAs to Charter Schools	8791	0	0	0	0		0	0
All Other Local Revenues	LocalRevAO	956,336	956,336	46,590	956,336	0	956,336	0
<b>Total, Local Revenues</b>		<b>956,336</b>	<b>956,336</b>	<b>46,590</b>	<b>956,336</b>	<b>0</b>	<b>956,336</b>	<b>0</b>
<b>5. TOTAL REVENUES</b>		<b>5,779,631</b>	<b>5,772,390</b>	<b>935,467</b>	<b>4,805,181</b>	<b>967,209</b>	<b>5,772,390</b>	<b>0</b>
<b>B. EXPENDITURES</b>								
1. Certificated Salaries								
Teachers' Salaries	1100	2,761,323	2,129,144	756,293	2,129,144	0	2,129,144	0
Certificated Pupil Support Salaries	1200	216,216	216,216	0	216,216	0	216,216	0
Certificated Supervisors' and Administrators' Salaries	1300	220,034	132,867	44,272	132,867	0	132,867	0
Other Certificated Salaries	1900	0	194,071	74,551	194,071	0	194,071	0
<b>Total, Certificated Salaries</b>		<b>3,198,463</b>	<b>2,672,298</b>	<b>875,116</b>	<b>2,672,298</b>	<b>0</b>	<b>2,672,298</b>	<b>0</b>
2. Non-certificated Salaries								
Instructional Aides' Salaries	2100	253,890	55,943	15,207	0	55,943	55,943	0
Non-certificated Support Salaries	2200	0	80,275	26,742	0	80,275	80,275	0
Non-certificated Supervisors' and Administrators' Sal	2300	0	0	0	0	0	0	0
Clerical and Office Salaries	2400	314,000	357,264	124,344	332,690	24,574	357,264	0
Other Non-certificated Salaries	2900	0	0	0	0	0	0	0
<b>Total, Non-certificated Salaries</b>		<b>567,890</b>	<b>493,482</b>	<b>166,293</b>	<b>332,690</b>	<b>160,792</b>	<b>493,482</b>	<b>0</b>

Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)
3. Employee Benefits								
STRS	3101-3102	610,906	519,787	164,796	519,787	0	519,787	0
PERS	3201-3202	0	0	0	0	0	0	0
OASDI / Medicare / Alternative	3301-3302	89,821	76,408	24,040	73,192	3,216	76,408	0
Health and Welfare Benefits	3401-3402	242,686	218,426	73,182	217,228	1,200	218,426	0
Unemployment Insurance	3501-3502	9,952	8,151	3,661	6,544	1,607	8,151	0
Workers' Compensation Insurance	3601-3602	31,974	19,998	9,410	7,135	12,863	19,998	0
Retiree Benefits	3701-3702	6,814	6,814	0	6,814	0	6,814	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0	0	0	0	0	0	0
Other Employee Benefits	3901-3902	0	0	0	0	0	0	0
<b>Total, Employee Benefits</b>		<b>992,163</b>	<b>849,584</b>	<b>275,089</b>	<b>830,698</b>	<b>18,886</b>	<b>849,584</b>	<b>0</b>
4. Books and Supplies								
Approved Textbooks and Core Curricula Materials	4100	18,500	18,500	13,583	8,959	9,541	18,500	0
Books and Other Reference Materials	4200	0	1,369	45	0	1,369	1,369	0
Materials and Supplies	4300	2,900	6,521	1,892	0	6,521	6,521	0
Noncapitalized Equipment	4400	63,700	64,632	20,150	0	64,632	64,632	0
Frost	4700	0	0	0	0	0	0	0
<b>Total, Books and Supplies</b>		<b>85,100</b>	<b>91,022</b>	<b>35,670</b>	<b>8,959</b>	<b>82,063</b>	<b>91,022</b>	<b>0</b>
5. Services and Other Operating Expenditures								
Subagreements for Services	5100	0	0	0	0	0	0	0
Travel and Conferences	5200	70,100	70,089	13,440	0	70,089	70,089	0
Dues and Memberships	5300	11,219	11,219	6,878	11,219	0	11,219	0
Insurance	5400	20,828	20,828	0	20,828	0	20,828	0
Operations and Housekeeping Services	5500	4,292	1,648	526	1,648	0	1,648	0
Rentals, Leases, Repairs, and Noncap. Improvements	5600	22,300	22,581	4,079	22,581	0	22,581	0
Professional/Consulting Services and Operating Expend.	5800	751,488	834,007	255,245	198,628	635,379	834,007	0
Communications	5900	8,164	34,816	12,441	34,816	0	34,816	0
<b>Total, Services and Other Operating Expenditures</b>		<b>888,391</b>	<b>995,188</b>	<b>292,609</b>	<b>289,720</b>	<b>705,468</b>	<b>995,188</b>	<b>0</b>
6. Capital Outlay								
(Objects 6100-6170, 6200-6500 for modified accrual basis only)								
Land and Land Improvements	6100-6170	0	0	0	0	0	0	0
Buildings and Improvements of Buildings	6200	0	0	0	0	0	0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0	0	0	0	0	0	0
Equipment	6400	0	0	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6900	18,726	22,463	22,463	22,463	0	22,463	0
<b>Total, Capital Outlay</b>		<b>18,726</b>	<b>22,463</b>	<b>22,463</b>	<b>22,463</b>	<b>0</b>	<b>22,463</b>	<b>0</b>
7. Other Outgo								
Tuition to Other Schools	7110-7143	0	0	0	0	0	0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0	0	0	0	0	0	0
All Other Transfers	7290-7299	0	0	0	0	0	0	0
Debt Service:								
Interest	7438	0	0	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0	0	0
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>8. TOTAL EXPENDITURES</b>		<b>5,790,733</b>	<b>5,124,037</b>	<b>1,667,240</b>	<b>4,156,828</b>	<b>967,209</b>	<b>5,124,037</b>	<b>0</b>
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<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.</b>		<b>28,898</b>	<b>648,353</b>	<b>(731,773)</b>	<b>648,353</b>	<b>0</b>	<b>648,353</b>	<b>0</b>
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<b>BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>								
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Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)
<b>D. OTHER FINANCING SOURCES / USES</b>								
1. Other Sources	8930-8979	0	0	0	0	0	0	0
2. Less: Other Uses	7630-7699	0	0	0	0	0	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0	0	0	0	0	0	0
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>28,898</b>	<b>648,353</b>	<b>(731,773)</b>	<b>648,353</b>	<b>0</b>	<b>648,353</b>	<b>0</b>
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<b>F. FUND BALANCE, RESERVES</b>								
1. Beginning Fund Balance								
a. As of July 1	9791	2,529,164	2,529,164		2,529,164		2,529,164	0
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0	0		0		0	0
c. Adjusted Beginning Balance		<b>2,529,164</b>	<b>2,529,164</b>		<b>2,529,164</b>	<b>0</b>	<b>2,529,164</b>	<b>0</b>
2. Ending Fund Balance, Oct 31 (E + F1,c.)		<b>2,558,062</b>	<b>3,177,517</b>		<b>3,177,517</b>	<b>0</b>	<b>3,177,517</b>	<b>0</b>
Components of Ending Fund Balance:								
Reserve for Revolving Cash (equals object 9130)	9711	0	0	0	0	0	0	0
Reserve for Stores (equals object 9320)	9712	0	0	0	0	0	0	0
Reserve for Prepaid Expenditures (equals object 9330)	9713	0	0	0	0	0	0	0
All Others	9719	0	0	0	0	0	0	0
Legally Restricted Balance	9740	0	0	0	0	0	0	0
Designated for Economic Uncertainties	9770	2,558,062	3,177,517		3,177,517		3,177,517	0
Other Designations	9775, 9790	0	0	0	0	0	0	0
Net Investment in Capital Assets (Accrual Basis Only)	9792	0	0	0	0	0	0	0
Undesignated / Unappropriated Amount	9799	0	0	0	0	0	0	0

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM**

Charter School Name: IL EAD Online  
CDS #: 19 75309 0136531  
Charter Approving Entity: Acton-Agua Dulce Unified School District  
County: Los Angeles  
Charter #: 1902  
Fiscal Year: 2023-2024

		2022-23 (populated from Alternative Form Tab)			Totals for 2024-25	Totals for 2025-26
Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total		
<b>A. REVENUES</b>						
1. LCFF Sources						
State Aid - Current Year	8011	3,555,448		3,555,448	3,659,299	3,740,976
Education Protection Account - Current Year	8012	60,888		60,888	60,888	60,888
State Aid - Prior Years	8019	0		0	0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	167,101		167,101	167,101	167,101
Other LCFF Transfers	8091, 8097	0		0	0	0
Total, LCFF Sources		3,783,437		3,783,437	3,887,288	3,969,965
2. Federal Revenues						
No Child Left Behind	8290		0	0	0	0
Special Education - Federal	8181, 8182		34,580	34,580	35,272	35,977
Child Nutrition - Federal	8220		0	0	0	0
Other Federal Revenues	8290	0	203,480	203,480	62,224	63,268
Total, Federal Revenues		0	238,060	238,060	97,496	99,245
3. Other State Revenues						
Special Education - State	StateRevSE		301,622	301,622	307,654	313,808
Child Nutrition Programs	8520				0	0
Mandated Costs Reimbursements	8550	11,522	0	11,522	12,787	13,209
Lottery - Unrestricted and Instructional Materials	8560	53,886	21,920	75,806	75,806	75,806
Low Performing Student Block Grant	8590	0	405,607	405,607	337,752	337,752
All Other State Revenues	StateRevAO	0	0	0	0	0
Total, Other State Revenues		66,408	729,149	794,557	733,999	740,575
4. Other Local Revenues						
Transfers from Sponsoring LEAs to Charter Schools	8791	0		0	0	0
All Other Local Revenues	LocalRevAO	956,336	0	956,336	956,336	956,336
Total, Local Revenues		956,336	0	956,336	956,336	956,336
5. TOTAL REVENUES		4,805,181	967,209	5,772,390	5,675,119	5,765,121
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Teachers' Salaries	1100	2,129,144	0	2,129,144	2,193,018	2,258,809
Certificated Pupil Support Salaries	1200	216,216	0	216,216	222,702	229,384
Certificated Supervisors' and Administrators' Salaries	1300	132,867	0	132,867	136,853	140,959
Other Certificated Salaries	1900	194,071	0	194,071	199,893	205,990
Total, Certificated Salaries		2,672,298	0	2,672,298	2,752,467	2,835,041
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	0	55,943	55,943	57,621	59,350
Non-certificated Support Salaries	2200	0	80,275	80,275	82,683	85,164
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0	0
Clerical and Office Salaries	2400	332,690	24,574	357,264	367,982	379,021
Other Non-certificated Salaries	2900	0	0	0	0	0
Total, Non-certificated Salaries		332,690	160,792	493,482	508,286	523,535
3. Employee Benefits						
STRS	3101-3102	519,787	0	519,787	535,381	551,442
PERS	3201-3202	0	0	0	0	0
QASDI / Medicare / Alternative	3301-3302	73,192	3,216	76,408	78,700	81,061
Health and Welfare Benefits	3401-3402	217,226	1,200	218,426	224,879	231,728
Unemployment Insurance	3501-3502	6,544	1,607	8,151	8,396	8,647
Workers' Compensation Insurance	3601-3602	7,135	12,863	19,998	20,598	21,216
Retiree Benefits	3701-3702	6,814	0	6,814	7,018	7,229
PERS Reduction (for revenue limit funded schools)	3801-3802	0	0	0	0	0
Other Employee Benefits	3901-3902	0	0	0	0	0
Total, Employee Benefits		830,698	18,886	849,584	875,072	901,324
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	8,959	9,541	18,500	19,055	19,627
Books and Other Reference Materials	4200	0	1,369	1,369	1,410	1,452
Materials and Supplies	4300	0	6,521	6,521	6,717	6,918
Noncapitalized Equipment	4400	0	64,632	64,632	66,571	68,568
Food	4700	0	0	0	0	0
Total, Books and Supplies		8,959	82,063	91,022	93,763	96,565
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	0	0	0	0	0
Travel and Conferences	5200	0	70,089	70,089	72,192	74,357
Dues and Memberships	5300	11,219	0	11,219	11,556	11,902
Insurance	5400	20,828	0	20,828	21,453	22,096
Operations and Housekeeping Services	5500	1,648	0	1,648	1,697	1,748
Rentals, Leases, Repairs, and Noncap. Improvements	5600	22,581	0	22,581	23,258	23,956
Professional/Consulting Services and Operating Expend.	5800	198,628	635,379	834,007	859,027	884,795
Communications	5900	34,816	0	34,816	35,860	36,936
Total, Services and Other Operating Expenditures		289,720	705,468	995,188	1,025,044	1,055,795
6. Capital Outlay						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170	0	0	0	0	0
Buildings and Improvements of Buildings	6200	0	0	0	0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0	0	0	0	0
Equipment	6400	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6900	22,463	0	22,463	22,463	22,463
Total, Capital Outlay		22,463	0	22,463	22,463	22,463
7. Other Outgo						
Tuition to Other Schools	7110-7143	0	0	0	0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0	0	0	0	0
All Other Transfers	7280-7299	0	0	0	0	0
Debt Service:						
Interest	7438	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0
Total, Other Outgo		0	0	0	0	0
8. TOTAL EXPENDITURES		4,156,828	967,209	5,124,037	5,277,684	5,434,723
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		648,353	0	648,353	398,035	330,398
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0	0	0	0	0
2. Less: Other Uses	7630-7699	0	0	0	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0	0	0	0	0
4. TOTAL OTHER FINANCING SOURCES / USES		0	0	0	0	0
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		648,353	0	648,353	398,035	330,398
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	2,529,164		2,529,164	3,177,517	3,575,552
b. Adjustments/Restatements to Beginning Balance	9793, 9795		0	0	0	0
c. Adjusted Beginning Balance		2,529,164	0	2,529,164	3,177,517	3,575,552
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		3,177,517	0	3,177,517	3,675,552	3,905,950
Components of Ending Fund Balance:						
Reserve for Revolving Cash (equals object 9130)	9711	0	0	0	0	0
Reserve for Stores (equals object 9320)	9712	0	0	0	0	0
Reserve for Prepaid Expenditures (equals object 9330)	9713	0	0	0	0	0
All Others	9719	0	0	0	0	0
Legally Restricted Balance	9740	0	0	0	0	0
Designated for Economic Uncertainties	9770	3,177,517		3,177,517	3,675,552	3,905,950
Other Designations	9775, 9780	0	0	0	0	0
Net Investment in Capital Assets (Accrual Basis Only)	9796	0	0	0	0	0
Undesignated / Unappropriated Amount	9790	0	0	0	0	0

Object		2023-24	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Adjustments	TOTAL				
Actuals required through the month of : October			Actuals	Actuals	Actuals	Actuals	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection							
A. BEGINNING CASH			2,529,164	2,529,164	2,644,006	2,359,702	1,996,016	2,254,371	2,214,555	2,313,979	2,467,845	2,168,306	2,384,941	2,827,710							
B. RECEIPTS																					
LCFF/Revenue Limit Sources																					
Principal Apportionment	8010-8019	3,616,336		175,552	175,552	330,871	264,092	352,123	410,811	146,718	293,436	440,154	440,154	293,436	293,436		3,616,336				
In Lieu Property Taxes	8099	167,101			9,798		0	0	62,921	0	0	94,382	0	0			167,101				
Miscellaneous Funds	8080-8098										0						0				
Federal Revenue	8100-8299	238,060					0	0	0	0	95,224	0	0	142,836			238,060				
Other State Revenue	8300-8599	794,557	14,895	16,099	28,015	138,095	89,618	71,694	83,643	95,592	59,745	89,618	59,745	47,796			794,557				
Other Local Revenue	8600-8799	956,336	345	24,128	13,423	8,693	227,437	0	0	300,217	0	0	382,094	0			956,336				
Interfund Transfers In	8910-8929																0				
All Other Financing Sources	8930-8979																0				
TOTAL RECEIPTS		5,772,390	15,240	215,779	226,788	477,659	581,147	423,818	557,375	542,527	448,405	624,154	881,993	484,068	293,436	0	5,772,390				
C. DISBURSEMENTS																					
Certificated Salaries	1000-1999	2,672,298	182,785	202,827	220,465	220,197	226,878	221,534	229,016	237,300	229,550	227,680	237,033	237,033			2,672,298				
Classified Salaries	2000-2999	493,482	29,017	39,084	39,429	35,827	37,702	36,666	38,936	41,650	50,236	46,535	49,200	49,200			493,482				
Employee Benefits	3000-3999	849,584	37,042	89,461	35,173	104,499	29,566	69,156	111,720	37,127	70,261	72,215	96,683	96,683			849,584				
Books and Supplies	4000-4999	91,022	6,026	3,668	19,706	14,891	5,197	6,098	5,134	7,200	6,390	6,453	4,360	5,898			91,022				
Services	5000-5999	995,188	28,960	62,995	70,260	51,551	67,872	60,507	73,146	65,384	391,507	54,636	51,949	16,421			995,188				
Capital Outlay	6000-6599	22,463												22,463			22,463				
Other Outgo	7000-7499																0				
Interfund Transfers Out	7600-7629																0				
All Other Financing Uses	7630-7699																0				
TOTAL DISBURSEMENTS		5,124,037	283,829	398,036	385,033	426,965	367,215	393,961	457,952	388,660	747,944	407,519	439,224	427,697	0	0	5,124,037				
D. BALANCE SHEET ITEMS			Beginning																		
Assets and Deferred Outflows																					
Cash Not In Treasury	9111-9199	2,527,475	(114,841)	284,304	363,686	(259,831)	(273,317)													(0)	
Accounts Receivable	9200-9299	925,773	557,784	20,661	35,513	43,765	(657,723)													0	
Due From Other Funds	9310	40,100	17,557	4,844	(26,044)	(12,786)	16,429													(0)	
Stores	9320	0																		0	
Prepaid Expenditures	9330	89,852																		0	
Other Current Assets	9340																			0	
Deferred Outflows of Resources	9490																			0	
SUBTOTAL		3,583,200	460,499	309,808	373,155	(228,851)	(914,611)	0	0	0	0	0	0	0	0	0	(0)				
Liabilities and Deferred Inflows																					
Accounts Payable	9500-9599	(468,456)	42,839	67,446	232,431	(105,131)	(237,586)													0	
Due To Other Funds	9610																			0	
Current Loans	9640	0																		0	
Unearned Revenues	9650	(854,237)																		0	
Deferred Inflows of Resources	9690	(2,260,507)																		0	
SUBTOTAL		(3,583,200)	42,839	67,446	232,431	(105,131)	(237,586)	0	0	0	0	0	0	0	0	0	0				
Nonoperating																					
Suspense Clearing	9910	(0)	(149,070)	54,736	(266,782)	(290,660)	721,448	(69,672)													0
TOTAL BALANCE SHEET ITEMS		(0)	268,590	297,098	(126,059)	(414,380)	44,423	(69,672)	0	0	0	0	0	0	0	0	(0)				
E. NET INCREASE/DECREASE (B - C + D)			0	114,841	(284,304)	(363,686)	258,355	(39,816)	99,423	153,867	(299,539)	216,635	442,769	56,371	293,436	0	648,353				
F. ENDING CASH (A + E)			2,529,164	2,644,006	2,359,702	1,996,016	2,254,371	2,214,555	2,313,979	2,467,845	2,168,306	2,384,941	2,827,710	2,884,081							
G. ENDING CASH, PLUS ACCRUALS																		3,177,517			



