



MEETING AGENDA - iLEAD Lancaster Board

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

Meeting

Meeting Date	Tuesday, February 6, 2024
Start Time	6:30 PM
End Time	7:30 PM
Location	Address: 254 E. Ave. K-4, Lancaster, CA 93535
Purpose	Regular scheduled meeting

Agenda

1. Opening Items

1.1. Call The Meeting To Order

1.2. Roll Call

1.3. Pledge Of Allegiance

1.4. Board Meeting Agenda

Discuss and take action on the Board Meeting Agenda.

1.5. Board Meeting Minutes

Discuss and take action on the Board Meeting Minutes.

Documents

- Minutes-2023-12-12-v2 (1).pdf
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2. Curriculum Moment

2.1. Curriculum Moment

3. Public Comments

3.1. Public Comments

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

4. Consent Items



4.1. Personnel Report

Documents

- 2.6.24_Lancaster__PersonnelReport_.docx.pdf
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4.2. Check Register

Documents

- Lancaster Payment Register_20240131.pdf
 - Lancaster Payment Register Summary_20240131.pdf
-

4.3. Revised 2023-2024 Learner Calendar

Due to the gas leak, the calendar has been updated to scheduled a make up day during Spring Break.

Documents

- Rev 1-23-24 2024-25 iLEAD Lancaster Learner Calendar Tr A.pdf
-

5. Discussion And Reports

5.1. School Director Report

Documents

- Director Board Report Feb 23-24 .pdf
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5.2. LCAP Mid Year Update

Discuss Mid Year LCAP Data.

Documents

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

6. Action Items

6.1. 2023-2024 1st Interim Budget

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

Documents

- Lancaster 23.24 1st Interim.pdf
-

6.2. Revised Employee Guidebook

Discuss and take action on updated Employee Guidebook.

Documents

- iLEAD Lancaster_2024 Guidebook Redline for Board Approval.pdf
-

6.3. Revised School Accountability Report Card

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

Documents

- Lancaster 22-23 Revised SARC.pdf
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6.4. LACOE Certification of Signatures

Discuss and take action to update the LACOE Certification of Signature document.

Documents

- iLEAD Lancaster Certification of Signatures_202302 (1).pdf
-

7. Board Comments

7.1. Board Comments

8. Closing Items

8.1. Next Meeting Date

The next Board meeting will be held on Tuesday, March 12, 2024 at 6:30 PM.

8.2. 2024 Annual Board Development Dinner

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

8.3. Adjournment

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

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

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



MEETING MINUTES - iLEAD Lancaster Board

Meeting

Date	Tuesday, December 12, 2023
Started	6:30 PM
Ended	7:16 PM
Location	Address: 254 E. Ave. K-4, Lancaster, CA 93535
Purpose	Regular Scheduled Meeting
Chaired by	Beth Carr-Knudson
Recorder	KeKe Montoya

Meeting package

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Minutes

1. Opening Items

1.1. Call The Meeting To Order

The meeting was called to order at 6:30 PM.

Status: Completed

1.2. Roll Call

Beth - Present

Eric - Present

Bridget - Present

LaNeshae - Present

Status: Completed

1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

Status: Completed

1.4. Board Meeting Agenda

Discuss and take action on the Board Meeting Agenda.

Motioned: Beth

Seconded: Bridget

Unanimously Approved

Due date:

Status: Completed



1.5. Board Meeting Minutes

Discuss and take action on the Board Meeting Minutes.

Motioned: Beth

Seconded: Bridget

Unanimously Approved

LaNeshae abstained from being absent.

Due date:

Status: Completed

2. Curriculum Moment

2.1. Curriculum Moment

7th Grade Facilitator, Jennifer Sosso, presented the Dream Up to Space Program that her and three learners attended in Orlando Florida. The best part for her was watching the learners bonding, exploring and having fun together. Dahliliah was the principal investigator. Lula mentioned this program and experience opened up a lot of new opportunities and she became more interested in Science. Elizabeth was fascinated by the Kennedy Space Center and the Hall of Heroes. Ms Sosso shared that the learners had to switch up their experiment from worms to mushrooms and redo all of their research since the worms were unable to survive in the tube because it wasn't a habitable environment for them.

Status: Completed

3. Public Comments

3.1. Public Comments

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

No public comments were made.

Status: Completed

4. Consent Items

4.1. Personnel Report

Motioned: Beth

Seconded: Bridget

Unanimously Approved

Due date:

Status: Completed



4.2. Check Register

Motioned: Beth

Seconded: Bridget

Unanimously Approved

Due date:

Status: Completed

5. Discussion And Reports

5.1. School Director Report

Nykole presented her Director's Report and answered questions of the Board.

Status: Completed

6. Action Items

6.1. 2023-2024 1st Interim Budget

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

The 2023-2024 1st Interim Budget was tabled until our next meeting on Tuesday, February 6, 2024.

Due date:

Status: Completed

6.2. School Accountability Report Card

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

Allison presented the School Accountability Report Card.

Motioned: LaNeshae

Seconded: Bridget

Unanimously Approved the 22-23 School Accountability Report Card as published without state-populated tables.

Due date:

Status: Completed

6.3. 2024-2025 School Calendar

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

Kim presented the 2024-2025 School Calendar.

Motioned: Beth

Seconded: LaNeshae

Unanimously Approved



Due date:

Status: Completed

6.4. Board Policies and Procedures

Discuss and take action on Board Policies and Procedures.

Kim presented the Board Policies and Procedures.

Motioned: Beth

Seconded: LaNeshae

Unanimously Approved

Due date:

Status: Completed

6.5. Board Member Terms

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

Kim presented the Board Member Terms.

Motioned: Bridget

Seconded: Eric

Unanimously Approved

Due date:

Status: Completed

6.6. Board Member Roles

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

Kim presented the Board Member Roles.

Motioned: Beth

Seconded: LaNeshae

Unanimously Approved

Due date:

Status: Completed

6.7. Purchase of Vehicles

Discuss and take action on approval of additional \$10,000.00 needed for the purchase of three vehicles.

Nykole presented the Purchase of Vehicles information.

Motioned: Beth

Seconded: Eric

Unanimously Approved



Due date:

Status: Completed

7. Board Comments

7.1. Board Comments

No Board comments were made.

Status: Completed

8. Closing Items

8.1. Next Meeting Date - February 6, 2024

Status: Completed

8.2. Adjournment

The meeting was adjourned at 7:16 PM

Status: Completed

EMPLOYMENT - NEW HIRES

Gordon, Champagne	Care Team - Instructional Support	12.12.23
Haney, Brittany	Care Team - Instructional Support	12.15.23
Silva, Savannah	Care Team - Instructional Support	01.05.24
Zepeda, Cynthia	Care Team - Play Support	12.06.23

RESIGNATIONS/TERMINATIONS

Keith, Adriana	Facilitator	12/05/23
Abarca, Ramon	Food Service Assistant	12.15.23
Christian, Emilie	Facilitator - Sub	01.08.24
Lara, Daniel	Food Services Assistant II	01.05.24
McKay, April	Facilitator - Sub	01.08.24

STATUS CHANGE

Macias, Marisol	Food Services Assistant - PT to FT hourly	01.08.24
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Company name: iLEAD Lancaster Charter
Report name: Payment Register
Report title 2: Mission Valley Bank
Footer Text: 12/07/2023-01/31/2024
Created on: 2/2/24
Location: 112--iLEAD Lancaster Charter

Date	Vendor	Amount
12/8/23	ACTO005--Actorsite Inc.	100.00
12/8/23	AMAZ112--Amazon Capital Services (Lanc)	2,533.73
12/8/23	HORS000--Kim Wineland (Horse ETC)	520.00
12/8/23	HUCK000--HuckleBerry Center for Creative Learning [S]	309.00
12/8/23	SYLV003--DKM Learning, LLC	2,100.00
12/11/23	AMAZ112--Amazon Capital Services (Lanc)	259.14
12/11/23	DEW112A--Dewey Pest Control 7179**	167.00
12/11/23	EDTE000--EdTech 101	1,261.44
12/11/23	HOME006--Home Depot Credit Services.	8,666.13
12/11/23	ILEA300--iLEAD California	68.75
12/11/23	ILEA300--iLEAD California	69.97
12/11/23	ILEA300--iLEAD California	79,100.45
12/11/23	ILEA300--iLEAD California	1,336.71
12/11/23	ILEA300--iLEAD California	29.98
12/11/23	ILEA300--iLEAD California	75,756.93
12/11/23	ILEA300--iLEAD California	1,336.71
12/11/23	ILEA300--iLEAD California	19.99
12/11/23	ILEA300--iLEAD California	70,393.54
12/11/23	ILEA300--iLEAD California	1,333.36
12/11/23	ILEA300--iLEAD California	137.95
12/11/23	ILEA300--iLEAD California	3,369.03
12/11/23	ILEA300--iLEAD California	19.99
12/11/23	ILEA300--iLEAD California	997.10
12/11/23	ILEA300--iLEAD California	92,712.21
12/11/23	ILEA300--iLEAD California	59.97
12/11/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	292.50
12/11/23	LCB000--Local Craft Beer LLC	2,684.97
12/11/23	RAIN000--Rainbow Resource Center Inc [P]	59.60
12/11/23	SCHO013--School Food and Wellness Group	3,549.33
12/11/23	SCOO000--Scoot Education	5,594.00
12/11/23	USAD000--USA Dance AV Chapter	450.00
12/11/23	XTLU0000--XTL US Inc.	14,453.73
12/13/23	ILEA300--iLEAD California	48,118.92
12/13/23	ILEA300--iLEAD California	48,085.86
12/13/23	ILEA300--iLEAD California	45,030.08
12/13/23	ILEA300--iLEAD California	33,598.37
12/13/23	UMBB000--UMB Bank	18,000.00
12/14/23	WEXH000--WEX Health Inc.	28.64
12/15/23	DIVV112--Divvy, Inc.	86.95