	Object	2024-2025	July Projection	August Projection	September Projection	October Projection	November Projection	December Projection	January Projection	February Projection	March Projection	April Projection	May Projection	June Projection	Accruals	Adjustments	TOTAL		
Actuals required through the month of : October																			
A. BEGINNING CASH				3,177,517	2,900,413	2,706,215	2,536,419	2,574,304	2,777,482	2,800,715	2,892,461	3,030,171	2,656,297	2,867,201	3,306,315				
B. RECEIPTS																			
LCFF/Revenue Limit Sources																			
Principal Apportionment			8010-8019	3,720,187	175,552	175,552	330,871	273,439	364,585	425,350	151,911	303,821	455,732	455,732	303,821	303,821	3,720,187		
In Lieu Property Taxes			8099	167,101		9,798		0	0	62,921	0	0	94,382	0	0		167,101		
Miscellaneous Funds			8080-8098														0		
Federal Revenue			8100-8299	97,496				0	0	0	0	38,998	0	0	58,498		97,496		
Other State Revenue			8300-8599	733,999	14,895	16,099	28,015	138,095	80,534	75,165	85,903	53,690	80,534	53,690	42,952		733,999		
Other Local Revenue			8600-8799	956,336	345	24,128	13,423	8,693	227,437	0	0	0	0	382,094	0		956,336		
Interfund Transfers In			8910-8929														0		
All Other Financing Sources			8930-8979						0	0	0	0	0		0		1		
TOTAL RECEIPTS				5,675,119	15,240	215,779	226,788	477,659	581,410	429,013	563,436	538,030	396,509	630,648	891,515	405,271	303,821	0	5,675,120
C. DISBURSEMENTS																			
Certificated Salaries			1000-1999	2,752,467	188,269	208,912	227,079	226,803	233,684	228,180	235,886	244,419	236,437	234,510	244,144	244,144		2,752,467	
Classified Salaries			2000-2999	508,286	29,887	40,256	40,612	36,902	38,833	37,766	40,104	42,899	51,744	47,931	50,676	50,676		508,286	
Employee Benefits			3000-3999	875,072	38,153	92,145	36,228	107,634	30,453	71,231	115,072	38,241	72,368	74,381	99,583	99,583		875,072	
Books and Supplies			4000-4999	93,752	6,206	3,778	20,297	15,338	5,353	6,281	5,288	7,416	6,581	6,647	4,491	6,075		93,752	
Services			5000-5999	1,025,045	29,829	64,885	72,368	53,097	69,908	62,323	75,341	67,345	403,253	56,275	53,507	16,913		1,025,045	
Capital Outlay			6000-6599	22,463												22,463		22,463	
Other Outgo			7000-7499															0	
Interfund Transfers Out			7600-7629															0	
All Other Financing Uses			7630-7699															0	
TOTAL DISBURSEMENTS				5,277,085	292,344	409,977	396,584	439,774	378,231	405,780	471,691	400,320	770,383	419,745	452,401	439,855	0	0	5,277,085
D. BALANCE SHEET ITEMS				Beginning															
Assets and Deferred Outflows																			
Cash Not In Treasury			9111-9199															0	
Accounts Receivable			9200-9299															0	
Due From Other Funds			9310															0	
Stores			9320															0	
Prepaid Expenditures			9330															0	
Other Current Assets			9340															0	
Deferred Outflows of Resources			9490															0	
SUBTOTAL				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Liabilities and Deferred Inflows																			
Accounts Payable			9500-9599															0	
Due To Other Funds			9610															0	
Current Loans			9640															0	
Unearned Revenues			9650															0	
Deferred Inflows of Resources			9690															0	
SUBTOTAL				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Nonoperating																			
Suspense Clearing			9910															0	
TOTAL BALANCE SHEET ITEMS				0						0	0	0	0	0	0	0	0	0	
E. NET INCREASE/DECREASE (B - C + D)				(277,104)	(194,198)	(169,796)	37,885	203,179	23,233	91,746	137,710	(373,874)	210,903	439,114	(34,584)	303,821	0	398,035	
F. ENDING CASH (A + E)				2,900,413	2,706,215	2,536,419	2,574,304	2,777,482	2,800,715	2,892,461	3,030,171	2,656,297	2,867,201	3,306,315	3,271,731				
G. ENDING CASH, PLUS ACCRUALS																	3,575,562		

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If no debt, check here		x					
	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
State School Building Loans Payable			0			0	
Certificates of Participation Payable			0			0	
Capital Leases Payable			0			0	
Lease Revenue Bonds Payable			0			0	
Other Debt (1)*			0			0	
Net Pension Liability			0			0	
Total/Net OPEB Liability			0			0	
Compensated Absences Payable			0			0	
<b>Governmental activities long-term liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Business-Type Activities:</b>							
State School Building Loans Payable			0			0	
Certificates of Participation Payable			0			0	
Capital Leases Payable			0			0	
Lease Revenue Bonds Payable			0			0	
Other Debt (2)*			0			0	
Net Pension Liability			0			0	
Total/Net OPEB Liability			0			0	
Compensated Absences Payable			0			0	
<b>Business-type activities long-term liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Debt (1)* _____							
Other Debt (2)* _____							
	<b>Total (from above)</b>	<b>Principal</b>	<b>Interest</b>	<b>Interest Object Code</b>			
Governmental Decreases	<b>0.00</b>						
Business Type Decreases	<b>0.00</b>						

## **Outline of changes to the Employee Guidebook for 2024**

The bullet points below are an outline of the recommended updates to the Employee Guidebook for 2024. The majority of the updates are administrative changes that have little to no substantive effect on the guidebook as a whole. However, we are recommending several changes as the result of new laws, equity between employees, and remaining competitive with the surrounding school districts. The pages below are a redline showing every change made. Keep in mind that final formatting and page numbering will be adjusted once final approval of the actual language is provided by the Board.

Here are the key points to the recommendations:

- All references to “Employee Services” have been changed to “Human Resources”.
- Miscellaneous changes in wording to have a school directed “lense”. For example, the open door policy now directs the employee to reach out to “the School Director or Human Resources”, instead of “Human Resources or the School Director”.
- Changes to procedures due to new technology (i.e. ADP/Workforce Now and the ticket system), and removal of outdated forms.
- Technology Device Agreement - This agreement is provided electronically when devices are provided. However, we felt it was best practice to include it in the Guidebook as well. (see page 38 of the PDF)
- A request to create an online social media account currently goes to the “supervisor”. This has been updated to “School Director”. (see page 43 of the PDF)
- Notice of “professional learning days” has been changed from Friday to “certain designated days”. Not all of the iLEAD schools use Friday as the professional learning day, and changing the wording will allow some flexibility should any other schools decide to designate a different day. (see page 51 of the PDF)
- Expense Reimbursements - This section has been updated to the current procedures. (see page 56 of the PDF)
- Paid Sick Leave (PSL) Changes - There are multiple changes to the PSL policy. Changes are due to a few different factors, including new laws, equity between employees, and remaining competitive with other schools.
  - Sick Leave accrual is different for F/T Salary and F/T Hourly employees. Salary employees accrue at a rate of 8 hours per month, while hourly employees accrue at a rate of 1 hour for every 30 hours worked. This causes a disparity that disproportionately affects lower paid employees. New policy is that ALL F/T employees accrue at a rate of 8 hours per month.
  - The maximum amount allowed to accrue and carry over at the end of the year is different between certificated F/T, non-certificated F/T, and hourly F/T employees. This new policy makes them all the same.
  - The maximum accrual and carry over for hourly P/T employees is increasing to 80 hours due to change in California law. (see page 57 of the PDF)

- Non-contract days - We've added a section defining non-contract days and their usage. (see page 58 of the PDF)
- Workers' Compensation Insurance - We have added additional detail on the specific process for when an employee is injured on the job. (see page 62 of the PDF)
- Leaves - We've added information regarding what happens to benefits during a leave of absence, and noted what types of leaves run concurrently vs consecutively. (see page 63 of the PDF)
- Unpaid Leave Policy (non-medical) - This policy is being modified to reign it in a little. We want to have an unpaid leave policy, but we don't want to promote it. It should be for extreme circumstances. It currently says employees are eligible for 30 days. We have revised it to say "in extreme circumstances" and "at the discretion of the school director". It has also been changed so that it doesn't say everyone is eligible for 30 days. Instead, it says "non-medical unpaid leaves are limited to 30 days", then it notes anything longer is a break in employment. (see page 67 of the PDF)
- Long Term Disability - We added a section regarding termination during LTD. When an employee transitions from short-term to long-term disability, it generally means they are probably going to be out for a long time, maybe indefinitely. We have the right to terminate employees at that point, but we should have the policy in writing to support it. The main problem is that since the schools contribute enough to fully cover an employee's medical coverage, if we keep them on the books, we could be paying for their coverage indefinitely while they are not working. (see page 68 of the PDF)
- Bereavement Leave - We removed a section that allows for an additional 2-weeks of paid leave at the discretion of HR. That could lead to discrimination issues if it is approved for one person and not another. Also, there is a new law in 2024 that requires us to include "reproductive loss" in our bereavement policy. Reproductive loss includes situations like miscarriage or stillbirth, unsuccessful assisted reproduction, failed surrogacy or failed adoption. (see page 68 of the PDF)



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## Employee Guidebook

*Board Approved February 01, ~~2023~~2024*

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# INTRODUCTION

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Welcome to iLEAD online!

We recognize that our greatest asset is our team of employees. We value the many talents and abilities of our employees and strive for an environment of teamwork, open communication, mutual support, and professionalism.

We designed this Employee Guidebook to provide you with general information about our policies, procedures and guidelines. We always strive to improve, and we encourage your ideas or suggestions. Please take some time to review this Guidebook and if you have any questions, please contact your Director or ~~Employee Services~~Human Resources.

The information contained in this Guidebook applies to all employees at iLEAD online (“iLEAD” or “School”). It is important that all employees read, understand and follow the provisions in this Guidebook. It is not intended to create any expectations of continued employment or as a contract between iLEAD and any of its employees.

This Guidebook supersedes any previously issued Guidebooks, policies, benefit statements and/or memoranda, whether written or verbal. iLEAD reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice with or without notice to you.

Once you have reviewed this Guidebook, please sign the employee acknowledgement form at the end of this Guidebook, keep one for your files and provide the other to ~~Employee Services~~Human Resources. This signed acknowledgement demonstrates to iLEAD that you have read, understand and agree to comply with the policies outlined in the Guidebook.

# HIRING POLICIES AND PROCEDURES

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## AT WILL EMPLOYMENT

We hope to have a long and mutually beneficial relationship with you. Your employment with iLEAD is at-will and is voluntary and may be terminated by you or iLEAD at any time, with or without cause and with or without notice. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause and with or without notice at any time. Nothing in this Guidebook or in any document or statement shall limit iLEAD's right to terminate your employment at-will or limit iLEAD's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This Guidebook does not reflect a contract of employment, either express or implied, between you and iLEAD.

No iLEAD representative is authorized to modify this policy for any employee, unless in writing and approved in writing by the Governing Board of Directors.

## OPEN DOOR POLICY

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At some time or another, you may have a suggestion, complaint, or question about iLEAD, your job, your working conditions, or the treatment you are receiving. We welcome your concerns, suggestions, complaints, and questions, and encourage you to bring them to our attention. For issues other than prohibited harassment, discrimination, or retaliation, we ask that you take your concerns first to your supervisor, who will attempt to provide a solution or explanation. If the problem is still not resolved, you may present it to your School Director, preferably in writing, or to Employee Services/Human Resources by opening a Human Resources ticket in the self-service portal. ~~or the Director, preferably in writing, who will address your concerns.~~

## WORKPLACE ANTI-VIOLENCE POLICY

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iLEAD is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, iLEAD has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on iLEAD-related business, or while operating any vehicle or equipment owned or leased by iLEAD. This policy applies to all employees.

Workplace violence includes, but is not limited to, threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of iLEAD property; defacing iLEAD property or causing physical damage to the facilities; and bringing weapons or

firearms of any kind on iLEAD premises or while conducting iLEAD business on or off iLEAD property.

In order to achieve our goal of providing a workplace that is secure and free from violence, iLEAD must enlist the support of all employees. Compliance with this policy and iLEAD's commitment to a zero-tolerance policy with respect to workplace violence is every employee's responsibility.

Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including immediate termination.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, student, parent, visitor, or anyone else, he or she must immediately notify their supervisor or ~~Employee Services~~Human Resources. If these individuals are not available, report the incident to any other supervisor and report the incident to ~~the Employee Services~~Human Resources as soon as possible. All reports will be investigated by iLEAD and appropriate corrective action will be taken.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact law enforcement authorities by dialing 911. Immediately after contacting law enforcement authorities, the employee must report the incident to ~~Employee Services~~Human Resources.

Employees should immediately inform their supervisor or ~~Employee Services~~Human Resources about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

In certain circumstances, iLEAD may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence. Furthermore, employees should notify ~~Employee Services~~Human Resources if any restraining order is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Any person who violates this policy on iLEAD property may be removed from the premises as quickly and safely as possible, at the iLEAD's discretion, and may be required to remain off iLEAD premises pending the outcome of an investigation of the incident.

All reports of workplace violence will be taken seriously. If iLEAD determines that workplace violence has occurred, iLEAD will take appropriate corrective action and may impose disciplinary action, up to and including termination.

There will be no retaliation against any employee who brings a complaint in good faith under the Workplace Anti Violence Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

# IMMIGRATION COMPLIANCE

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iLEAD does not discriminate against any individual because of his or her national origin, citizenship or intent to become a U.S. citizen. It is, however, the policy of iLEAD to only employ those individuals who are authorized to work in the United States. Therefore, iLEAD requires each prospective employee to provide documents verifying his or her identity and authorization to be legally employed in the United States.

As a condition of employment, each new employee must properly complete, sign and date the first section of the USCIS Form I-9, on or prior to the first day employment commences and present documentation establishing identity and employment eligibility within three business days after he or she begins work. If the employee cannot verify his/her right to work in the United States within three business days of employment, iLEAD will be required to terminate his/her employment immediately.

## REASONABLE ACCOMMODATIONS, DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION, AND COMPLIANT PROCEDURES

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iLEAD adopted the following policies pursuant to the California Fair Employment and Housing Act and related state and federal laws regarding discrimination, unlawful harassment, and retaliation.

iLEAD is committed to providing a professional work environment free from discrimination, unlawful harassment, and retaliation. Accordingly, iLEAD has adopted the following policies, which are designed to prevent unlawful conduct in the workplace, encourage professional and respectful behavior in the workplace, promote the reporting of potential violations, and foster taking corrective action where appropriate, even if the violation does not rise to the level of unlawful conduct. All employees are expected to assume responsibility for maintaining a professional work environment in accordance with the following policies. As such, all employees who experience potential violations of the following policies are strongly encouraged to promptly report such violations so that iLEAD may have an opportunity to address and resolve any concerns. All other employees (particularly supervisors) are required to immediately report any potential violations of the following policies. iLEAD is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

### REQUESTS FOR REASONABLE ACCOMMODATIONS: MEDICAL AND RELIGIOUS

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, iLEAD will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to iLEAD. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact ~~Employee Services~~[Human Resources](#) and request such an accommodation [by opening a Human Resources ticket in the self-service portal](#), specifying

what accommodation he or she needs to perform the job. iLEAD will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

The individual is required to fully cooperate with iLEAD in seeking and evaluating alternatives and accommodations. Supervisors that become aware of information that an employee may need a reasonable accommodation to perform the essential functions of his or her job must report it to ~~Employee Services~~Human Resources. iLEAD will engage in the interactive process in compliance with applicable law. iLEAD may require medical verification of both the disability and the need for an accommodation.

iLEAD will not discriminate against any individual in regards to compensation or any term or condition of employment because of a conflict with an individual's religious beliefs or observance and any employment requirement. To the extent an employment requirement conflicts with an individual's religious beliefs or observance, iLEAD will explore potential reasonable accommodations and will make a good faith effort to implement reasonable accommodations unless an undue hardship would result. An applicant or employee who believes he or she requires a religious accommodation in order to perform any job requirement should notify ~~Employee Services~~Human Resources and request an accommodation.

Pregnancy and lactation accommodations may also be requested. Please refer to the Lactation and Pregnancy Disability Leave policies set forth herein for further information.

#### EQUAL EMPLOYMENT OPPORTUNITY (DISCRIMINATION)

Covered Individuals: This policy protects all employees of iLEAD as well as interns, volunteers, and potential employees (applicants). All employees of iLEAD are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

Discrimination: As used in this policy, "discrimination" means taking any adverse employment action against an employee or applicant in any aspect of employment, solely or in part based on the individual's protected category. Discrimination may include, but is not necessarily limited to, factoring an individual's protected category in hiring, promotion, compensation, or other terms and conditions of employment unless otherwise permitted by law.

Adverse Employment Action: As used in this policy, "adverse employment action" may include, but is not necessarily limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusal to promote or consider for promotion; denial of employment opportunities; change of an employee's work assignments; failure to provide a workplace accommodation when required (i.e., disability, pregnancy, religion, transgender); failure to provide a leave of absence when required (i.e., medical, pregnancy, workers' compensation, military, domestic violence); or any other unequal treatment based on the individual's protected category resulting in an adverse employment action.