Date	Vendor	Amount
12/19/23	1k6100250--Maddelain Castro	72.05
12/19/23	AIN001--A+ In Home Tutors, Inc.	840.00
12/19/23	AIRM000--Air Masters Inc	1,970.00
12/19/23	AMAZ112--Amazon Capital Services (Lanc)	832.22
12/19/23	ARBO001--Arbor Learning Community [S]	400.00
12/19/23	AVDA000--AV Dance Studio 81	81.00
12/19/23	BAY112A--Bay Alarm Company 7272	304.48
12/19/23	BAY112C--Bay Alarm Company 9872	1,155.00
12/19/23	BAY112E--Bay Alarm Company 1372	1,800.00
12/19/23	BILL001--Bill's Landscaping, Inc	725.00
12/19/23	BOYL000--Boyle, Andrew	320.00
12/19/23	CIGN000--Cigna Healthcare	3,167.84
12/19/23	COLO001--Colosky's Math Academy	77.00
12/19/23	CORD000--Cordero, Efrain	455.00
12/19/23	COUN000--County of Los Angeles, Department of Public Health	37.00
12/19/23	DUNN000--Dunn-Edwards Paints	2,552.18
12/19/23	EDDI000--Eddies Welding and Iron Works	1,774.00
12/19/23	Justin Albright	128.30
12/19/23	Kimberly Fiske	82.59
12/19/23	McDaniel, Jamie	72.71
12/19/23	Jennifer Sosso	68.70
12/19/23	FIDE000--Fidelity Security Life Insurance Company	687.11
12/19/23	FIDE000--Fidelity Security Life Insurance Company	137.07
12/19/23	FRES001--Fresh Start Healthy Meals, Inc.	19,290.50
12/19/23	GUER000--Guerrero, Laura A.	460.00
12/19/23	HERN010--Hernandez, Alheli	210.00
12/19/23	HOME006--Home Depot Credit Services.	407.92
12/19/23	ILEA300--iLEAD California	4,329.19
12/19/23	IMAG001--Image 2000, Inc	948.05
12/19/23	JIVE000--GoTo Technologies USA, LLC	666.32
12/19/23	JOOB000--Joobilo LLC	253.50
12/19/23	KAIS000--Kaiser Foundation Health Plan	37,545.57
12/19/23	LEAR000--Learn Beyond The Book LLC [S]	664.20
12/19/23	LEAR014--Learning Together AV, Inc	1,616.25
12/19/23	LEGA003--Legal Shield	199.30
12/19/23	MICH000--Michael's Stores, Inc. & Subs	73.16
12/19/23	NATI001--Nationwide	43.68
12/19/23	PROD001--Produce Services of Los Angeles	509.00
12/19/23	QCLO000--QC Locksmiths	90.00
12/19/23	RAIN000--Rainbow Resource Center Inc [P]	91.62
12/19/23	SCHO017--Scholastic Book Fairs	1,752.39
12/19/23	SCOO000--Scoot Education	4,771.00
12/19/23	SEAS000--Sea Supply	1,066.34
12/19/23	SLAV000--APLus Tutoring Inc.	2,100.00
12/19/23	SUNL000--Sun Life Assurance Company of Canada	1,826.19