Protected Categories: iLEAD's policy prohibits discrimination based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy,

childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, reproductive health decision making, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Scope of Policy: iLEAD is an equal employment opportunity employer and is committed to complying with all applicable laws providing equal employment opportunities. As such, iLEAD makes employment decisions, including, but not limited to, hiring, recruiting, firing, promotion, demotion, training, compensation, qualifications/job requirements, on the basis of merit and/or business necessity. Employment decisions are based on an individual's qualifications as they relate to the job under consideration pursuant to legitimate business purposes.

If you believe you have been subjected to, witnessed, or have knowledge about discrimination, please follow the complaint procedure outlined below

## UNLAWFUL HARASSMENT

Covered Individuals: This policy protects all employees of iLEAD as well as interns, volunteers, and potential employees (applicants). All employees of iLEAD are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers. In addition, this policy prohibits unlawful harassment by any third parties. iLEAD will take all reasonable steps to prevent or eliminate unlawful harassment by non employees, including parents, students, vendors, contractors, and suppliers, who have workplace contact with our employees.

Protected Categories: iLEAD's policy prohibits harassment based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, reproductive health decision making, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to *any of the above protected categories*:

- *Verbal conduct* such as unwanted sexual advances including flirting, sexually suggestive innuendos,

conversations regarding sexual activities, and sexual invitations or comments, racial slurs or epithets, sexist or misogynistic comments, ethnic insults or jokes, religious aspersions or mockery, disability insults or ridicule, homophobic epithets or slurs, transphobic comments or derision, derogatory comments regarding gender, gender identity or gender expression, disparaging remarks regarding military or veteran status, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or mockery of an accent of language or its speakers, negative remarks regarding marital status, or any other belittling, negative or derogatory comments regarding any protected characteristic (“hostile work environment” harassment).

- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- *Visual conduct* such as derogatory and/or sexually oriented posters, photography, cartoons, objects, drawings, gestures, text messages, social media posts, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- *Physical conduct* such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).

Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

Scope of Policy: iLEAD is committed to providing a work environment free of unlawful harassment. This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from iLEAD’s premises, such as a business or school trip, business or school-related social function, or social media activity (depending on the circumstances).

If you believe you have been subjected to, witnessed, or have knowledge about unlawful harassment, please follow the complaint procedure outlined below

## RETALIATION

Covered Individuals: This policy protects all employees of iLEAD as well as interns, volunteers, and potential employees (applicants). All employees of iLEAD are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

Retaliation: As used in this policy, “retaliation” means taking any adverse employment action against an employee because he or she engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, the following: opposing a practice or conduct the employee reasonably believes to be unlawful; reporting or assisting in reporting suspected violations of this policy; cooperating or participating in



investigations or proceedings arising out of a violation of this policy; or engaging in any other activity protected by applicable law. Additionally, iLEAD prohibits retaliation against an employee who refuses to report to, or leaves, the workplace during an emergency condition (as defined by law) because the employee reasonably believes that the workplace or worksite is unsafe. An emergency condition means: (i) conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or (ii) an order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

Adverse Employment Action: As used in this policy, "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee's work assignments because of engagement in activities protected under this policy; treating an employee differently such as denying an accommodation; not talking to an employee (the "cold shoulder") when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of protected activity may be unlawful and will not be tolerated. If you believe you have been subjected to, witnessed, or have knowledge about retaliation, please follow the complaint procedure outlined below.

#### COMPLAINT PROCEDURE—DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION

Duty to Report: At iLEAD, we encourage all employees to be vigilant and aware of how we are treating others. Each Supervisor has the responsibility to maintain a work place and educational environment free from any form of sexual or other unlawful harassment. All employees who believe they have been subjected to discrimination, unlawful harassment, and/or retaliation are strongly encouraged to promptly report the alleged violation(s) in accordance with the procedures set forth below. All employees (particularly supervisors) who believe they have witnessed or have knowledge of discrimination, unlawful harassment, and/or retaliation are required to immediately report the alleged violation(s) in accordance with the procedures set forth below. Immediate reporting allows iLEAD to quickly and fairly resolve any complaints in the workplace.

Title IX provides for separate processes and procedures for formal complaints of sexual harassment falling within the definitions provided in Title IX regulations. For those types of complaints, the School's grievance procedures can be found in its Title IX policy posted to the website. Please contact the School's Title IX Coordinator for further information.

In addition to reporting, any employee who experiences or witnesses conduct that the individual believes violates this policy is encouraged to tell the offending individual that the behavior is inappropriate and must be stopped, if the employee is comfortable doing so.

Where to Report Complaints to iLEAD: Submit a complaint to Administration, or your supervisor. If these individuals are not available, or in the event you believe that one of these individuals has engaged in inappropriate behavior in violation of these policies, submit a complaint to any other supervisor or to Human Resources by opening a Human Resources ticket in the self-service portal as soon as possible. There is no requirement to report your complaint to any designated supervisor within iLEAD. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. If you have a complaint that involves the ~~Chief Executive Officer~~ School Director, submit the complaint directly to the Chair of the Board of Directors.

Should a supervisor become aware of any conduct that may constitute unlawful harassment, discrimination, retaliation, or other prohibited behavior, the supervisor must report the conduct to ~~Employee Services~~ Human Resources immediately so that action may be taken to address and remediate such conduct. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Contents of Complaint: ~~A Harassment Complaint Form may be obtained from the Employee Services. However, reports may be provided verbally.~~ Your report should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints verbally or anonymously, but to ensure that the issue is fully investigated, a written complaint is strongly recommended.

Response to Complaint (Investigation): Upon notice of conduct requiring an investigation, iLEAD will look into the facts and circumstances of the alleged violation, as appropriate. iLEAD will attempt to resolve the situation by promptly undertaking an effective, thorough, and objective investigation through the use of “qualified personnel” and using methods that provide all parties with “appropriate due process.” iLEAD’s investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

iLEAD may investigate conduct in the absence of a formal complaint if iLEAD has reason to believe that an individual has engaged in conduct that violates iLEAD policies or applicable law. Further, iLEAD may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

All employees are required to fully cooperate with iLEAD’s investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, iLEAD will provide regular progress updates, as appropriate, to those directly involved. iLEAD will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses. At the completion of its investigation, iLEAD will inform the complainant(s) and the accused of its findings and decisions to the extent permitted by applicable law.

Corrective Action: If iLEAD determines that violations have occurred, iLEAD will take appropriate corrective

action in accordance with the circumstances involved, including appropriate action to deter future conduct.

Examples of potential corrective action include, but are not limited to, written or verbal disciplinary action, suspension, reassignment, demotion, or termination, among others. In addition, the offending individual may be legally liable for his or her conduct, depending on the circumstances. Due to privacy protections, iLEAD is not able to fully disclose its entire decision regarding corrective action to the complainant.

No Retaliation: There will be no retaliation against any employee who brings a complaint in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Please refer to iLEAD's Retaliation Policy above for further information.

How to Report Complaint to Government Agencies: Employees who believe that they have experienced unlawful conduct under these policies may also file a complaint with the local office of the California Department of Fair Employment and Housing ("DFEH") or the U.S. Equal Employment Opportunity Commission ("EEOC"). The DFEH and the California Fair Employment and Housing Council ("FEHC") as well as the EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination, unlawful harassment, and/or retaliation or make other changes in iLEAD's policies. The address and phone number of the local DFEH and EEOC offices can be found online ~~or dialing 800-FREE-411~~.

## TRAINING REQUIREMENTS

iLEAD requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

## ANTI-BULLYING POLICY

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In addition to iLEAD's commitment to providing an environment free from unlawful harassment, discrimination, and retaliation, iLEAD prohibits workplace bullying.

Any employee who believes that he or she has been bullied, is being coerced to participate in bullying or who has information about bullying conduct by a coworker, supervisor, agent, parent, vendor or other third party not employed by iLEAD should provide a written or verbal report to ~~Employee Services~~Human Resources, his or her supervisor, or any other member of Administration.

If the employee's supervisor is the individual about whom the employee has a complaint, or concern, the employee should make a report to ~~Employee Services~~Human Resources.

iLEAD will look into any complaints of workplace bullying. iLEAD will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible. If a complaint of bullying is substantiated, appropriate disciplinary action, up to and including discharge, may be taken. iLEAD will not tolerate retaliation against any employee who makes a good faith complaint regarding workplace bullying.

# WHISTLEBLOWER POLICY

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In accordance with applicable law, iLEAD prohibits retaliation against any employee because of the employee's refusal to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation, or for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. iLEAD also prohibits any retaliation against an applicant or employee, and does not discriminate against any applicant or employee, based on that applicant or employee's "whistle-blowing" activity against a former employer.

Employees who have concerns about practices that are believed to be illegal or violate iLEAD's policies are encouraged to report them to their supervisor or ~~Employee Services~~ Human Resources. Employees who come forward with credible information on practices believed to be illegal or violations of iLEAD policy will be protected from retaliation.

Any Employee who reasonably believes that he or she is a victim of retaliation may also call a State of California "whistle-blower hotline" to report the retaliation: (800) 952-5665.

## EMPLOYEE CLASSIFICATION

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iLEAD's employees are classified in the following categories: Exempt or Non-Exempt, Full-Time or Part-Time, or Regular or Temporary/On Call. All employees are either exempt or non-exempt according to provisions of applicable wage and hour laws. An employee will not change from one status to any other status or classification simply because of the number of hours that the employee is scheduled to work or the length of time spent as an employee.

Because all employees are employed at-will and hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and iLEAD. Accordingly, either the employee or iLEAD can terminate the employment relationship at-will, at any time, with or without cause or advance notice.

**Exempt:** Exempt employees are those employees with job assignments that meet exemption tests under state and federal law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis and are not entitled to overtime pay.

**Non-Exempt:** Non-exempt employees are those employees with job assignments that do not meet exemption tests under state or federal law. These employees are paid on an hourly basis and are entitled to overtime wages for overtime worked in accordance with the law. Non-exempt employees may have to work hours beyond their normal schedules as work demands require.

Non-exempt employees are required to take meal and rest periods in the manner described in this Guidebook.

**Full-Time:** Full time employees are those employees who are regularly scheduled to work at least 30 hours in a week.

**Part-Time:** Part time employees are those employees who are regularly scheduled to work less than 30 hours in a week.

**Regular:** Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

**Temporary/On Call:** These are positions that work schedules of no particular hours or duration. Employees who occupy these positions may also be expected to work an on-going but irregular schedule OR to work short-term temporary schedules OR to work on-call. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by the ~~Chief Executive Officer~~School Director or the employee's supervisor.

Unless otherwise required by law, Part-Time and Temporary/On Call employees are not entitled to benefits provided by iLEAD. If you have any questions about your classification, please consult with ~~Employee Services~~Human Resources.

## FAMILIAL AND RELATED CONFLICT OF INTEREST

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iLEAD wants to preserve a working environment that has clear boundaries between personal and professional relationships. All employees must avoid situations involving actual or potential conflicts of interest.

Some situations such as the ones described below can create conflicts of interest requiring iLEAD to take the employee's relationship with another employee, parent, student, vendor, or contractor into account.

An employee should not be in a supervisory role with another employee who is a relative (e.g., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations of actual or perceived favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest or situations of actual or perceived favoritism. If such a relationship arises, both employees should notify ~~Employee Services~~Human Resources so that appropriate measures can be taken to prevent conflicts of interest or favoritism.

If a staff member forms a special social relationship or begins dating a parent of an iLEAD student, the staff member must immediately notify ~~Employee Services~~Human Resources so that appropriate measures may be taken to address the situation.

An employee involved in any relationships or situations that he or she believes may constitute a conflict of interest,

should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other

appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, iLEAD may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest may constitute grounds for disciplinary action.

Failure to comply with this policy and the School's Anti-Nepotism Policy may result in disciplinary action, up to and including termination.

## FINANCIAL CONFLICT OF INTEREST

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While employed by iLEAD, employees owe a duty of loyalty to iLEAD and are required to avoid any situation that presents an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of iLEAD's business dealings.

Improper personal gain may result not only where an employee or relative has a significant ownership interest in a company with which iLEAD does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving iLEAD. The receipt of occasional flowers, candy or gifts worth less than \$250.00 from students, parents, or vendors fall outside the intent of this policy and acceptance of such items is permissible. However, employees must obtain written approval from ~~Employee Services~~Human Resources before accepting any item worth in excess of \$250.00 from students, parents, or vendors.

Failure to comply with this policy and the School's Conflicts of Interest Policy may result in disciplinary action, up to and including termination.

## CERTIFICATION AND LICENSURE OF INSTRUCTIONAL STAFF

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Each of iLEAD's core academic teachers is required to hold a Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment in accordance with applicable state and federal law. If an instructional staff employee believes that he or she is assigned to teach in a subject in whom he or she does not have subject matter competence, the employee should immediately report the same to the Administration. A staff member who is required to meet State and federal certification, expertise, and related requirements must maintain such qualifications as a condition of employment at iLEAD. Expenses incurred for updating and/or maintaining the required credentialing certificates, licenses or related permits are borne by the employee.



## TUBERCULOSIS TESTING

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No person shall be employed by the School unless he or she provides proof of having submitted to a tuberculosis (“TB”) risk assessment within the past 60 days and that no risk factors have been identified. If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined he or she is free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intra-dermal tuberculin test or any other test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (“CDC”) and licensed by the federal Food and Drug Administration (“FDA”). If the test is positive, the test shall be followed by an X-ray of the lungs. Each employee shall cause to be on file with the School a certificate from a qualified professional showing the employee was assessed or examined and found free of risk factors or of infectious TB (as applicable). A person who transfers employment from another school can meet these requirements by providing: (a) a certificate from a qualified professional that shows he or she was found to be free of infectious TB within 60 days of initial hire or (b) a verification from the prior school employer that the person has a certificate on file showing the person is free from infectious TB.

An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four years or more often if recommended by the local health officer.

The risk assessment, and examination if necessary, is a condition of initial employment, and the expense incident thereto shall be borne by the applicant. The School shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by iLEAD.

## CRIMINAL BACKGROUND CHECKS

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As a condition of employment, iLEAD requires all applicants for employment to complete fingerprinting and background checks consistent with legal requirements. iLEAD will not employ any applicant until the Department of Justice completes its check of the state criminal history file as provided by law. iLEAD shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification to the extent permitted by law.

~~Employee Services~~Human Resources and/or the Administration shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

# EMPLOYEE-STUDENT RELATIONS POLICY

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## BOUNDARIES DEFINED

For the purposes of this policy, the term “Boundaries” is defined as acceptable professional behavior by employees while interacting with a student. Trespassing beyond the Boundaries in interactions with students is deemed an abuse of power and a betrayal of public trust.

## UNACCEPTABLE AND ACCEPTABLE BEHAVIOR

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and students but to prevent relationships that could lead to, or may be perceived as inappropriate, sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Employees must understand their own responsibilities for ensuring that they do not cross the Boundaries as written in this policy. If a student specifically requests that he or she not be touched, then that request must be honored. Violations could subject the staff member to discipline up to and including termination. Disagreeing with the wording or intent of the established Boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities. Although sincere, professional interaction with students fosters iLEAD’s mission of academic excellence, employee student interaction has Boundaries regarding the activities, locations, and intentions.

The following is an illustrative list of unacceptable behavior, which includes, but is not limited to:

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the ~~Chief Executive Officer or the Executive Director~~School Director. It is recommended that any such gifts be filtered through the ~~Chief Executive Officer or the Executive Director~~School Director along with the rationale therefor.
- Kissing of ANY kind
- Massage (Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.)
- Full frontal or rear hugs and lengthy embraces

- Sitting student on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from iLEAD
- Furnishing alcohol, tobacco products, or drugs to a student or failing to report knowledge of such items
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes or jokes/comments with sexual double entendre
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator or caretaker
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from iLEAD or school activities without the express, advance written permission of the ~~Chief Executive Officer or the Executive Director~~ School Director and the student's parent or legal guardian
- Being alone in a room with a student ~~iLEAD~~ with the door closed
- Allowing students in your home without signed parent permission for a preplanned and precommunicated educational activity that must include the presence of another educator, parent, or other designated school volunteer
- Excessive attention toward a particular student
- Sending e-mails, text messages, instant messages, social media messages, or letters to students if the content is not about iLEAD activities and not in accordance with applicable iLEAD policies or in violation of iLEAD's Social Media Policy
- Being "friends" with a student on any personal or non- iLEAD social media website
- Communicating with students or parents/guardians in violation of iLEAD's Social Media Policy
- Engaging in inappropriate and/or unprofessional communications with students on iLEAD's social media
- Using profanity with or to a student
- Involving students in non-educational or non-school related issues, including, but not limited to, the employee's employment issues

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- Pats on the shoulder or back
- Side hugs
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining parents’ written consent for any after-school activity on or off campus (exclusive of tutorials)
- Obtaining formal approval (iLEAD and parental) to take students off iLEAD’s property for activities such as field trips or competitions including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus
- E-mails, text messages, phone conversations, and other communications to and with students must be professional and pertain to iLEAD activities or classes, and communication should be initiated via iLEAD-based technology and equipment
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and students
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Asking for advice from senior staff or administrators (such as ~~Employee Services~~Human Resources) if you find yourself in a difficult situation related to Boundaries
- Involving your supervisor if conflict arises with a student
- Informing ~~Employee Services~~Human Resources about situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student’s fixation on an adult)
- Making detailed notes about an incident that could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or coworkers
- Asking another employee to be present if you will be alone with any student who may have severe social or emotional challenges
- Asking another employee to be present, or within close supervisory distance, when you must be alone with a student
- Giving students praise and recognition without touching them in questionable areas
- Keeping your professional conduct a high priority during all moments of student contact

- Asking yourself if any of your actions that go contrary to these provisions are worth sacrificing your job, your career, and the reputation of iLEAD

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted.

Excessive force is prohibited.

## REPORTING VIOLATIONS

When any employee becomes aware of an employee having crossed the Boundaries specified in this policy, he or she must promptly report the suspicion to the School Director or ~~Employee Services~~ Human Resources. If the allegation also constitutes a reportable event under California Penal Code section 11666, the employee shall comply with the requirements under California Penal Code section 11166. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect students, the suspected employee, any witnesses, and iLEAD as a whole. Employees must also report to the Administration any awareness of, or concern about, student behavior that crosses Boundaries or any situation in which a student appears to be at risk for sexual abuse.

## INVESTIGATING

~~Employee Services~~ Human Resources and the School Director will promptly investigate any allegation of a violation of the Employee-Student Relations Policy, using such support staff or outside assistance as deemed necessary and appropriate under the circumstances.-

Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, will protect the privacy interests of any affected student(s) and/or employee(s), including any potential witnesses, to the fullest extent possible.

## VIOLATIONS

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

## CHILD ABUSE OR NEGLECT REPORTING

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If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. An employee who knows or reasonably suspects a child has been the victim of child abuse or neglect shall report the instance to the Los Angeles County Department of Children and Family Services (800) 540-4000 <https://dcfs.lacounty.gov/contact/report-child-abuse/http://dcfs.co.la.ca.us/contactus/childabuse.html>. If the circumstance falls under a different county, please call (800) 540-4000 and request contact information for the appropriate county. The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. The reporter should not contact the child's parents. iLEAD employees are required to report instances of child abuse or neglect when the employee has a "reasonable suspicion" that child abuse or neglect has occurred. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on the person's training and experience, to suspect child abuse or neglect. It does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, an iLEAD Director, an iLEAD counselor, coworker or other person shall not be a substitute for making a mandated report to **The Los Angeles County Department of Children and Family Services**. In addition, employees must also complete annual training as required by law. Employees who have any questions about these reporting requirements should contact ~~Employee Services~~[Human Resources](#).

## DRUG AND ALCOHOL FREE WORKPLACE

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Our employees are our most valuable resource, and we are committed to providing a safe working environment to protect our employees and others, and to minimize the risk of accidents and injuries. It is iLEAD's policy to maintain a drug and alcohol-free workplace. No employee may use, possess, offer for sale or be under the influence of any illegal drugs or alcohol during working hours, including lunch and break periods, in the presence of pupils, at an iLEAD-related event or function, or on iLEAD property at any time. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, illegal drugs or other intoxicating substances.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Marijuana" means and includes medical marijuana, marijuana vaping or other recreational marijuana use.

“Drug paraphernalia” means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. “Under the influence” means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, marijuana and/or illegal drugs in any detectable manner.

iLEAD prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, marijuana or drug paraphernalia in a locker, desk, automobile, or other repository on the School’s premises;
- Refusing to submit to an inspection or testing when requested by the School;
- Being under the influence of illegal drugs, marijuana, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School’s premises and/or attending a School function or event
- Conviction under any criminal drug statute for a violation occurring in the workplace; or
- Failure to keep all prescribed medicine in its original container.

Engaging in any of the activities above shall be considered a violation of iLEAD’s policy and the violator will be subject to discipline, up to and including termination. iLEAD complies with all federal and state laws and regulations regarding drug use while on the job.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by iLEAD where alcohol is served or while entertaining donors and prospective donors of iLEAD. However, employees must remember their obligation to conduct themselves appropriately at all times while at iLEAD-sponsored functions or while representing iLEAD.

Any employee who is convicted of a violation of any criminal drug statute for a violation occurring in the workplace shall notify iLEAD no later than five days after such conviction.

## **PRESCRIPTION DRUGS**

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees’ prescription drug use or nonprescription medication may affect their job performance, such as by causing dizziness or drowsiness.

It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair safe job performance and to notify a supervisor of any job restrictions that should be observed as a result. An employee is not required to reveal the name of the medication or the underlying medical condition. If you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to ~~Employee Services~~Human Resources. ~~Employee Services~~Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

## DRUG TESTING

iLEAD may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom iLEAD reasonably suspects of using, possessing, or being under the influence of an illegal drug or alcohol. Such testing will be conducted if two or more employees observe an employee acting in such a manner to raise suspicion that the employee is under the influence of an illegal drug, marijuana or alcohol or is acting in such a manner that they may harm themselves or another employee or students.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. iLEAD shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees were jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

## COUNSELING AND REHABILITATION

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Abuse Policy is a condition of employment at iLEAD. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, iLEAD may report such illegal drug activities to an appropriate law enforcement agency.



## HEALTH, SAFETY AND SECURITY POLICIES

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iLEAD is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, iLEAD has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. The Injury and Illness Prevention Program is kept by the Administration and is available for your review.

All employees are expected to know and comply with iLEAD's general safety rules and to follow safe and healthy work practices at all times. Please immediately report to your supervisor any potential health or safety hazards and all injuries or accidents.

In compliance with Proposition 65, iLEAD will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

iLEAD has also developed guidelines to help maintain a secure workplace. It is important for all employees to be aware of unknown persons loitering in parking areas, walkways, entrances, exits and service areas. Report any suspicious persons or activities to security personnel or to your supervisor. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable or personal articles around your workstation that may be accessible. You should immediately notify your supervisor when keys are missing or if security access codes, identification materials, or passes have been breached. The security of the facilities, as well as the welfare of our employees and our students, depends upon the alertness and sensitivity of every individual. Employees shall not be prohibited from accessing their mobile device or other communication device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to confirm their safety during an emergency condition. An emergency condition means: (i) conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or (ii) an order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

### EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees who are required to drive their own vehicle on approved iLEAD business will be required to show proof of a current, valid license and proof of current, effective insurance coverage. To the extent permitted by law, iLEAD retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked or who fails to maintain personal automobile insurance coverage. Employees who drive their own vehicles on approved iLEAD business will be reimbursed at the per mile rate established by the Internal Revenue Service. As a condition of employment, employees who drive their own vehicle on approved iLEAD business are required to use good judgment.

Pursuant to applicable law and safety standards, employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use must refrain from using their phone while driving unless they are using a hands-free device. Safety must come before all other concerns.

Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages while driving is also prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by iLEAD or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves, students, or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability. Violations of this policy will be subject to disciplinary action, up to and including termination.

## SMOKING

All School buildings and facilities are non-smoking facilities. Smoking is prohibited on the School's premises or within twenty (20) feet of a School building and within 25 feet of a school playground, whichever is farther. This includes, but is not limited to, nicotine and non-nicotine cigarettes including herbal cigarettes and marijuana, cigars, pipes as well as e-cigarettes and vaping. Employees who wish to smoke must limit their smoking to tobacco products during meal and rest periods off premises.

## HOUSEKEEPING

iLEAD strives for a clean, safe and sanitary environment. All employees are expected to keep the premises orderly and to clean up after themselves, which includes leaving their work areas, common areas, the kitchen and the refrigerator neat and clean. Employees who work in open areas should not eat at their desks.

## PARKING

Employees may use iLEAD parking facilities as may be available and as directed by iLEAD. iLEAD is not responsible for any loss or damage to employee vehicles or contents while parked on School property.

## iLEAD PROPERTY & INSPECTIONS

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iLEAD is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, iLEAD provides property and facilities to its employees to carry out business on behalf of iLEAD. Desks, files, copiers, storage areas, work stations, file cabinets, lockers, and supplies, both office and household, are iLEAD property and must be maintained according to iLEAD rules and regulations. They must be kept clean and are to be used only for work-related purposes.

Accordingly, employees do not have a reasonable expectation of privacy when using any iLEAD property or facilities. In accordance with these policies, all iLEAD facilities and property may be inspected by iLEAD at any time, with or without prior notice to the employee. iLEAD reserves the right to deny entry to any person who refuses to cooperate with any inspections by iLEAD. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

Prior authorization must be obtained before any iLEAD property may be removed from any iLEAD premises. All iLEAD property must be immediately returned upon request, when employee is on an extended leave of absence, and/or upon termination of the employment relationship.

For security reasons, employees should not leave personal belongings of value in the workplace. Employees are responsible for the security of their personal belongings. iLEAD is not responsible for any lost or stolen personal items at work, on iLEAD premises, or during iLEAD-related functions.

Terminated employees should remove any personal items at the time they leave the iLEAD. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination, unless the parties have arranged otherwise. iLEAD will make reasonable efforts to help terminated employees collect any personal items left behind during the usual business hours of Monday through Friday, 8am to 4pm.

## SOLICITING/CONDUCTING PERSONAL BUSINESS WHILE ON DUTY

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In order to maintain and promote efficient operations, discipline, and security, iLEAD maintains rules applicable to all employees that govern solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules, which will be strictly enforced. Any employee who is in doubt concerning the application of these rules should immediately consult with his or her supervisor. These rules are:

1. No employee shall sell merchandise or solicit or promote support for any cause or organization during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in these rules, working time excludes meal and break periods.
2. No employee shall distribute or circulate any written or printed material, other than those approved by management for business purposes, in work areas at any time or during his or her working time or during the working time of the employee(s) at whom such activity is directed.
3. No employee shall enter or remain in iLEAD work areas for any purpose except to report for, be present during, and conclude a work period. Non-exempt employees must not begin work and clock in at his or her working area more than 10 minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than 10 minutes after their work scheduled for the day is completed. Work area does not

include iLEAD parking lots, gates, or other similar outside areas unless an employee is assigned to work in such areas.

4. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on iLEAD property.

5. Non-employees must sign in at the front office before entering iLEAD property.

Violations of this policy may result in disciplinary action, up to and including termination.

~~3. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on iLEAD property.~~

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~~Violations of this policy may result in disciplinary action, up to and including termination.~~

## USE OF iLEAD COMMUNICATION EQUIPMENT AND TECHNOLOGY

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iLEAD has a commitment to protect our employees and our students. One of the ways to protect our employees and students is to monitor and limit technology use within safe boundaries. iLEAD's electronic communications systems ("Communications Systems") includes, but is not limited to, computers, laptops, e-mail, telephones, cellular phones, tablets, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connections to the Internet and other internal or external networks. All iLEAD-owned Communications Systems remain the property of iLEAD and are provided to the employee to carry out business on behalf of iLEAD, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using iLEAD owned equipment and technology. Communications (including any attached message or data) made using iLEAD owned communications equipment and technology are subject to review, inspection and monitoring at any time by iLEAD. All communications and information transmitted by, received from, or stored in these systems are iLEAD records and the property of iLEAD. Electronic communications are a means of business communication. iLEAD requires all users to conduct themselves in a professional manner. Users should conduct all electronic communications with the same care, judgment, and responsibility that they would use when sending letters or memoranda written on iLEAD letterhead. Special care must be taken when posting any information on the Internet because of the potentially broad distribution of and access to such information.

Protecting our students and the children at iLEAD is one of our top priorities. In order to do so, iLEAD uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or with respect to use by minors, images harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voicemail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by iLEAD for any number of reasons. As a result, employees do not have an expectation of privacy in this regard. Employees who do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

## PROHIBITED USE

The Communications Systems is provided solely for the purpose of conducting iLEAD business. Incidental and occasional personal use of the Communications Systems is permitted, but such communications must not disrupt iLEAD business, and users do not have any expectation of personal privacy in any matters stored in, created, received, or sent over the Communications Systems. Users must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the Communications Systems without the appropriate prior written authorization. Employees are not permitted to use iLEAD's Communications Systems to view visual images that are obscene, child pornography and/or images harmful to minors.

The e-mail system and Internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. Users of the Communications Systems are strictly prohibited from using the Communications Systems to deliver a message that is harassing or offensive on the basis of a protected category as defined in the Discrimination, Unlawful Harassment, Retaliation and Complaint Procedures policy herein or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. iLEAD has policies against discrimination, harassment, and retaliation, and those policies apply to the use of the Communications Systems. Users are also prohibited from using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of others.

The e-mail system and Internet access is not to be used in any manner that is against the policies of iLEAD, contrary to the best interest of iLEAD or for personal gain or profit of the employee against the interests of iLEAD. Employees must not use iLEAD's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Users must not alter, copy, transmit, or remove iLEAD information, proprietary software, or other files without proper authorization from iLEAD.

Employees should not attempt to gain access to another employee's email files or voicemail messages without the latter employee's express permission. Each employee is responsible for the content of the messages sent out using iLEAD's Communications Systems. It is strictly prohibited to use any Communications Systems assigned to another employee to send messages to create the appearance that they are from that employee, unless the latter employee expressly authorizes such use. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes.

## CONFIDENTIALITY AND PRIVILEGES

Information stored on the Communications Systems is intended to be kept confidential within iLEAD. iLEAD has taken all reasonable steps to assure confidentiality and security. Like other means of communication, however, it is not possible to guarantee complete security of electronic communications either within or outside iLEAD, and

care should be exercised when sending or receiving sensitive, privileged, or confidential information electronically. For example, information sent through the Internet can be monitored by external systems en route to its final destination. All users must keep this in mind when forwarding sensitive, confidential, and/or privileged information. Where appropriate, this fact should be disclosed to outside contacts.

## ACCESS AND DISCLOSURE

iLEAD, as owner of the Communications Systems, to protect the integrity of its systems from unauthorized or improper use, reserves the right upon authorization of the Administration, to monitor, access, retrieve, download, copy, listen to, or delete anything stored in, created, received, or sent over its Communications Systems without the permission of or prior notice to any user.

Although iLEAD entrusts you with the use of voice mail, e-mail, computer files, software, or similar iLEAD property, you should keep in mind that these items have been installed and maintained at great expense to iLEAD and are only intended for business purposes. At all times, they remain iLEAD property. Likewise, all records, files, software, and electronic communications contained in these systems also are iLEAD property. You are advised that electronic files, records, and communications on iLEAD computer systems, electronic communication systems, or through the use of iLEAD telecommunications equipment are not private. Although they are a confidential part of iLEAD property, you should not use this equipment or these systems for confidential messages. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voice mail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by iLEAD for any number of reasons. As a result, employees do not have an expectation of privacy in this regard. Accordingly, these systems and equipment should not be used to transmit personal messages, except in necessary situations or when exceptions are specifically sanctioned by management. Voice mail messages and e-mail messages should be routinely deleted when no longer needed. iLEAD is not responsible for costs incurred when employees use iLEAD telephones or e-mail systems for personal matters.

You should be advised to use voice mail and e-mail as cautiously as you would use any more permanent communication medium such as a memorandum or letter. You should realize that e-mail messages:

- May be saved and read by third parties.
- May be retrieved even after “deletion.”
- May be accessed by authorized service personnel.
- May be examined by management without notice.

There will be times when iLEAD, in order to conduct business, will utilize its ability to access your e-mail, voice mail, computer files, software, or other iLEAD property. iLEAD also may inspect the contents of your voice mail, e-mail, computers, computer files, or software to monitor job performance, for training or quality control purposes, or when iLEAD suspects that iLEAD property is being used in an unauthorized manner.

iLEAD reserves the right to use and disclose any electronic communication on its Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials.

### TECHNOLOGY DEVICE AGREEMENT

When an employee is provided with school owned technology, they will be required to review and accept the following terms:

1. Exclusive Device Use: The MacBook ("Device") issued to you is the property of the Company and is designated for your exclusive use for business-related purposes. You understand and agree that the Device must not be utilized by any other individuals under any circumstances. You bear the responsibility for maintaining the Device in good working order.
2. Password Security: You agree to maintain the confidentiality of all passwords associated with the Device and any software issued to you by the Company. These passwords must never be shared, either internally within the Company or externally, under any circumstances.
3. Damage or Theft Reporting: You agree to promptly report any damage, loss, or theft of the Device to the IT department as soon as reasonably possible, and in any event, within 48 hours of such an occurrence. Failure to report may lead to you being held accountable for replacement costs.
4. Return Upon Separation: Upon separation of employment for any reason, you agree to return the Device and all accompanying chargers and accessories to an authorized representative from the IT department, HR department, or your Director. The Device should be in good working order, excluding normal wear and tear. Unauthorized persons should not receive or handle returned devices. Failure to return the Device to the appropriate personnel may result in legal action for the recovery of the Device or its value.
5. Software Use: All software installed by the Company on the Device is to remain on the Device. Unauthorized installation or deletion of software may result in disciplinary action.
6. Software Licensing and EULAs: Employee acknowledges the importance of adhering to software licensing laws and agrees to comply with all relevant regulations and licensing requirements. In addition, the employee shall review and comply with all software licensing agreements and end-user license agreements ("EULAs") associated with the software installed on the Device.
7. Home Network Management: You understand that the management and security of your home network, when using the Device for remote work or otherwise, is your responsibility. The Company will not be held accountable for issues arising from your home network.
8. Privacy: You acknowledge that you have no expectation of privacy in anything you create, store, send, or receive on the Device. The Company reserves the right to monitor any and all activities on the Device.



9. Compliance with Laws, Policies, and Guidebook: You agree to use the Device in accordance with all applicable local and federal laws and regulations, as well as the Company's policies and guidelines as stipulated in the board-approved Employee Guidebook.

## DISCIPLINE FOR VIOLATIONS OF POLICY

Any person who discovers misuse of the Internet access or any of iLEAD's Communications Systems should immediately contact ~~Employee Services~~ Human Resources. Any user who violates any part of this policy will be subject to discipline, up to and including immediate termination.

## POLICY MAY BE AMENDED AT ANY TIME

The pace of technological change and growth in electronic communications is rapid. This policy applies to all present and future electronic communications systems and devices and to improvements and innovations to existing systems and devices and to completely new technologies, devices, and systems. iLEAD reserves the right to amend this policy at any time.

# EMPLOYEE BLOGS AND SOCIAL NETWORKING

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## SCOPE

In light of the explosive growth and popularity of social media technology in today's society, iLEAD has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when you: (1) make a post to a social media platform that is related to iLEAD; (2) engage in social media activities during working hours; (3) use iLEAD equipment or resources while engaging in social media activities; (4) use your iLEAD e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with iLEAD; or (6) interact with iLEAD students or parents/guardians of iLEAD students on the Internet and on social media sites. For the purposes of this policy, the phrase "social media" refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, TikTok, Twitter, Pinterest, LinkedIn, YouTube, Instagram, and Snap Chat, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums.

Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, iLEAD's other policies, rules, and standards of conduct. For example, iLEAD policies on confidentiality, use of iLEAD equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with all iLEAD policies whenever your social media activities may involve or implicate

iLEAD in any way, including, but not limited to, the policies contained in this Guidebook.

## STANDARDS OF CONDUCT

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of iLEAD policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of iLEAD's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know how, and technology. Do not post internal reports, policies, procedures, student names or information, or other internal School related confidential communications. This prohibition applies both during and after your employment with iLEAD
- While it is acceptable to engage in limited and incidental social media activities at work, such social media activities may not interfere with your job duties or responsibilities. Do not use your iLEAD authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with iLEAD's background check procedures. Do not "research" job candidates on the Internet or social media websites without prior approval from ~~Employee Services~~Human Resources.
- Be knowledgeable about and comply with iLEAD's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from ~~Employee Services~~Human Resources.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, suppliers, or other people or organizations who are affiliated with or work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, suppliers, people or organizations who are affiliated with or working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that

you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, suppliers, or other people or organizations

who are affiliating with or working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”

- Never be false or misleading with respect to your professional credentials.