Date	Vendor	Amount
12/19/23	SYLV003--DKM Learning, LLC	1,200.00
12/19/23	TALE001--Talen Inc	1,088.00
12/19/23	THEH000--The Hidden Dojo	1,695.00
12/19/23	THET000--TheTeeShop LLC	551.25
12/19/23	UND000--Underwood Family Farms	1,305.00
12/19/23	WAS112A--Waste Management 3003.	1,686.59
12/20/23	AMAZ112--Amazon Capital Services (Lanc)	471.77
12/20/23	BRIA001--Brian K. Johnson	319.00
12/20/23	CALS001--Cal State L.A. University Auxiliary Service Inc	3,850.00
12/20/23	FIRE000--Firestorm Freerunning Ultra LLC	360.00
12/20/23	GIBS001--Gibson Music Studio	400.00
12/20/23	MCCL000--McClure & Co.	415.00
12/20/23	MELB000--Mel Booker Music	720.00
12/20/23	OFFI000--ODP Business Solutions LLC	38.23
12/20/23	PURE000--Pure Oasis Water	113.60
12/20/23	SCOO000--Scoot Education	759.00
12/20/23	VANL000--Amy Van Leuven	260.00
12/21/23	VENB000--Venbrook Insurance Services	5,387.64
12/22/23	AMAZ112--Amazon Capital Services (Lanc)	4,736.52
12/22/23	ARBO001--Arbor Learning Community [S]	400.00
12/22/23	CIGN001--Cigna Healthcare	1,698.32
12/22/23	Kimberly Fiske	123.63
12/22/23	Jennifer Sosso	524.27
12/22/23	Jeffrey Krueger	19.83
12/22/23	FRES001--Fresh Start Healthy Meals, Inc.	26,260.80
12/22/23	LEGO000--Lego Education [P]	6,614.17
12/22/23	MICH000--Michael's Stores, Inc. & Subs	455.76
12/22/23	MOVI000--Moving Beyond the Page	1,283.78
12/22/23	OFFI000--ODP Business Solutions LLC	10.95
12/22/23	PROD001--Produce Services of Los Angeles	174.00
12/22/23	PURC000--Purchase Power	4.51
12/22/23	PURE000--Pure Oasis Water	119.70
12/22/23	QUIL000--Quill*	100.47
12/22/23	RAIN000--Rainbow Resource Center Inc [P]	429.46
12/22/23	SEAS000--Sea Supply	1,091.42
12/22/23	Heather Poole	60.32
12/26/23	LOSA001--Los Angeles County Office of Education (LACOE)	-30.21
12/26/23	LOSA001--Los Angeles County Office of Education (LACOE)	30.21
12/28/23	GRAV001--Gravie, Inc	6,714.21
12/29/23	AMAZ112--Amazon Capital Services (Lanc)	924.22
12/29/23	AVEX000--Antelope Express	2,175.80
12/29/23	B2BG000--B2B Geeks	1,333.33
12/29/23	CDWL000--CDW, LLC	4,142.09
12/29/23	EDI112A--Southern California Edison 1256.	4,490.32
12/29/23	Young,Rasheda	222.57

Date	Vendor	Amount
12/29/23	Alexis Judkins	94.80
12/29/23	FRES001--Fresh Start Healthy Meals, Inc.	12,474.21
12/29/23	GUER000--Guerrero, Laura A.	280.00
12/29/23	KAIS000--Kaiser Foundation Health Plan	39,208.43
12/29/23	THEH000--The Hidden Dojo	1,135.00
12/29/23	VENB000--Venbrook Insurance Services	2,587.52
12/29/23	WEXH000--WEX Health Inc.	17.00
12/29/23	Amanda Rees	265.20
1/3/24	AMAZ112--Amazon Capital Services (Lanc)	48.45
1/3/24	Sarai Jeffrey	400.00
1/5/24	1K6100246--Juana Tapia	193.37
1/5/24	ACAD005--Academy Swim Club [S]	585.00
1/5/24	AVDA000--AV Dance Studio 81	253.00
1/5/24	CONR001--Palmdale School of Music Inc.	748.00
1/5/24	Kelsi Firsick	84.70
1/5/24	Kent, Nykole	135.50
1/5/24	GAS112A--SoCalGas 7188	1,594.09
1/5/24	GUER000--Guerrero, Laura A.	240.00
1/5/24	JIVE000--GoTo Technologies USA, LLC	666.97
1/5/24	LAKE000--Lakeshore Learning Materials	2,291.50
1/5/24	LLKM000--Kenneshia Montoya	286.27
1/5/24	SCOO000--Scoot Education	3,455.00
1/5/24	SLAV000--APlus Tutoring Inc.	420.00
1/8/24	BILL001--Bill's Landscaping, Inc	780.00
1/8/24	DEW112A--Dewey Pest Control 7179**	167.00
1/8/24	LAC112A--LA County Waterworks 7679.	225.89
1/8/24	LAC112B--LA County Waterworks 7795.	327.80
1/8/24	LAKE000--Lakeshore Learning Materials	940.62
1/8/24	SHRE001--Shred-IT, C/O Stericycle, Inc	116.70
1/8/24	WAS112A--Waste Management 3003.	1,686.58
1/9/24	AMAZ112--Amazon Capital Services (Lanc)	3,654.29
1/9/24	FRES001--Fresh Start Healthy Meals, Inc.	11,151.85
1/9/24	FRON000--Frontier	111.26
1/9/24	IMAG001--Image 2000, Inc	51.66
1/9/24	LEGA003--Legal Shield	183.35
1/9/24	NATI000--National Benefit Services	911.46
1/9/24	NATI000--National Benefit Services	911.46
1/9/24	NATI001--Nationwide	128.83
1/9/24	RAIN000--Rainbow Resource Center Inc [P]	107.95
1/9/24	SUNL000--Sun Life Assurance Company of Canada	906.04
1/17/24	CIGN001--Cigna Healthcare	424.58
1/17/24	COLO001--Colosky's Math Academy	77.00
1/17/24	Jennifer Sosso	936.60
1/17/24	Nicole Maier	4,980.00
1/17/24	LAND003--Around the World Stories (Matthew Landin)	135.00