## CREATING AND USING iLEAD SOCIAL MEDIA

Employees are only permitted to communicate and connect with students on social media that is owned and operated by iLEAD. Employees are only permitted to communicate and connect with students’ parents or guardians regarding iLEAD-related matters on social media that is owned and operated by iLEAD. All communications with parents or guardians regarding iLEAD-related matters on non-iLEAD or personal social media may result in disciplinary action, up to and including termination. Any communication whatsoever with students on non-iLEAD or personal social media may result in disciplinary action, up to and including termination.

The IT Department, in addition to ~~Employee Services~~Human Resources and members of the Administration, are responsible for approving requests for iLEAD social media, monitoring iLEAD social media for inappropriate and unprofessional content, and maintaining the social media account information (including, but not limited to, username and password). iLEAD has final approval over all content and reserves the right to close the social media account at any time, with or without notice. Any inappropriate or unprofessional communications may result in disciplinary action, up to and including termination.

To set up a social media account that is owned and operated by iLEAD in compliance with this policy, employees must adhere to the following procedures:

- Request and obtain permission to create an iLEAD social media account from your ~~supervisor~~School Director.
- Contact the IT Department to set up the social media account. Provide the IT Department with the username and password that you would like assigned to the account. If you change the username and/or password, you must immediately update this information with the IT Department. Failure to do so may result in disciplinary action, up to and including termination.

Any social media created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

## ACCESS

Employees are reminded that iLEAD’s various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of iLEAD. All communications and information transmitted by, received from, or stored in these systems are iLEAD records.

As a result, iLEAD may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. iLEAD may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with iLEAD has engaged in a violation of this, or any other, iLEAD policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to iLEAD's various electronic communications systems.

## DISCIPLINE

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

## RETALIATION IS PROHIBITED

iLEAD prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## QUESTIONS

In the event you have any questions about whether a particular social media activity may involve or implicate iLEAD, or may violate this policy, please contact ~~Employee Services~~[Human Resources](#).

Social media is in a state of constant evolution, and iLEAD recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each iLEAD employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

## PARTICIPATION IN RECREATIONAL OR SOCIAL ACTIVITIES

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To encourage teamwork at iLEAD, we encourage participation in recreation and social activities sponsored or supported by iLEAD. Please note that employee participation is strictly voluntary and employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is at the employee's own risk and iLEAD disclaims any and all liability arising out of the employee's participation in these activities.

## PERSONNEL FILES AND RECORD KEEPING PROTOCOLS

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At the time of your employment, a personnel file is established for you. iLEAD strives to keep accurate and up to date personnel records. Please keep ~~Employee Services~~Human Resources advised of changes that should be reflected in your personnel file. Such changes include: change in name, home address, email address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable iLEAD to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of an iLEAD representative, at a mutually convenient time. A request for information contained in the personnel file must be in writing and directed to ~~Employee Services~~Human Resources.

Current and former employees, or employee representatives, may also request inspection ~~through the use of an iLEAD provided request form~~ in writing. Please contact ~~Employee Services~~Human Resources to schedule a convenient time. You may request copies from your file of all documents. iLEAD may charge the requesting employee or employee representative for the actual cost of reproduction of personnel file documents. If you desire, you may add a written statement to your file explaining any disputed item.

Access to information in personnel files is restricted. Only authorized managers and management personnel will have access to your personnel file. However, iLEAD will cooperate with—and provide access to your personnel file to—law enforcement officials or local, state or federal agencies or as otherwise required in accordance with applicable law.

## HOURS OF WORK, OVERTIME AND ATTENDANCE

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### WORK HOURS AND SCHEDULES

iLEAD's normal working hours are from **8:00 a.m. – 4:30 p.m.**, Monday through Friday. The work schedule for full-time non-exempt employees is normally 40 hours per week. Your supervisor will assign your work schedule. Employees are expected to be punctual and ready to start work at their scheduled time.

### OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime pay.

For purposes of calculating overtime, iLEAD's standard workweek begins on Saturday at 12:00 a.m. (midnight)

ends on Friday at 11:59 p.m. iLEAD's standard workday is 12:00 a.m. (midnight) to 11:59 p.m. each day.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked. Any overtime must be preauthorized in writing by your supervisor.

## MEAL AND REST PERIODS

**Meal Periods:** All non-exempt employees must take an uninterrupted meal period of at least 30 minutes for each work period in excess of 5 hours in accordance with this policy. Further, all non-exempt employees must take a second uninterrupted meal period of at least 30 minutes for each work period in excess of 10 hours in accordance with this policy. Employees must begin their first meal period within five hours of starting work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). Further, employees must begin their second meal period (if applicable) within ten hours of starting work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her second meal period no later than 5:00 p.m.

An employee whose work period is 5 to 6 hours may waive, in writing, his or her right to a first meal period. Further, an employee may waive his or her right to a second meal period for a work period as long as the employee does not work more than 12 hours and did not waive his or her first meal period for that work period. iLEAD offers written Meal Period Waiver Agreements that govern an employee's entire employment, which are voluntary and may be revoked at any time, to document the employee's waiver of first and second meal periods.

Employees are eligible for the following number of meal periods:

<b>Length of Workday in Hours</b>	<b># of Meal Periods</b>	<b>Explanation</b>
0 to ≤ 5	0	An employee who works 5 hours or less in a workday is not entitled to a meal period.
> 5 to ≤10	1	An employee who works more than 5 hours in a workday, but who does not work more than ten hours in a workday, must take a 30-minute uninterrupted meal period, unless the employee works six or fewer hours and voluntarily waives his or her first meal period.
> 10	2	An employee who works more than ten hours in a workday must take a second uninterrupted 30-minute meal period, unless the employee works 12 or fewer hours, did not waive the first meal period, and voluntarily waives his or her second meal period.



Employees must take their meal periods according to the following schedule:

Which Meal Period	When
First Meal Period	An employee's first meal period must begin within 5 hours of starting work (in other words, by the end of the fifth hour of work or 5 hours and 0 minutes on the clock). By way of example, if an employee clocks in 8:30 a.m., then the employee must clock out and start his or her meal period no later than 1:30 p.m.
Second Meal Period	An employee's second meal period must begin within ten hours of starting work (in other words, by the end of the tenth hour of work or 10 hours and 0 minutes on the clock). By way of example, if an employee clocks in 8:30 a.m., then the employee must clock out and start his or her second meal period no later than 6:30 p.m.

During meal periods, employees are absolutely prohibited from performing work of any kind or any amount. Employees are excused from all duties and are free to leave the premises. Non-exempt employees must record the exact start and stop times of each meal period through iLEAD's timekeeping system so that iLEAD may monitor time records for compliance. Employees may not join together required meal periods to take a longer break.

Rest Periods: All non-exempt employees are authorized, permitted, and strongly encouraged to take a 10-minute rest period every 4 hours worked or major fraction thereof. Ordinarily, this amounts to two 10-minute rest periods per 8-hour workday. The first rest period should be taken roughly in the middle of the 4-hour work period prior to lunch, and the second rest period should be taken roughly in the middle of the 4-hour work period following lunch. You do not need to record the times of these rest periods. You will be paid for the time spent on your rest periods.

Employees are eligible for the following number of rest periods:

Length of Work Period in Hours	# of Rest Periods	Explanation
0 to < 3.5	0	An employee whose work period is less than 3.5 hours is not entitled to a rest period.

Length of Work Period in Hours	# of Rest Periods	Explanation
≥ 3.5 to ≤ 6	1	An employee whose work period is 3.5 hours up to and including 6 hours is eligible to take one rest period.
> 6 to ≤ 10	2	A non-exempt employee whose work period is more than 6 hours up to and including 10 hours is eligible to take two rest periods.
> 10 to ≤ 14	3	A non-exempt employee whose work period is more than 10 hours up to and including 14 hours is eligible to take three rest periods.

During your rest periods, employees are absolutely prohibited from performing work of any kind or any amount. You are excused from all duties. In addition, please understand that you may not join together required rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier.

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to his or her supervisor ~~and complete a Daily Meal Period and Rest Period Reporting Form~~ and accurately enter their time in the time keeping system. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to his or her supervisor on the same workday that he or she experienced the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by iLEAD), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a parent call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period ~~on the Daily Meal Period and Rest Period Form~~ to their supervisor, and accurately enter their time in the time keeping system.

Non-exempt employees are required to take their meal and rest periods in accordance with this policy. If you encounter any challenges with taking meal or rest periods in accordance with this policy, please immediately contact your supervisor or ~~Employee Services~~ Human Resources.

Failure to comply with iLEAD’s policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

## LACTATION ACCOMMODATION POLICY

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Employees have the right to reasonable time and access to a private area during the workday to express milk. In compliance with state and federal law, iLEAD provides a supportive environment to enable nursing mothers to express breast milk during the work day.

If the lactation break time cannot run concurrently with rest and meal periods already provided or additional time is needed for the employee, the lactation break time will be unpaid. Where unpaid breaks or additional time are required, the employee should work with their Supervisor regarding scheduling and reporting the extra break time as unpaid in iLEAD's time reporting system.

Because exempt employees receive their full salary during weeks in which they work and they are not normally required to identify break and meal times, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, iLEAD shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, iLEAD may provide another cooling device suitable for storing milk, such as an iLEAD-provided cooler. Employees should discuss with their Supervisor the location for storage of expressed milk. Employees may also provide their own portable small storage unit or cooler for keeping expressed breast milk cold.

To request the above, please contact your Supervisor or Employee Services Human Resources. iLEAD will respond accordingly, generally within two business days.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with their supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 833-526-4636 or visit a local office by finding the nearest one on their website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## PAY DAYS

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Employees who are paid a predetermined salary will have paydays scheduled on the 15th and the last day of each month. All other employees (i.e., those on an hourly basis, etc.) will have paydays scheduled on a bi-weekly basis paid, every other Friday, of each month (see ~~Employee Services~~ [the ADP/WorkforceNow home page](#) for the schedule). iLEAD reserves the right to modify its payroll practice as it deems necessary. Each paycheck will include earnings for all reported work performed through the end of the payroll period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the last day of work before the holiday. Employees are required to report any overpayment of wages to the Payroll Department. Any discrepancies or shortages in the calculation of wages should be reported as soon as possible after payday.

## ATTENDANCE POLICY

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iLEAD strives for a healthy and positive work environment. Good attendance and punctuality are an important part of the day-to-day operations. Excessive absenteeism and/or tardiness might place a burden on fellow employees and iLEAD.

Employees are expected to adhere to regular attendance and to be punctual. If you find it necessary to be absent or late, you are expected to arrange it in advance with your supervisor to the extent possible. If it is not possible to arrange your absence or tardiness in advance, you must notify your supervisor no later than one-half hour before the start of your workday or as soon as reasonably practicable, if you are absent or tardy in accordance with iLEAD's sick leave policy. Because voice mail messages may go unheard for significant periods of time, leaving a voice mail message is not a sufficient method of notifying your supervisor—you must personally contact your supervisor in a timely manner. If you are required to leave work early, you must also personally contact your supervisor and obtain his or her permission.

If you are a teacher and need a substitute for any absence other than those taken under iLEAD's sick leave policy, you are responsible for communicating with the designated contact for your specific site and submitting a request for the designee to arrange for a substitute. This request must be submitted in advance. If you are absent from work longer than one day please communicate this with your supervisor or designated contact.

Excessive unexcused absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including termination. Except as otherwise provided by law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three consecutively scheduled workdays, iLEAD will, in most cases, consider that you have abandoned your employment and have voluntarily resigned.

## TIME RECORDS

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To ensure compliance with all applicable laws, non-exempt employees must accurately record all hours worked. This means non-exempt employees must record their time whenever they begin, cease, or resume working during the course of a workday. While you need not record when you begin or end your rest periods, you must record when you begin and end your meal periods. Under no circumstances may one employee record time for another employee.

Exempt employees may also be expected to record their time worked and report absences from work due to personal needs or illness as directed. If instructed by your supervisor, you will be expected to record time worked on a timesheet for each pay period. Recording inaccurate time on your timesheet or recording time on another employee's time sheet is a violation of iLEAD policy and may result in discipline, including immediate termination. Employees are strictly prohibited from working "off the clock" or failing to record all time worked. Falsification of any timecard may result in disciplinary action, up to and including termination.

## PROFESSIONAL LEARNING

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As a commitment to our team's professional growth, iLEAD holds minimum days on ~~Fridays~~ certain designated days to allow for professional learning-, collaboration opportunities and meetings. All staff, including Facilitators, Care Team, Student Support, etc. are required to attend the meetings and/or work days that apply. If a staff member is unable to attend, they must ~~submit an absence claim form to gain approval for their absence~~ notify their supervisor by requesting the time off in the time and attendance system. Various professional learning opportunities will be offered throughout the year. Staff is required to attend all professional learning opportunities prior to the start of the school year. Staff is encouraged to visit other charter schools (as appropriate), attend applicable conferences, and conduct a research activity/presentation and other approved professional learning activities.

## STANDARDS OF CONDUCT

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### PERSONAL APPEARANCE

iLEAD encourages all employees to maintain professionalism in appearance and in behavior. Employees are expected to wear clothes that are neat, clean and professional while on duty. Employees are expected to appear well groomed and appear within professionally accepted standards suitable for the employee's position, and must at all

times wear shoes. Your supervisor will inform you of any specific dress requirements for your position.

## PROHIBITED CONDUCT

iLEAD expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by iLEAD. This list is not exhaustive and is intended only to provide you with examples of the type of conduct that will not be tolerated by iLEAD.

- Unexcused absence and/or lack of punctuality
- Release of confidential information without authorization
- Violation of iLEAD's Drug and Alcohol Free Workplace policy
- Theft or embezzlement
- Willful destruction of property
- Falsification, fraud or omission of pertinent information when applying for a position
- Any willful act that endangers the safety, health or wellbeing of another individual
- Horseplay
- Any act of sufficient magnitude to cause disruption of work or gross discredit to iLEAD
- Misuse of iLEAD property or funds
- Possession of firearms, or any other dangerous weapon, while acting within the course and scope of your employment with iLEAD
- Acts of discrimination or unlawful harassment based on gender, ethnicity or any other basis protected by applicable law or policies
- Failure to comply with iLEAD's safety procedures
- Insubordination such as a failure to follow a supervisor's legitimate and legal direction.
- Failure to follow any known policy or procedure of iLEAD or gross negligence that results in a loss to iLEAD
- Violations of federal, state or local laws affecting the organization or your employment with the organization
- Unacceptable job performance

- Dishonesty
- Failure to keep a required license, certification or permit current and in good standing
- Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unauthorized use of iLEAD equipment, materials, time or property
- Working unauthorized overtime or refusing to work assigned overtime
- Failure to take meal and/or work breaks
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from iLEAD.
- Sleeping or malingering on the job
- Unfit for service, including the inability to appropriately instruct or associate with students.
- Performing unauthorized work on iLEAD time.
- Unauthorized use of cameras or other recording devices on iLEAD's premises.
- Making false or malicious statements about any employee or iLEAD.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students, parents, or other employees at any time on iLEAD's premises or while performing duties on behalf of iLEAD.
- Violation of the Employee-Student Relations policy
- Violation of any safety, health, security, or other iLEAD policies, rules, or procedures.

Although employment may be terminated at will by either the employee or iLEAD at any time, without following any formal system of discipline or warning, iLEAD may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions and suspensions. While one or more of these forms of discipline may be taken, no formal order or procedures are necessary. This statement of prohibited conduct does not alter or limit the policy of employment at will. Either you or iLEAD may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.



## CONFIDENTIAL INFORMATION

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It is important to iLEAD to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, all parent and student information, parent and student lists, lesson plans, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

Personal, private information about other employees and personnel matters are also confidential, if learned as a part of the employee's job performance. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

iLEAD devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of iLEAD you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by iLEAD. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of iLEAD, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to iLEAD during extended leaves of absence or upon termination of employment.

During your employment with iLEAD, you will not be permitted nor required to breach any obligation to keep in confidence, proprietary information, knowledge, or data acquired during your former employment.

You must not disclose to iLEAD any confidential or proprietary information or material belonging to former employers or others. Employees must refer any person seeking school records or information to ~~Employee Services~~Human Resources for handling. iLEAD prohibits audio or video recordings in the workplace, during working hours, without authorization of iLEAD due to privacy and confidentiality concerns and protections. Failure to comply with this policy may result in disciplinary action, up to and including termination.

## OUTSIDE EMPLOYMENT

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Employees are required to inform iLEAD, before accepting any employment or consulting relationship with another person or entity while employed by iLEAD. While iLEAD does not uniformly prohibit outside employment, employees will not be permitted to accept outside work that is competitive with iLEAD, that creates a conflict of interest that interferes with the employee's work for iLEAD or that reflects negatively on either the employee or iLEAD. Employee will not render services in person or by electronic means, paid or otherwise, for any other persons or entity during work hours with iLEAD.

Employee understands that violating this rule may result in a report to the Commission on Teacher Credentialing, as well as disciplinary action up to and including termination.

## EXPENSE REIMBURSEMENTS

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iLEAD will reimburse employees for reasonably necessary expenses incurred in the furtherance of iLEAD's business. In order to be eligible for reimbursement, employees must follow the protocol set forth in iLEAD's current 'Fiscal Policies & Procedures' policy regarding expenditures expense reimbursements. In general, all expenses must have been previously approved by supervisor. ~~Reimbursement forms may be obtained and completed through the Business Office.~~ All receipts pertaining to the reimbursement must be original and detailed, and should be submitted with a completed and approved Reimbursement Request Form, in a timely manner, basis in accordance with ~~iLEAD's expenditure policy~~ to the Business Office for payment process.

## EMPLOYEE BENEFITS AND LEAVES OF ABSENCE

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iLEAD is happy to provide eligible employees with a wide range of benefits. The description of Benefits that follows is only a brief summary for your general information. For details and exact information, please ~~contact Employee Services~~ see the Benefits Guidebook located on the home page of ADP/WorkforceNow.

### PAID SICK LEAVE

iLEAD enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

### ELIGIBLE EMPLOYEES

All employees (including full-time, part-time and temporary employees) who work more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and caps set forth in this policy.

### PERMITTED USE

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventative care for) the employee or the employee's family member.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee as well as any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship or a designated person. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner.

“Spouse” means a legal spouse, as defined by California law. “Designated person” means a person identified by the employee at the time the employee requests paid sick days. Only one individual may be a “designated person” per 12-month period. Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

## ACCRUAL RATE, MAXIMUM, AND CARRYOVER

Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee’s normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence. Accrued but unused PSL will carry over from year to year, subject to a maximum carry over cap as described below.

**All Regular Full-Time Exempt and Non-Exempt Employees:** iLEAD provides ~~exempt full-time~~ employees with up to 12 days (or 96 hours) of PSL each school year at an accrual rate of 1 day (or 8 hours) per month beginning immediately upon hire or upon the beginning of the school year, whichever occurs first. All unused PSL will carry over from year to year.

- ~~• Certified regular full-time exempt employees: The accrual of PSL is capped at a maximum of 30 days (or 240 hours). Once the employee’s PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee’s PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to a maximum carry over cap of 144 hours.~~
- ~~• Non-certificated regular full-time exempt employees: The accrual of PSL is capped at a maximum of 12 days (or 96 hours). Once the employee’s PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee’s PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to a maximum carry over cap of 96 hours.~~

**All Other Employees:** Eligible employees will accrue one hour of PSL for every 30 hours worked beginning immediately upon hire or upon the beginning of the school year, whichever occurs first. There is a cap on PSL accrual. Employees may accrue up to a maximum accrual of ~~8072~~ hours of PSL. Once the employee’s PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee’s PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

*For STRS eligible employees:* To the extent permitted by applicable law, unused sick leave may be counted as additional service credit upon retirement with the California State Teachers Retirement System (“STRS”) for those

employees who are eligible to participate in such benefits in the year in which they earn the sick leave.

Employees who are not eligible for STRS when they earn sick leave may not apply unused sick leave toward any future STRS benefits if those employees later become eligible.

Unused sick leave will be transferred to any subsequent California public school when requested in writing by the former employee and/or employing district/school to the extent permitted by applicable law. Moreover, incoming employees may transfer unused sick leave from any prior California public school when requested in writing by the incoming employee and verified by the former California public school employer to the extent permitted by applicable law. Such transferred sick leave is only available for credit to STRS and is not credited to the employee's sick leave balance at iLEAD.

## LIMITS ON USE

Eligible employees may use accrued PSL beginning on the 90th day of employment, and

PSL may be taken in minimum increments of two hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use accrued PSL to make up for the absence.

## NOTIFICATION

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

## TERMINATION

Employees will not receive pay in lieu of accrued but unused PSL. Accrued but unused PSL will not be paid out upon termination.

## NO DISCRIMINATION OR RETALIATION

iLEAD prohibits discrimination or retaliation against employees for using their PSL.

## NON-CONTRACT DAYS OFF

Certain Exempt employees may be eligible for paid days off designated as non-contract days. Requests for non-contract days should be submitted to the supervisor via ADP/WorkforceNow with as much advance notice as possible. Non-contract days do not accrue, do not carry over from school-year to school-year, and are not paid out upon termination of employment.

Employees who directly work with school staff, and have been designated as having non-contract days, must use non-contract days during school breaks when the employee is not required to support staff and/or learners.

For CalSTRS eligible employees, you are required to work all of your designated contract days to receive one year of creditable service for CalSTRS purposes.

# INSURANCE BENEFITS

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## INSURANCE

Full-time employees are entitled to insurance benefits offered by iLEAD. These benefits will include medical, dental, and vision~~and AFLAC~~. iLEAD will have a defined contribution towards the employee's insurance premiums that are iLEAD sponsored insurance plans. This amount will be determined on an annual basis, and can be found in the Benefits Guidbook located on the home page of ADP/WorkforceNow. The employee's portion of monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

Full-time employees may also be covered under an insurance policy that includes Life, Short-Term Disability, and Long-Term Disability at no cost to the full-time employee. Additional voluntary insurance plans paid entirely by the employee, will may be offered through iLEAD, ~~which will be the employee's responsibility to pay all premiums and premiums will be deducted from the employee's paycheck on a post-tax basis.~~

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Failure to timely request and pay for such coverage will result in the loss of coverage.

## DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance ("SDI"), which is a partial wage-replacement insurance plan for California workers.

Employees may be eligible for SDI when they are ill or have non-work related injuries. Employees may also be eligible for SDI for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate.

Specific rules and regulations relating to SDI eligibility ~~are available from Employee Services~~can be found at [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability).

## FAMILY LEAVE INSURANCE (WAGE SUPPLEMENT)

Eligible employees are covered by California's Paid Family Leave ("PFL") benefit. Paid Family Leave does not provide employees with a protected leave of absence. Rather, Paid Family Leave provides only partial wage replacement benefits when an employee has been approved for a leave of absence. In order to obtain approval for leave of absence for the reasons set forth below, the employee must contact ~~Employee Services~~Human Resources. Leave to care for certain family members may be covered by applicable law for certain eligible employees. Leave that is not covered by applicable law may or may not be approved by iLEAD, in iLEAD's sole discretion. Nothing in this policy guarantees that iLEAD will provide additional leaves of absence other than those already required by applicable law.

The PFL fund is administered by the California Employment Development Department ("EDD"), not iLEAD, which means that employees must apply to the EDD to receive this benefit. Through the PFL fund, the EDD will

provide eligible employees with a wage supplement for a maximum of six weeks within a 12-month period.

PFL benefits may be available from the EDD for a leave of absence for the following:

- For the birth or placement of a child, as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
- To care for an immediate family member (spouse, registered domestic partner, child or parent, grandparent, grandchild, sibling and parent-in-law, as defined by the PFL law) who is seriously ill and requires care.
- To participate in a qualifying event because of a family member's (i.e. a spouse, registered domestic partner, parent or child) military deployment to a foreign country

PFL benefits will be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of PFL benefits and/or paid time off during the leave period will not extend the length of the leave beyond what is required by applicable law and/or iLEAD policy.

PFL leaves will run concurrently with any CFRA leaves.

## WORKERS' COMPENSATION INSURANCE

Eligible employees are entitled to Workers' Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. See below for a further description of making a claim for Workers' Compensation Insurance benefits.

If you are injured while on the job, you must:

○ Emergency

- 1st Call 911
- 2nd Call Rick Crunelle to notify @ 1-818-281-9721 and he will call 1-877-480-3947 to alert Berkley, the workers' compensation insurance provider

○ Not Emergency

- Injured Person calls the 1-877-480-3947
- 1st Call Rick Crunelle to notify @ 1-818-281-9721

If medical treatment is needed in a non-emergency situation, you must call the workers' compensation provider at 877-480-9721 and they will direct you to a local medical provider.

The supervisor will complete the Accident/Incident Investigation Form, and will coordinate with any witnesses to complete the Witness Statement Form.

## UNEMPLOYMENT COMPENSATION

iLEAD contributes a significant amount of money each year to the California Unemployment Insurance Fund on behalf of its employees. Under certain circumstances, you may be eligible for unemployment insurance benefits.



## LEAVES OF ABSENCE

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At iLEAD, we understand employees may experience personal or medical matters during their time of employment here. If an employee has a need for a Leave of Absence, please notify your supervisor and follow the guidelines outlined below.

Under certain circumstances, iLEAD may grant leaves of absence to employees. Employees must submit requests for leaves of absence in writing to [Employee Services Human Resources by opening a Human Resources ticket in the self-service portal](#) as far in advance as possible. To open the lines of communication, while on leave, we ask employees to keep in contact with [Employee Services Human Resources](#) and notify [Employee Services Human Resources](#) if the date to return to work changes. If an employee's leave expires and the employee fails to return to work without contacting [Employee Services Human Resources](#), it will be presumed that the employee abandoned his/her position with iLEAD and employment may be terminated. If an employee is unable or unwilling to return to work at the expiration of his/her leave of absence, his/her employment may be terminated as permitted by law.

This Guidebook summarizes leave that may be available to employees. Most leave policies have differing requirements for eligibility, duration, benefits, etc.

Therefore, employees should contact [Employee Services Human Resources](#) to request specific information relating to a particular leave policy. Employee benefits, including, but not limited to, paid sick leave, do not accrue during a leave of absence unless otherwise required by law or by applicable iLEAD policies. While out on a leave of absence, employees may not accept employment with another school employer or person unless agreed to in advance in writing by [Employee Services Human Resources](#). Acceptance of employment in violation of this policy will be considered an abandonment of the employee's position with iLEAD, and employment may be terminated.

### FAMILY AND MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Under the Family and Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"), eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by iLEAD for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence for purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of iLEAD within a 75 miles. Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use iLEAD's request form, which is available [on the home page of ADP/WorkforceNow](#), or upon request from [Employee Services Human Resources](#). Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the care of an employee's newborn child (i.e., baby bonding) or a child placed with the employee for foster care or adoption. Leaves for these reasons must be completed within 12 months of the birth or placement of the child;

2. the care of the employee's spouse, child or parent<sup>1</sup> with a "serious health condition" and for purposes of CFRA only, the care of the employee's grandparent, grandchild, sibling, registered domestic partner, or designated person<sup>2</sup> with a "serious health condition";
3. the "serious health condition" of the employee (including serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of their job. For FMLA leave only, a serious health condition also includes a disability caused by pregnancy, childbirth, or related medical conditions, which runs concurrently with the Company's separate pregnancy disability policy;
4. (FMLA ONLY) the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness: or
5. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, parent-in-law, grandparent, grandchild, sibling, registered domestic partner, or designated person (as may be applicable for FMLA/CFRA purposes) requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide iLEAD with a medical certification from your health care provider establishing eligibility for the leave, and you must provide iLEAD with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to iLEAD in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from [Employee Services Human Resources](#).

FMLA/CFRA leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

<sup>1</sup> For purposes of FMLA only, the term "parent" does not extend to parents-in-law. Further, for purposes of FMLA only, a child does not refer to a child who is over 18 years of age (unless they are incapable of self-care because of a medical or physical disability) nor does it include the child of a registered domestic partner unless the employee stands in loco parentis to the child. <sup>2</sup> Designated person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. Only one individual may be a "designated person" per 12-month period.

You will be required to use any accrued PSL during unpaid family and medical leave that is due to your own serious health condition. If mutually agreed upon between iLEAD and the employee, PSL may be used for the care of a qualifying family member or designated person or in connection with the birth, adoption or foster care of a child.

However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and iLEAD may mutually agree to supplement such benefit payments with available PSL.

Benefit accrual, such as PSL and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During FMLA/CFRA leave, group health benefits will be maintained as if you were continuously employed, unless you choose to suspend your coverage during your leave. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave. Upon your request for a leave of absence, Human Resources will provide you with a form that will outline your options regarding payment for your benefits while on leave.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or a comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as may be required by law. In certain circumstances under FMLA leave, "key" employees may not be eligible for reinstatement following a family and medical leave. iLEAD will provide written notice to any "key" employee who is not eligible for reinstatement.

FMLA will run concurrently with any leave covered by State Disability Insurance or Pregnancy Disability Leave.

CFRA will run concurrently with any Paid Family Leave.

## PROCEDURES FOR REQUESTING AND SCHEDULING FMLA/CFRA LEAVE

An employee should request FMLA/CFRA leave by completing a Request for Leave form (available on the home page of ADP/WorkforceNow or from Employee Services Human Resources) and submitting it to supervisor and Employee Services Human Resources. ~~An employee asking for a Request for Leave form will receive a copy of iLEAD's then-current FMLA/CFRA leave policy.~~ As mentioned above, employees should provide not less than 30 days' notice of their intent to take FMLA/CFRA leave or if such notice is not possible, employees should provide notice as soon as is practicable, for foreseeable childbirth, placement or any planned medical treatment for the employee or his/her qualifying family member. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he/she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular

position. If an FMLA/CFRA leave request is granted, iLEAD will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

## PREGNANCY DISABILITY LEAVE

iLEAD provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to iLEAD. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

iLEAD will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy,

iLEAD may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Pregnancy disability leave runs concurrently with FMLA, so any time off will count against your FMLA allotment. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and iLEAD may mutually agree to supplement such benefit payments with available sick leave. Benefit accrual, such as sick leave and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

Additionally, you may choose to suspend your medical, dental, and vision benefits during your leave. Human Resources will provide you with a form to select how your benefits will be handled.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is ~~requested~~required to provide iLEAD with the expected date of return when the leave is first requested, and at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be

offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact ~~Employee Services~~Human Resources.

#### UNPAID LEAVE OF ABSENCE (MEDICAL)

In an effort to comply with its duty to accommodate employees with qualifying disabilities, iLEAD may provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to iLEAD. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay. Employees granted unpaid medical leave have no right to guaranteed reinstatement.

Employees will be required to use any accrued PSL during any unpaid portion of this leave. Benefit accrual, such as paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, iLEAD does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

#### DISCRETIONARY UNPAID LEAVE OF ABSENCE (NON-MEDICAL)

Under emergency circumstances for personal or other non-medical reasons, you may need to be temporarily released from the duties of your job with iLEAD. It is the policy of iLEAD to allow its eligible employees to apply for, and be considered for, certain specific leaves of absence not otherwise set forth in this Guidebook. However, this policy is intended only for extreme circumstances, and must be approved by the School Director.

Failure to return to work as scheduled from an approved leave of absence, or failure to inform ~~Employee Services~~Human Resources of an acceptable reason for not returning as scheduled, will be considered to have abandoned his/her employment.

All requests for leaves of absence shall be submitted in writing to ~~Employee Services~~Human Resources. Each request shall provide sufficient detail, including the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Regular full-time employees ~~who must~~ have completed one year of service ~~are to be~~ eligible ~~for to request~~ an unpaid personal leave of absence of no more than thirty (30) calendar days. -During that time, you may remain covered under iLEAD's medical plans subject to plan eligibility and requirements and must continue to pay their- your portion of the applicable premiums. Any non-medical leaves of absence that last longer than 30 days will be considered a break in employment.

A request for a personal leave will be evaluated on a number of factors, including anticipated operational and staffing requirements during the proposed time of absence. In the case where the initial 30 calendar days are insufficient, consideration may be given for an extension of 30 more days if your manager is informed in writing.

If you are on leave for more than 30 days, you must pay the full costs of your insurance benefits. iLEAD will resume payments when you return to active employment.

Employees do not continue to accrue sick leave or holiday benefits while they are on unpaid discretionary leaves of absence. Further, employees have no guaranteed reinstatement of employment following the expiration of any leave of absence granted under this policy.

### LONG-TERM DISABILITY

One of the benefits that may be provided by iLEAD is Long-Term Disability Insurance. iLEAD employees who are on a leave of absence, and qualify for long-term disability benefits will be required to provide a doctor's note defining the estimated date for returning to work. If no note is provided, or if the return date is indefinite, or if the return date is unreasonably distant (at the discretion of the School Director), employment with iLEAD will be terminated.

### FUNERAL/BEREAVEMENT LEAVE

iLEAD employees who have worked with iLEAD for at least 30 days may be eligible for up to 5 working days off upon the death of a family member. Regular exempt full-time employees will receive this time with pay. For all other employees, the time off will be unpaid. Bereavement leave must be completed within three months of the date of the death of the family member, but need not be consecutive.

Upon request, employees must provide documentation of the death of the family member within 30 days of the first day of the leave. "Documentation" may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

For purposes of this policy, an employee's family member includes a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. "Parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Sibling" means a person related to another person by blood, adoption, or affinity through a common legal or biological parent. "Grandchild" means a child of the employee's child. "Grandparent" means a parent of the employee's parent.

~~In certain circumstances, iLEAD may offer up to two weeks of additional paid bereavement leave. Such leave will be allowed only at the discretion and approval of Employee Services.~~

Bereavement leave as stated above must be approved by the employee's supervisor. Employees may use accrued vacation(if applicable) or paid sick leave for unpaid portion of their leave. If the employee does not have accrued vacation or paid sick leave, the absence will be without pay.

This Bereavement leave policy also applies to leave due to "reproductive loss". Reproductive loss includes situations like miscarriage or stillbirth, unsuccessful assisted reproduction, failed surrogacy or failed adoption.



Supporting documentation will not be required when the leave is related to reproductive loss.

## MILITARY LEAVE OF ABSENCE

All employees who leave iLEAD for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law.

Time spent on military leave counts for purposes of determining “length of service.” However, you will not accrue sick leave or receive holiday pay during military leave.

## FAMILY MILITARY LEAVE

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to ~~Employee Services~~Human Resources within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment.

The employee may take this time off without pay unless otherwise required by applicable law. However, employees who need time off to participate in a qualifying event resulting from a family member’s deployment to a foreign country may be eligible for Paid Family Leave benefits through the California Employment Development Department.

## DRUG AND ALCOHOL REHABILITATION LEAVE

iLEAD will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program, provided that the accommodation does not impose an undue hardship on iLEAD. iLEAD will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact ~~Employee Services~~Human Resources. iLEAD will take all reasonable steps necessary to maintain the employee’s privacy in this situation. The employee may use paid sick leave, if any, during requested leave.

Nothing in this policy shall prohibit iLEAD from refusing to hire or from discharging an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others. This policy in no way restricts iLEAD’s right to discipline an employee, up to and including termination of employment, for violation of iLEAD’s Drug and Alcohol Abuse Policy.

## TIME OFF TO ATTEND CHILD'S SCHOOL DISCIPLINE

Any employee who is a parent or legal guardian of a child that has received written notice from the child's school requesting his or her attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please contact your supervisor to determine eligibility and scheduling before taking any leave to attend a disciplinary conference.

To be eligible for time off to attend a child's school, the employee must present the school's letter, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off (if advanced notice is provided). This type of leave will be unpaid.

## TIME OFF TO ATTEND CHILD'S SCHOOL ACTIVITIES

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance.

You may be asked to provide documentation from the school or day care facility that you participated in the activity to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid.



## TIME OFF FOR JURY AND WITNESS DUTY

iLEAD encourages employees to serve on jury or witness duty when called. An employee must notify their supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. Any jury pay or mileage may be kept by the employee. Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek.

Verification from the court clerk of having served may be required and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury or witness duty.