Date	Vendor	Amount
1/17/24	LEAR000--Learn Beyond The Book LLC [S]	664.20
1/17/24	TALE001--Talenx Inc	1,088.00
1/17/24	VANL000--Amy Van Leuven	390.00
1/17/24	WECR000--We Craft Box	85.58
1/19/24	FRES001--Fresh Start Healthy Meals, Inc.	15,998.20
1/19/24	FRON000--Frontier	185.42
1/19/24	LAKE000--Lakeshore Learning Materials	156.51
1/19/24	PIT112A--Pitney Bowes 3317	5.99
1/19/24	PURE000--Pure Oasis Water	30.00
1/19/24	RAIN000--Rainbow Resource Center Inc [P]	809.58
1/19/24	RaeNelle McDougal	-196.11
1/22/24	AMAZ112--Amazon Capital Services (Lanc)	250.65
1/22/24	CORD000--Cordero, Efrain	405.00
1/22/24	COUN000--County of Los Angeles, Department of Public Health	-473.00
1/22/24	GIBS001--Gibson Music Studio	200.00
1/22/24	MELB000--Mel Booker Music	660.00
1/23/24	AMAZ112--Amazon Capital Services (Lanc)	259.45
1/23/24	FRES001--Fresh Start Healthy Meals, Inc.	18,431.45
1/23/24	iLEA010--iLEAD Online Charter	15,050.00
1/23/24	IMAG001--Image 2000, Inc	299.03
1/23/24	KIWI000--KIWICO [P]	426.07
1/23/24	TMOB005--T-Mobile 1693	585.20
1/23/24	RaeNelle McDougal	196.11
1/25/24	AIRM000--Air Masters Inc	2,775.00
1/25/24	AMAZ112--Amazon Capital Services (Lanc)	6,169.86
1/25/24	APPL000--Apple Inc	99.00
1/25/24	ASHF001--Ashford Construction Company, Inc	30,125.00
1/25/24	BAY112D--Bay Alarm Company 7172	261.97
1/25/24	BRIA001--Brian K. Johnson	65.00
1/25/24	BRID001--Bridget Howitt	68.95
1/25/24	CAMP000--Campanile Group, Inc	5,000.00
1/25/24	DELT001--DeltaMath Solutions Inc	285.00
1/25/24	EDI112A--Southern California Edison 1256.	4,615.53
1/25/24	EDMA000--edMAJIC LLC	5,300.00
1/25/24	Kelsi Firsick	61.31
1/25/24	Stevens, Taleen	59.88
1/25/24	Kimberly Fiske	61.31
1/25/24	Joaquin Solorio	61.31
1/25/24	EVOT001--EVO Tae Kwon Do Academy	350.00
1/25/24	FRES001--Fresh Start Healthy Meals, Inc.	880.65
1/25/24	FRON000--Frontier	111.59
1/25/24	HOME006--Home Depot Credit Services.	3,129.91
1/25/24	HORS000--Kim Wineland (Horse ETC)	520.00
1/25/24	IMAG001--Image 2000, Inc	418.25
1/25/24	KCEC000--KCE Champions LLC	15,051.00

Date	Vendor	Amount
1/25/24	LAKE000--Lakeshore Learning Materials	80.14
1/25/24	LAWO000--Law Offices of Young, Minney & Corr, LLP	3,770.00
1/25/24	MEAL001--Harris Systems USA, Inc	300.00
1/25/24	MINU000--Minuteman Press	56.93
1/25/24	PANO000--Panorama Education	2,285.14
1/25/24	QCLO000--QC Locksmiths	356.25
1/25/24	QUIL000--Quill*	171.05
1/25/24	RAIN000--Rainbow Resource Center Inc [P]	405.03
1/25/24	SCHO009--School Pathways LLC	1,932.05
1/25/24	SCOO000--Scoot Education	4,277.00
1/25/24	SEAS000--Sea Supply	405.39
1/25/24	THRI000--Thrive Academics, Inc [S]	700.00
1/30/24	AMAZ112--Amazon Capital Services (Lanc)	120.06
1/30/24	AMER014--American Plumbing Services inc	1,060.00
1/30/24	ASHF001--Ashford Construction Company, Inc	20,365.00
1/30/24	BAY112A--Bay Alarm Company 7272	304.48
1/30/24	CALI022--California Dance Academy Inc	352.00
1/30/24	MCCL000--McClure & Co.	30.00
1/30/24	NAVI001--Navigate360, LLC	210.44
1/30/24	PURE000--Pure Oasis Water	74.85
1/30/24	RAIN000--Rainbow Resource Center Inc [P]	72.51
1/30/24	SEAS000--Sea Supply	160.52
1/30/24	STEM005--Stemulate Learning, LLC	5,700.00
1/30/24	SYLV003--DKM Learning, LLC	1,200.00
1/31/24	AMAZ112--Amazon Capital Services (Lanc)	1,291.20
		\$1,017,113.81