In the event that the employee must serve as a witness within the course and scope of his or her employment with iLEAD, iLEAD will provide time off with pay.

## RIGHTS FOR VICTIMS OF CRIME OR ABUSE

### Right to Time Off:

If you are the victim of stalking, domestic violence, sexual assault, or a crime that caused physical injury or that caused mental injury and a threat of physical injury, or if your immediate family member is deceased because of a crime, you are permitted to be absent from work to seek relief related to the crime or abuse. Relief includes, but is not limited to, obtaining a temporary restraining order, a restraining order, or other injunctive relief to help ensure the health, safety, or welfare of you or your child. You are permitted to take leave for this purpose whether or not any person is arrested for, prosecuted for, or convicted of committing the crime. All employees can also take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking.

Employees may use available accrued PSL. Otherwise, the time off is unpaid. In general, employees are not required to provide documentation for time off under this policy. However, employees shall provide reasonable advance notice of their intent to take time off, unless advance notice is not feasible. If employees are unable to provide advance notice for time off under this policy, they can provide certification of their absence (such as a police report, court order, or health care provider certification, or other documentation that reasonably verifies that the crime or abuse occurred and your absence was for an authorized purpose) within a reasonable time period thereafter.

If employees provide reasonable advance notice or provide documentation within a reasonable time period thereafter for an unscheduled absence, they will not be subject to any disciplinary action for time off under this policy.

required to provide documentation for time off under this policy. However, employees shall provide reasonable advance notice of their intent to take time off, unless advance notice is not feasible. If employees are unable to provide advance notice for time off under this policy, they can provide certification of their absence (such as a police report, court order, or health care provider certification, or other documentation that reasonably verifies that the crime or abuse occurred and your absence was for an authorized purpose) within a reasonable time period thereafter.

If employees provide reasonable advance notice or provide documentation within a reasonable time period thereafter for an unscheduled absence, they will not be subject to any disciplinary action for time off under this policy.

#### Right to Reasonable Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking:

Employees have the right to ask iLEAD for help or changes in their workplace to make sure they are safe at work. iLEAD will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. iLEAD may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. iLEAD will maintain confidentiality regarding any requests for accommodations under this policy.

Prohibition on Retaliation and Discrimination: iLEAD is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of a crime or abuse.
- The employee asked for time off to get help
- The employee asked iLEAD for help or changes in the workplace to ensure safety at work.

Right to File a Complaint: If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at [213-897-6595](tel:213-897-6595) [833-526-4636](tel:833-526-4636) or visit a local office by finding the nearest one on its website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

#### TIME OFF FOR VICTIMS OF CRIME

If you are the victim—or an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child of a registered domestic partner) of the victim—of a violent felony, serious felony (as defined by the California Penal Code), or felonies related to theft or embezzlement, you are permitted to be absent from work to attend judicial proceedings related to the crime.

You must provide your supervisor with written notification for each scheduled proceeding, unless advance notice is

not possible. This time off is unpaid. The types of verification iLEAD may require for an unscheduled judicial processing include: documentation evidencing the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

#### TIME OFF FOR EMERGENCY DUTY/TRAINING FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS OR EMERGENCY RESCUE PERSONNEL

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel (including an officer, employee or member of a disaster medical response entity sponsored or requested by the state) who intends to perform emergency duty/training during work hours, please alert your supervisor so iLEAD is aware of the fact that you may have to take time off to perform emergency duty/training. In the event any employee needs to take time off for this type of emergency duty/training, a supervisor must be notified before leaving work. All time off for these purposes is unpaid.

Registered volunteer firefighters, reserve peace officers or emergency rescue personnel are eligible to take temporary unpaid leaves of absence for fire or law enforcement training not to exceed 14 days per calendar year. In the event you need to take time off for this type of emergency duty/training, you must notify your supervisor and ~~Employee Services~~Human Resources in advance.

If you feel you have been treated unfairly as a result of taking or requesting emergency duty/training, you should contact your supervisor or any other manager, as appropriate.

#### CIVIL AIR PATROL LEAVE

iLEAD will not discriminate against an employee for membership in the Civil Air Patrol. Additionally, iLEAD will not retaliate against an employee for requesting or taking Civil Air Patrol leave, which is unpaid.

iLEAD will provide not less than 10 days per year of leave but no more than 3 days for a single emergency operational mission unless the emergency is extended by the entity in charge of the operation and iLEAD approves the leave. Employees must have been employed by iLEAD for at least 90 days immediately preceding the commencement of leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible in order to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Leave under this policy is unpaid. Following leave under this policy, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of civil air patrol service. If the employee complies with these requirements, the employee will be restored to their prior position or to a position with equivalent seniority status, pay, and other benefits, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee.

## TIME OFF TO VOTE

iLEAD encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Because polls are generally open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If you do not have sufficient time outside of working hours to vote and have not requested an absentee ballot, you may receive up to two hours of paid time off to vote. Any additional time off will be without pay.

Employees must request time off from their supervisor at least two working days before election day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to normal work schedules.

If approved for time off, you will not incur any attendance infractions for missing work to vote. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

## WORKERS' COMPENSATION LEAVE

iLEAD will grant you a workers' compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, iLEAD may offer you modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law (if eligible) and is unpaid (although certain wage replacement benefits may be available).

An employee who sustains a work-related injury or illness should inform his or her supervisor and ~~Employee Services~~Human Resources immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

## LEAVE FOR BONE MARROW AND ORGAN DONORS

Pursuant to California law, iLEAD will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, iLEAD will also provide up to 30 business days of paid leave within a one-year period and up to 30 business days of *unpaid* leave within a one-year period to an employee who donates an organ to another person. This one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

iLEAD requires that bone marrow donors use up to five days of available accrued sick time during the course of the leave. Organ donors must use up to ten days of available accrued PSL time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide iLEAD with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, iLEAD will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give iLEAD as much notice as possible of the intended dates upon which the leave would begin and end.

## ADULT LITERACY LEAVE

Pursuant to California law, iLEAD will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on iLEAD. iLEAD does not provide paid time off for participation in an adult literacy education.

## EMPLOYMENT EVALUATION AND SEPARATION

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### EMPLOYEE REVIEWS AND EVALUATIONS

To encourage open communication with employees and supervisors, iLEAD supports ~~the-an annual p~~Performance ~~r~~Review ~~also known as Reflective Supervision process~~. iLEAD strives to conduct employee performance reviews annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

There are several advantages to work planning:

- It helps you and your supervisor establish priorities among different work activities. It sets standards or goals that can help you increase your own productivity by providing a focus on your efforts in relation to goals.
- It provides an opportunity for you to share your ideas on doing your job better.
- It establishes expectations in advance, together with the results that will be used to determine success, which will help to ensure that your performance is judged fairly.

The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or retention of your job. Salary increases and promotions are solely within the discretion of iLEAD and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents. The evaluation system in no way alters the employment at-will relationship. Failure by iLEAD to conduct a performance review will not prevent iLEAD from terminating your employment.

### DISCIPLINE AND INVOLUNTARY TERMINATION

Violation of iLEAD's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions or termination. iLEAD's disciplinary system is informal and iLEAD

may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

## VOLUNTARY TERMINATION

Either the employee or iLEAD may terminate the employment relationship at any time, with or without notice and with or without cause. We hope that you will enjoy your employment with iLEAD. However, if you decide to resign, while it is not required, iLEAD requests that you give as much advance notice as possible (preferably two weeks) to allow iLEAD to plan for your departure.

iLEAD values its employees and is committed to providing a positive, rewarding and productive work environment. As a result, we appreciate your honest feedback during your exit interview. Upon resignation you will be provided an Employee Exit Checklist and Survey, and a An exit interview may be scheduled on the last day of work with ~~Employee Services~~Human Resources. The purposes of the exit interview are to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any iLEAD property (including keys, equipment, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at iLEAD. Final pay will be provided in accordance with state law.

## RETURN OF PROPERTY

Employees are required to return iLEAD property that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. We may also take all action deemed appropriate to recover or protect iLEAD property.

## REFERENCES

All requests for references and employment verifications must be promptly directed to ~~Employee Services~~Human Resources. When contacted for a reference or employment verification, iLEAD will only provide information concerning dates of employment and the title of the last position held. Other employees may not provide any employment verification.

# ACKNOWLEDGEMENT OF GUIDEBOOK AND AT WILL EMPLOYMENT

I acknowledge that I have received the Employee Guidebook. I have read the Guidebook and understand the contents of the Guidebook. I agree to abide by all of iLEAD's policies.

I understand and agree to my at-will employment status as described in the Guidebook, summarized as follows:

- This Guidebook does not in any way reflect a contract of employment, either express or implied between iLEAD and me.
- iLEAD is an at-will employer. I am free to terminate the employment relationship with iLEAD at any time; iLEAD, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, iLEAD may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
- Nothing in this Guidebook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between me and iLEAD for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that no supervisor or representative of iLEAD has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at will. I understand that only the Board of Directors has the authority to make any such agreement and then only in writing signed by the Board of Directors.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]

**iLEAD Online**

**2022–23 School Accountability Report Card**

**Reported Using Data from the 2022–23 School Year**

**California Department of Education**

<b>Address:</b>	3720 Sierra Hwy. Acton, CA , 93510-0500	<b>Principal:</b>	Kate Wolfe, Interim Director
<b>Phone:</b>	(661) 441-6636	<b>Grade Span:</b>	K-12

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.



## DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

## California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

## Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

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## About This School

### Kate Wolfe, Interim Director

Principal, iLEAD Online

### About Our School

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Welcome to iLEAD Online!

iLEAD Online is a tuition-free, public charter that educates learners in grades K-12. Through a wide variety of subject areas, our school offers a personalized approach to online learning that focuses on project-based learning and social-emotional learning principles that adhere to the Common Core Standards. All iLEAD Online courses are created, written, developed and managed by our own facilitators. Our learners have access to real-time tutors and are assigned an academic coach. iLEAD Online provides for CTE, Advanced Placement coursework, hands-on aerospace opportunities, A-G, and NCAA-approved coursework.

iLEAD Online's Schoolwide Learner Outcomes were carefully selected to develop the whole child with a focus on academic and social-emotional learning. These include Lifelong Learner, Empathetic Citizen, Authentic Individual, and Design Thinker. Social-emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Through a positive school culture and responsive, positive relationships between our staff and learners, it is our goal to build an engaging and rigorous educational experience with a focus on each learner's unique strengths and love of learning.

Kate Wolfe, Interim Director

### Contact

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iLEAD Online  
3720 Sierra Hwy.

Acton, CA 93510-0500

Phone: (661) 441-6636

Email: [director@ileadonline.org](mailto:director@ileadonline.org)

## Contact Information (School Year 2023–24)

### District Contact Information (School Year 2023–24)

<b>District Name</b>	Acton-Agua Dulce Unified
<b>Phone Number</b>	(661) 269-0750
<b>Superintendent</b>	Sahakian, Eric
<b>Email Address</b>	<a href="mailto:esahakian@aadusd.k12.ca.us">esahakian@aadusd.k12.ca.us</a>
<b>Website</b>	<a href="http://www.aadusd.k12.ca.us">www.aadusd.k12.ca.us</a>

### School Contact Information (School Year 2023–24)

<b>School Name</b>	iLEAD Online
<b>Street</b>	3720 Sierra Hwy.
<b>City, State, Zip</b>	Acton, CA , 93510-0500
<b>Phone Number</b>	(661) 441-6636
<b>Principal</b>	Kate Wolfe, Interim Director
<b>Email Address</b>	<a href="mailto:director@ileadonline.org">director@ileadonline.org</a>
<b>Website</b>	<a href="https://ileadonline.org/">https://ileadonline.org/</a>
<b>County-District-School (CDS) Code</b>	19753090136531

*Last updated: 1/25/24*

## School Description and Mission Statement (School Year 2023–24)

iLEAD Online Charter School is a TK-12 tuition-free, non-profit online public charter school authorized by the Acton Agua Dulce Unified School District in Los Angeles County. The school meets the needs of families who prefer virtual learning for their children. Learners are supported by a credentialed academic coach, facilitators, a full SPED team, a college and career counselor and a program that supports educational options and flexibility. The school provides learners and families the flexibility of scheduling throughout the week to complete coursework and activities and offers a broad course catalog and unique customizable project approach for demonstrating mastery of the California State Standards.

The **mission** of iLEAD Online is to provide a rigorous, relevant, inquiry-based, self-directed and collaborative learning environment for all learners in grades K-12 to prepare them for college and career.

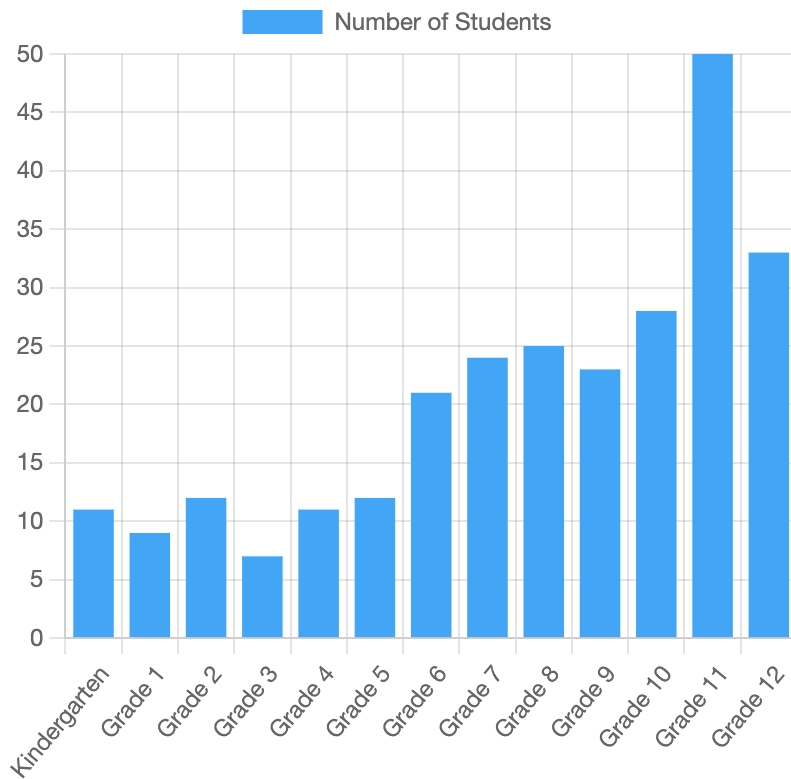
The **vision** of iLEAD Online is that all learners will possess the knowledge, skills, and confidence to achieve health and wellness, master academic standards, develop a deep understanding of the subject matter, and collaborate effectively

with the community in which they live. All learners will graduate college and career ready by meeting rigorous graduation requirements.

*Last updated: 1/22/24*

**Student Enrollment by Grade Level (School Year 2022–23)**

Grade Level	Number of Students
Kindergarten	11
Grade 1	9
Grade 2	12
Grade 3	7
Grade 4	11
Grade 5	12
Grade 6	21
Grade 7	24
Grade 8	25
Grade 9	23
Grade 10	28
Grade 11	50
Grade 12	33
Total Enrollment	266



Last updated: 1/22/24

### Student Enrollment by Student Group (School Year 2022–23)

Student Group	Percent of Total Enrollment	Student Group (Other)	Percent of Total Enrollment
Female	53.40%	English Learners	0.80%
Male	45.10%	Foster Youth	0.40%
Non-Binary	1.50%	Homeless	1.90%
American Indian or Alaska Native	0.40%	Migrant	0.00%
Asian	3.40%	Socioeconomically Disadvantaged	54.50%
Black or African American	18.80%	Students with Disabilities	9.80%
Filipino	0.80%		
Hispanic or Latino	38.00%		
Native Hawaiian or Pacific	0.00%		

Student Group	Percent of Total Enrollment
Islander	
Two or More Races	10.50%
White	27.40%

## A. Conditions of Learning

### State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair



### Teacher Preparation and Placement (School Year 2020–21)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	29.20	73.59%	237.10	43.70%	228366.10	83.12%
Intern Credential Holders Properly Assigned	1.00	2.51%	9.20	1.70%	4205.90	1.53%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	1.00	2.51%	18.60	3.44%	11216.70	4.08%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	8.50	21.39%	268.90	49.57%	12115.80	4.41%
Unknown/Incomplete/NA	0.00	0.00%	8.50	1.58%	18854.30	6.86%
Total Teaching Positions	39.70	100.00%	542.60	100.00%	274759.10	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

*Last updated: 1/22/24*

### Teacher Preparation and Placement (School Year 2021–22)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	35.80	77.17%	271.40	43.37%	234405.20	84.00%
Intern Credential Holders Properly Assigned	1.00	2.15%	5.00	0.80%	4853.00	1.74%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.20	0.43%	19.70	3.16%	12001.50	4.30%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	9.40	20.23%	318.60	50.92%	11953.10	4.28%
Unknown/Incomplete/NA	0.00	0.00%	10.90	1.74%	15831.90	5.67%
Total Teaching Positions	46.40	100.00%	625.80	100.00%	279044.80	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

*Last updated: 1/22/24*

### Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2020– 21 Number	2021– 22 Number
Permits and Waivers	0.00	0.00
Misassignments	1.00	0.20
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	1.00	0.20

*Last updated: 11/2/23*

### Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2020– 21 Number	2021– 22 Number
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0.10
Local Assignment Options	8.50	9.20
Total Out-of-Field Teachers	8.50	9.40

*Last updated: 11/2/23*

## Class Assignments

Indicator	2020– 21 Percent	2021– 22 Percent
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0.00%	0%
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	6.20%	4.6%

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

*Last updated: 11/2/23*

## B. Pupil Outcomes

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAA] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAA for ELA** in grades three through eight and grade eleven.
  2. **Smarter Balanced Summative Assessments and CAA for mathematics** in grades three through eight and grade eleven.
  3. **California Science Test (CAST) and CAA for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
- **College and Career Ready:** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students**  
**Grades Three through Eight and Grade Eleven taking and completed state-**  
**administered assessment**  
**Percentage of Students Meeting or Exceeding the State Standard**

<b>Subject</b>	<b>School 2021– 22</b>	<b>School 2022– 23</b>	<b>District 2021– 22</b>	<b>District 2022– 23</b>	<b>State 2021– 22</b>	<b>State 2022– 23</b>
English Language Arts / Literacy (grades 3-8 and 11)	37%	51%	40%	39%	47%	46%
Mathematics (grades 3-8 and 11)	20%	25%	21%	21%	33%	34%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAA divided by the total number of students who participated in both assessments.