Company Name: iLEAD Lancaster Charter
Report Name: Payment Register Summary
Report Title 2: Mission Valley Bank
Footer Text: 12/07/2023-01/31/2024

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	41,162.19
3402	Health & Welfare Benefits - Classified positions	45,022.76
3702	Retiree Benefits - Classified positions	322.92
4120	Core Curriculum - Software & Programs	7,119.68
4130	Other Curriculum	15,050.00
4210	Professional Development References	4,980.00
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	32,995.56
4310	Science Supplies	1,920.52
4315	Art Supplies	2,957.73
4317	Assessment Supplies	817.95
4320	PE Supplies	192.07
4325	Custodial Supplies	2,764.57
4330	Health & Safety	25.26
4335	Home Study Stipend	32,964.02
4340	Office Supplies	2,401.02
4345	Printing & Reproduction Supplies	2,607.47
4355	Facilities Supplies	16,895.44
4410	Classroom Furniture & Equipment	336.25
4420	NonClassroom Furniture & Equipment	564.46
4430	IT Equipment & Supplies	5,123.59
4710	Vended Food Service	105,170.66
4720	Food Supplies	168.45
4740	Cafe Other Supplies	1,323.56
5210	Travel for PD, Conferences, & School Development	1,144.81
5220	Travel for Intersite Business - Mileage*	255.98
5230	Conference & Workshop Registration Fees	300.00
5240	Professional Development - Meetings & Collaborations	3,850.00
5310	Professional Dues, Memberships, and Subscriptions	3,934.10
5420	Other Insurance	2,587.52
5510	Utilities - Electricity	9,105.85
5520	Utilities - Gas	1,594.09
5530	Utilities - Water	553.69
5540	Utilities - Trash	3,373.17
5560	Operations - Security	3,825.93
5630	Repairs & Maintenance - Facilities	59,072.38
5801	Professional Services - Service Fees	317,963.13
5803	Professional Services - Business Services	5,454.70
5805	Professional Services - Payroll Fees	4,467.14
5806	Professional Services - Consultant Fees	5,000.00
5808	Professional Services - Legal Fees	4,062.50

GL Account #	GL Account Description	Total
5809	Professional Services - Shared/Leased Employees	5,003.88
5822	Operating Expenditures - Licenses & Other Fees	2,285.14
5823	Operating Expenditures - Fingerprinting Fees	68.95
5824	Operating Expenditures - Fundraising & Grantwriting	2,565.41
5825	Operating Expenditures - Banking Charges & Fees	4.51
5826	Operating Expenditures - Interest	28.00
5827	Operating Expenditures - Other Benefit Fees	17.00
5829	Operating Expenditures - Events	5,933.55
5840	Operating Expenditures - Software Licenses	3,654.03
5850	Student Services Expenditures - Student Information System	1,932.05
5852	Student Services Expenditures - Special Education Contracted Se	174,833.23
5853	Student Services Expenditures - Student & Group Activities	3,177.05
5854	Student Services Expenditures - Electives & Enrichment	15,051.00
5855	Student Services Expenditures - Substitutes	18,856.00
5910	Telephone & Fax	1,713.56
5920	Internet Services	585.20
5930	Freight Expense	49.50
5940	Postage Expense	205.89
9310	Prepaid Expenditures (Expenses)	30,131.79
9535	Retirement Liability	0.00
9536	403b Payable	1,500.00
9553	Divvy - Lancaster	86.95
Grand Total		\$1,017,113.81

2023

July 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2


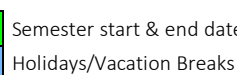

September 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

November 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

December 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Every Friday is a Minimum Day*

	Semester start & end dates		Holidays/Vacation Breaks		Individualized Learning Plans, Assessments, Learner Led Conferences, Showcases of Learning
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2023 - 2024

iLEAD Lancaster

Track A - Site Based

Revised 1/23/2024

August

15 - First Day of School

September

4 - Labor Day

14 - 15 - K-5 Assessments

28 - Minimum Day All Grades*

28 - 29 - Individualized Learning Plans

October

6 - Individualized Learning Plans

9 - 13 - Mid-Fall Break, Staff Professional Learning

31 - Minimum Day All Grades*

November

1 - Learner Free Day

10 - Veterans Day (Observed)

20 - 24 - Fall Break

December

15 - Fall Semester Ends

18 - Jan 8 - Winter Break

January

8 - Staff Professional Learning

9 - Spring Semester Begins

19 - Reports of Progress Sent Home

15 - Martin Luther King, Jr.

22 - Emergency Closure day

25 - Minimum Day All Grades*

25 - 26 - Learner Led Conferences

February

2 - Learner Led Conferences

19 - Presidents' Day

March

April

1 - 5 - Spring Break

May

16 - 17 - K-5 Assessments

24 - Learner Free Day

27 - Memorial Day

28 - Jun 6 - Showcases of Learning

June

7 - Last Day of School

2024

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

April 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

*Minimum day = Schools & Learning Studios close early

2023

July 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2





September 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

November 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

December 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

*Every Friday is a Minimum Day**

	Semester start & end dates
	Holidays/Vacation Breaks
	End of Learning Period
	

2023 - 2024

iLEAD Lancaster

Track A - Independent Study

Revised 1/23/2024

August

15 - First Day of School

September

4 - Labor Day

14 - 15 - K-5 Assessments

28 -Minimum Day All Grades*

28 - 29 - Individualized Learning Plans

October

6 - Individualized Learning Plans

9 - 13 - Mid-Fall Break, Staff Professional Learning

31 -Minimum Day All Grades*

November

1 - Learner Free Day

10 - Veterans Day (Observed)

20 - 24 - Fall Break

December

15 - Fall Semester Ends

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January

8 - Staff Professional Learning

9 - Spring Semester Begins

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February

2 - Learner Led Conferences

19 - Presidents' Day

March

April

1 - 5 - Spring Break

May

16 - 17 - K-5 Assessments

24 - Learner Free Day

27 - Memorial Day

28 - Jun 6 - Showcases of Learning

June

7 - Last Day of School

LP	LP Dates	Days
1	8/15/23 - 9/15/23	23
2	9/18/23 - 10/6/23	15
3	10/16/23 - 11/9/23	18
4	11/13/23 - 12/15/23	20
5	1/9/24 - 2/2/24	17
6	2/5/24 - 3/1/24	19
7	3/4/24 - 3/29/24	20
8	4/8/24 - 5/3/24	20
9	5/6/24 - 6/7/24	23

Individualized Learning Plans, Assessments, Learner Led Conferences, Showcases of Learning

2024

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

April 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**Minimum day = Schools & Learning Studios close early*

iLEAD Lancaster
iLEAD Lancaster Director's Report - Nykole Kent
Feb 6, 2024

Curriculum and Instruction

- Interventions underway
- After school tutoring/clubs
- Spring Intersession
- EL Reclassifications increase

Presentations of Learning

Kinder - How can we as zoologists, design a habitat that meets the needs of plants and animals?

1st Grade - How can I use tools and found objects to create something magnificent?

2nd Grade - How can I, as a geomorphologist, understand the many landforms in North America?

3rd Grade - How can I use my knowledge of traits to design a new animal that can adapt to different environments?

5th Grade - How can we, as Revolutionary war figures, accurately represent our impact and significance in the war of independence.

6th Grade - How can I use my platform/voice and the knowledge of African American history to impact ideologies and socioeconomic structures in the community today?

7th Grade - How can our understanding of mycology support the wellness for humanity and earth?

8th Grade - What are the products and innovations necessary to develop in order to survive, flourish and sustain life away from our home planet?

Events and Activities

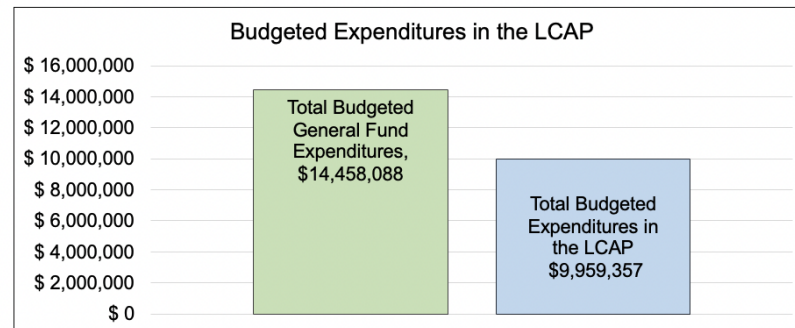
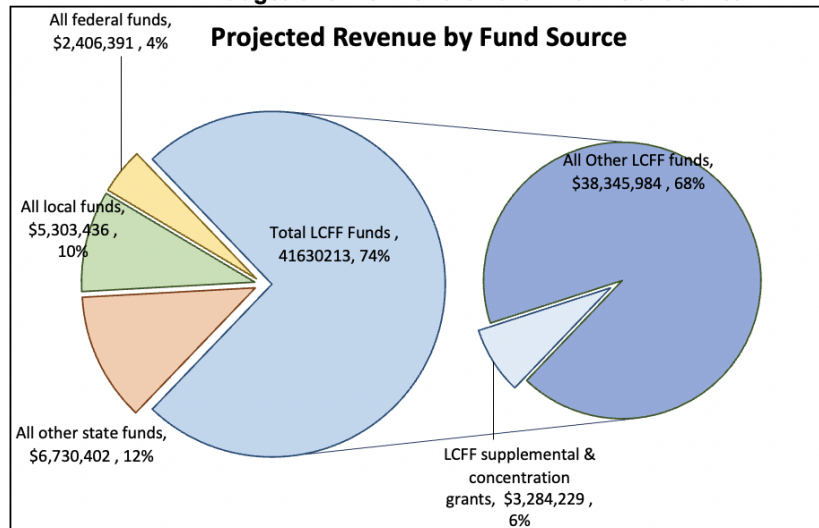
- Basketball season has ended and soccer is ready to begin
- Black History Month presentation
- HBCU Expo