*Last updated: 1/22/24*

**CAASPP Test Results in ELA by Student Group for students taking and completed state-administered assessment  
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

<b>Student Group</b>	<b>Total Enrollment</b>	<b>Number Tested</b>	<b>Percent Tested</b>	<b>Percent Not Tested</b>	<b>Percent Met or Exceeded</b>
All Students	170	154	90.59%	9.41%	51.30%
Female	98	89	90.82%	9.18%	58.43%
Male	71	64	90.14%	9.86%	40.63%
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	--	--	--	--	--
Black or African American	27	23	85.19%	14.81%	21.74%
Filipino	--	--	--	--	--
Hispanic or Latino	65	58	89.23%	10.77%	56.90%

<b>Student Group</b>	<b>Total Enrollment</b>	<b>Number Tested</b>	<b>Percent Tested</b>	<b>Percent Not Tested</b>	<b>Percent Met or Exceeded</b>
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	20	18	90.00%	10.00%	72.22%
White	48	45	93.75%	6.25%	51.11%
English Learners	--	--	--	--	--
Foster Youth	0	0	0%	0%	0%
Homeless	--	--	--	--	--
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	98	90	91.84%	8.16%	42.22%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	19	15	78.95%	21.05%	26.67%



Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

*Last updated: 1/22/24*

**CAASPP Test Results in Mathematics by Student Group for students taking and completed state-administered assessment  
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	170	155	91.18%	8.82%	24.84%
Female	98	90	91.84%	8.16%	26.14%
Male	71	64	90.14%	9.86%	23.44%
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	--	--	--	--	--
Black or African American	27	23	85.19%	14.81%	17.39%
Filipino	--	--	--	--	--
Hispanic or Latino	65	58	89.23%	10.77%	13.79%
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	20	19	95.00%	5.00%	36.84%
White	48	45	93.75%	6.25%	34.88%
English Learners	--	--	--	--	--

<b>Student Group</b>	<b>Total Enrollment</b>	<b>Number Tested</b>	<b>Percent Tested</b>	<b>Percent Not Tested</b>	<b>Percent Met or Exceeded</b>
Foster Youth	0	0	0%	0%	0%
Homeless	--	--	--	--	--
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	98	90	91.84%	8.16%	12.36%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	19	15	78.95%	21.05%	21.43%

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

*Last updated: 1/22/24*

**CAASPP Test Results in Science for All Students**  
**Grades Five, Eight and High School**  
**Percentage of Students Meeting or Exceeding the State Standard**

<b>Subject</b>	<b>School 2021– 22</b>	<b>School 2022– 23</b>	<b>District 2021– 22</b>	<b>District 2022– 23</b>	<b>State 2021– 22</b>	<b>State 2022– 23</b>
Science (grades 5, 8, and high school)	31.82%	29.77%	17.23%	19.47%	29.47%	30.29%

Note: Science test results include the CAST and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

*Last updated: 1/22/24*

**CAASPP Test Results in Science by Student Group**  
**Grades Five, Eight and High School (School Year 2022–23)**

<b>Student Group</b>	<b>Total Enrollment</b>	<b>Number Tested</b>	<b>Percent Tested</b>	<b>Percent Not Tested</b>	<b>Percent Met or Exceeded</b>
All Students	135	131	97.04%	2.96%	29.77%
Female	80	77	96.25%	3.75%	25.97%
Male	54	53	98.15%	1.85%	35.85%
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	25	24	96.00%	4.00%	25.00%
Filipino	--	--	--	--	--
Hispanic or Latino	43	42	97.67%	2.33%	28.57%
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	11	10	90.91%	9.09%	--
White	49	48	97.96%	2.04%	29.17%
English Learners	0	0	0%	0%	0%
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	72	71	98.61%	1.39%	23.94%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	--	--	--	--	--

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

*Last updated: 1/22/24*

**Career Technical Education (CTE) Programs (School Year 2022–23)**

iLEAD Online offers Career/Technical Education pathways for learners to engage:

- Digital Arts
- Fine Arts
- Animation
- Game Design
- Photography
- Theater Arts
- Journalism
- Video Production
- Film Studies and Production
- Entrepreneurship
- Finance
- Child Development
- Patient Care
- Sports Medicine

Learners have the opportunity to complete 300 hours of learning with internships and career exploration opportunities. Pathways use the California CTE model curriculum standards.

*Last updated: 1/22/24*

**Career Technical Education (CTE) Participation (School Year 2022–23)**

Measure	CTE Program Participation
Number of Pupils Participating in CTE	84
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	100
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

*Last updated: 1/22/24***Course Enrollment/Completion of University of California (UC) and/or California State University (CSU) Admission Requirements**

UC/CSU Course Measure	Percent
2022–23 Pupils Enrolled in Courses Required for UC/CSU Admission	100.00%
2021–22 Graduates Who Completed All Courses Required for UC/CSU Admission	32.43%

*Last updated: 1/22/24*

## State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

### California Physical Fitness Test Results (School Year 2022–23) Percentage of Students Participating in each of the five Fitness Components

Grade	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
5	45.45%	45.45%	45.45%	45.45%	45.45%
7	47.83%	47.83%	47.83%	47.83%	47.83%
9	41.67%	41.67%	41.67%	41.67%	41.67%

Note: The administration of the PFT during 2021–22 and 2022–23 school years, only participation results are required for these five fitness areas.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

*Last updated: 1/22/24*

## C. Engagement

### State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

### Opportunities for Parental Involvement (School Year 2023–24)

iLEAD Online values the authentic engagement of its families including strategic planning and the overall vision of the virtual school community. As families enroll, it is important they understand the components of the program model. iLEAD Online's staff and facilitators make accommodations to meet the unique schedules of parents/guardians to ensure every opportunity for them to attend



an online orientation meeting where they can have questions answered and/or learn more about the program.

Parents/guardians are regularly informed about upcoming events, opportunities for engagement, special committees, parent meetings, and other pertinent information through the Monday Message, a weekly publication that is sent out to all families. Facilitators also communicate with their families on a regular basis through various forms of communication (emails, phone calls, advisory, etc.).

Families have the opportunity to be elected to or attend the School Site Council, ELAC, provide feedback on the annual LCAP, and attend public board meetings

Each semester, learners and families meet with their primary teacher to create an Individual Learning Plan (ILP). This learning plan serves as a goal-setting sheet for the upcoming semester. During presentations of learning and learner showcases, learners present their projects and learning to families and the school community. Each family also receives a parent monitor account to communicate with the facilitator and monitor their child's learning. Families also receive a survey each semester to provide invaluable feedback on the program.

**For more information on how to be involved, please email [online.classes@ileadschools.org](mailto:online.classes@ileadschools.org).**

## State Priority: Pupil Engagement

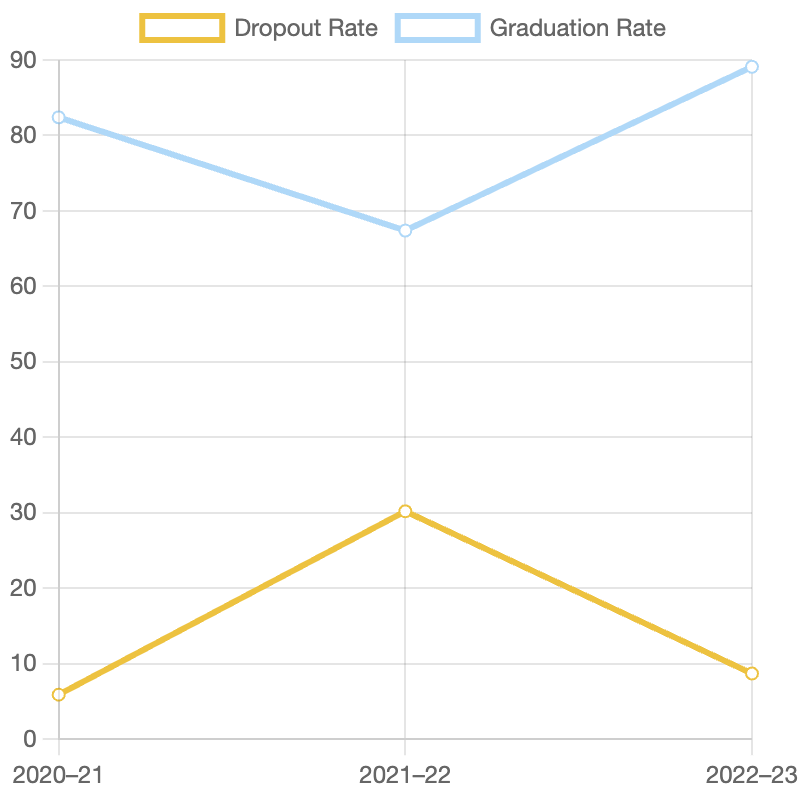
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates;
- High school graduation rates; and
- Chronic Absenteeism

### Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2020– 21	School 2021– 22	School 2022– 23	District 2020– 21	District 2021– 22	District 2022– 23	State 2020– 21	State 2021– 22	State 2022– 23
Dropout Rate	5.9%	30.2%	8.7%	27.6%	26.9%	24.4%	9.4%	7.8%	8.2%
Graduation Rate	82.4%	67.4%	89.1%	26%	37.9%	32.4%	83.6%	87%	86.2%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.



Last updated: 1/22/24

**Graduation Rate by Student Group (Four-Year Cohort Rate) (School Year 2022–23)**

<b>Student Group</b>	<b>Number of Students in Cohort</b>	<b>Number of Cohort Graduates</b>	<b>Cohort Graduation Rate</b>
All Students	46	41	89.1%
Female	24	22	91.7%
Male	22	19	86.4%
Non-Binary	0.0	0.0	0.0%
American Indian or Alaska Native	0	0	0.00%
Asian	--	--	--
Black or African American	--	--	--
Filipino	0	0	0.00%
Hispanic or Latino	13	10	76.9%
Native Hawaiian or Pacific Islander	0	0	0.00%
Two or More Races	--	--	--
White	22	21	95.5%
English Learners	--	--	--
Foster Youth	--	--	--
Homeless	0.0	0.0	0.0%
Socioeconomically Disadvantaged	27	23	85.2%
Students Receiving Migrant Education Services	0.0	0.0	0.0%
Students with Disabilities	--	--	--

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at

<https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

**Chronic Absenteeism by Student Group (School Year 2022–23)**

<b>Student Group</b>	<b>Cumulative Enrollment</b>	<b>Chronic Absenteeism Eligible Enrollment</b>	<b>Chronic Absenteeism Count</b>	<b>Chronic Absenteeism Rate</b>
All Students	385	348	11	3.2%
Female	203	186	5	2.7%
Male	178	158	4	2.5%
Non-Binary	4	4	2	50.0%
American Indian or Alaska Native	1	1	0	0.0%
Asian	13	8	0	0.0%
Black or African American	63	59	1	1.7%
Filipino	3	3	0	0.0%
Hispanic or Latino	152	138	6	4.3%
Native Hawaiian or Pacific Islander	4	3	0	0.0%
Two or More Races	40	35	1	2.9%
White	107	99	3	3.0%
English Learners	10	9	2	22.2%
Foster Youth	1	1	0	0.0%
Homeless	0	0	0	0.0%
Socioeconomically Disadvantaged	209	194	9	4.6%
Students Receiving Migrant Education Services	0	0	0	0.0%

Student Group	Cumulative Enrollment	Chronic Absenteeism	Chronic Absenteeism Count	Chronic Absenteeism Rate
		Eligible Enrollment		
Students with Disabilities	40	38	3	7.9%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/22/24

## State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

### Suspensions and Expulsions

Rate	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Suspensions	0.00%	0.00%	0.00%	0.01%	0.37%	0.30%	0.20%	3.17%	3.60%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.01%	0.01%	0.00%	0.07%	0.08%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/22/24

**Suspensions and Expulsions by Student Group (School Year 2022–23)**

<b>Student Group</b>	<b>Suspensions Rate</b>	<b>Expulsions Rate</b>
All Students	0.00%	0.00%
Female	0.00%	0.00%
Male	0.00%	0.00%
Non-Binary	0.00%	0.00%
American Indian or Alaska Native	0.00%	0.00%
Asian	0.00%	0.00%
Black or African American	0.00%	0.00%
Filipino	0.00%	0.00%
Hispanic or Latino	0.00%	0.00%
Native Hawaiian or Pacific Islander	0.00%	0.00%
Two or More Races	0.00%	0.00%
White	0.00%	0.00%
English Learners	0.00%	0.00%
Foster Youth	0.00%	0.00%
Homeless	0.00%	0.00%
Socioeconomically Disadvantaged	0.00%	0.00%
Students Receiving Migrant Education Services	0.00%	0.00%
Students with Disabilities	0.00%	0.00%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

*Last updated: 1/22/24*

**School Safety Plan (School Year 2023–24)**

It is the vision of iLEAD Online to provide a safe online learning environment for all of its learners, staff, and families. Since iLEAD Online does not have any sites, school safety is defined as a safe online community for learning. iLEAD Online requires an orientation process that teaches learners navigation skills, digital citizenship, and how to evaluate sources and discern what is a reputable and quality website for information. Digital citizenship is an integral part of the school, teaching learners responsibilities such as how to be an upstander, how to prevent cyberbullying, how to safely and responsibly use social media, and support an inclusive, safe, online learning environment.

Additionally, the school actively maintains and monitors its COVID-19 protocols for K-12 schools through the guidelines that are routinely updated by the Los Angeles County Department of Public Health and/or the state of California. iLEAD Online updated its COVID-19 Safety Plan and COVID-19 Prevention Program in August 2021. This policy applies to all iLEAD Online employees and contains general prevention best practices, as well as iLEAD Online policies and procedures related to COVID-19 in the workplace. Both the Reopening Protocols for K-12 Schools and the COVID-19 Safety Plan and Prevention Program documents are located on the homepage of the school's website, [iLEADOnline.org](https://iLEADOnline.org).

*Last updated: 1/22/24*

## D. Other SARC information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

### **Average Class Size and Class Size Distribution (Elementary) (School Year 2020–21)**



<b>Grade Level</b>	<b>Average Class Size</b>	<b>Number of Classes* 1-20</b>	<b>Number of Classes* 21-32</b>	<b>Number of Classes* 33+</b>
K	16.00	1		
1	14.00	1		
2	6.00	1		
3	6.00	1		
4	16.00	1		
5	15.00	1		
6	17.00	1		
Other**	0.00	1		

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Elementary) (School Year 2021–22)**

<b>Grade Level</b>	<b>Average Class Size</b>	<b>Number of Classes* 1-20</b>	<b>Number of Classes* 21-32</b>	<b>Number of Classes* 33+</b>
K	7.00	2		
1	9.00	2		
2	6.00	2		
3	6.00	1		
4	18.00	1		
5	12.00	2		
6	11.00	2		
Other**				

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Elementary) (School Year 2022–23)**

<b>Grade Level</b>	<b>Average Class Size</b>	<b>Number of Classes* 1-20</b>	<b>Number of Classes* 21-32</b>	<b>Number of Classes* 33+</b>
K	17.00	2	0	0
1	17.00	2	0	0
2	23.00	2	0	0
3	12.00	2	0	0
4	19.00	3	0	0
5	22.00	2	0	0
6	25.00	1	1	0
Other**	0.00	0	0	0

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2020–21) (HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	7.00	23	1	
Mathematics	4.00	28		
Science	5.00	16		1
Social Science	6.00	21	1	

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2021–22) (HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	9.00	19	3	
Mathematics	4.00	33	1	
Science	5.00	23	1	
Social Science	10.00	14	2	

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

### Average Class Size and Class Size Distribution (Secondary) (School Year 2022–23) (HIGH SCHOOL)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	9.00	19	1	0
Mathematics	10.00	21	1	0
Science	5.00	23	1	0
Social Science	10.00	14	2	0

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

*Last updated: 1/22/24*

### Ratio of Pupils to Academic Counselor (School Year 2022–23)

Title	Ratio
Pupils to Academic Counselor*	120.91

\* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

*Last updated: 1/22/24*

### Student Support Services Staff (School Year 2022–23)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	2.20
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	4.00
Social Worker	
Nurse	

<b>Title</b>	<b>Number of FTE* Assigned to School</b>
Speech/Language/Hearing Specialist	1.00
Resource Specialist (non-teaching)	
Other	2.00

\* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

*Last updated: 1/22/24*

### **Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2021–22)**

<b>Level</b>	<b>Total Expenditures Per Pupil</b>	<b>Expenditures Per Pupil (Restricted)</b>	<b>Expenditures Per Pupil (Unrestricted)</b>	<b>Average Teacher Salary</b>
School Site	\$14408.64	\$1737.34	\$12671.30	\$62518.34
District	N/A	N/A	--	--
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$7606.62	\$77993.00
Percent Difference – School Site and State	N/A	N/A	49.95%	-22.03%

Note: Cells with N/A values do not require data.

*Last updated: 1/22/24*

**Types of Services Funded (Fiscal Year 2022–23)**

Local Control Funding Formula (LCFF) base and supplemental funds are utilized as outlined in the Local Control Accountability Plan (LCAP) to ensure that all learners receive the basic, intervention/enrichment support, and services that are needed to help them become proficient in academic and social-emotional learning. The LCAP also details the actions associated with meeting the specific needs of English learners, foster and homeless youth, and low-income learners. State and federal categorical funding is used to support learners in special education with IEP needs and goals. Title I, II, and IV funding is used to enhance schoolwide academic programming, staff training, and promote well-rounded learning. One-time funding sources are utilized to complement and add additional services to support at-risk learners, and interventions, and to prevent, prepare and/or respond to COVID-19 needs.

The school ensures all educational partners have the opportunity to provide input on the annual LCAP to ensure that spending aligns with school community needs. The school's LCAP can be found on its website.

*Last updated: 1/22/24*

Advanced Placement (AP) Courses (School Year 2022–23)

Percent of Students in AP Courses 5.2 %

Subject	Number of AP Courses Offered*
Computer Science	0
English	1
Fine and Performing Arts	0
Foreign Language	0
Mathematics	0
Science	1
Social Science	5
Total AP Courses Offered*	7

\* Where there are student course enrollments of at least one student.

Last updated: 1/22/24

Professional Development

Measure	2021–22	2022–23	2023–24
Number of school days dedicated to Staff Development and Continuous Improvement	9	9	9

Last updated: 1/22/24