2021-2024 LCAP Overview

GOAL	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 Empower Generation's charter.	GOAL 2: Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.	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 educational partners.
IDENTIFIED NEED	<p>IDENTIFIED NEED:</p> <p>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.</p> <p>This goal addresses the following State Priorities: Priority 1: Basic Services (Conditions of Learning) Priority 2: State Standards (Conditions of Learning) Priority 7: Course Access (Conditions of Learning)</p>	<p>IDENTIFIED NEED:</p> <p>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.</p> <p>This goal addresses the following State Priorities: Priority 4: Pupil Achievement (Pupil Outcomes) Priority 8: Other Pupil Outcomes (Pupil Outcomes)</p>	<p>IDENTIFIED NEED:</p> <p>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.</p> <p>This goal addresses the following State Priorities: Priority 3: Parental Involvement (Engagement) Priority 5: Pupil Engagement (Engagement) Priority 6: School Climate (Engagement)</p>

Budget Overview for the 2023 – 2024 School Year



	Budgeted	Actual
Goal 2	\$0.00	\$0
Goal 3	\$223,800.00	1,0

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 Lancaster's charter.

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing to Increased or Improved Services?	Budgeted	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. Facilitators will be provided with support and resources on a 1:1 basis as needed, with the goal of all teachers being fully credentialed in order to increase teacher retention, thus improving equitable opportunities and outcomes for all learners (State Priority #1).	SARC	Baseline: The 2019-20 SARC shows: 8.6 Misassignments of Teachers of English Learners 12 Total Teacher Misassignments Year 1 Outcome: The 2020-21 SARC shows: 8.6 Misassignments of Teachers of English Learners 12 Total Teacher Misassignments Year 2 Outcome: The 2021-22 SARC shows: 4.1 Misassignments of Teachers of English Learners 3 Total Teacher Misassignments Year 3 Outcome: Data not yet available Desired Outcome: Less than 5 teacher misassignments	No	\$5,934,336.85	\$2,400,393
Met	1.2 High Needs Support Team: Dedicate staff to support unduplicated learners in their academic and social emotional achievement (State Priority #1).	CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials, Facilities	Baseline: 2019 CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials, Facilities: Standard Met Year 1 Outcome: 2021 CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials, Facilities: Standard Me Year 2 Outcome: 2022 CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials, Facilities: Standard Met Year 3 Outcome: 2023 CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials, Facilities: Standard Met Desired Outcome: Maintain	Yes	\$831,588.00	\$564,377
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 and technology (State Priority #1).	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	Baseline: 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 Year 1 Outcome: See baseline Year 2 Outcome: 2022 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 Year 3 Outcome: 2023 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 Desired Outcome: Maintain Standard Met	No	\$152,973.00	\$250,645

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 Lancaster's charter.

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing to Increased or Improved Services?	Budgeted	Actual as of 1st Interim
Met	1.4 School Facilities: The facilities team and onsite staff will ensure all learners and facilitators have clean, safe, innovative spaces in which to conduct onsite learning activities (State Priority #1).	School Accountability Report Card (SARC)	<p>Baseline: 2019-20: The school was rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).</p> <p>Year 1 2020-21: The school was rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).</p> <p>Year 2 2021-22: The school was rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).</p> <p>Year 3 2022-23: The school was rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).</p> <p>Desired Outcome: Maintain</p>	No	\$2,166,659.00	\$825,528
Met	1.5 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	<p>Baseline: 2019 CA School Dashboard Local Indicators: Access to a Broad Course of Study: Standard Met implementation of Standards: Standard Met</p> <p>Year 1 Outcome: See baseline</p> <p>Year 2 Outcome: 2022 CA School Dashboard Local Indicators: Access to a Broad Course of Study: Standard Met implementation of Standards: Standard Met</p> <p>Year 3 Outcome: 2023 CA School Dashboard Local Indicators: Access to a Broad Course of Study: Standard Met implementation of Standards: Standard Met</p> <p>Desired Outcome: Maintain</p>	No	Repeated expenditure, Goal 1, Action 3	N/A
Met	1.6 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).	Internal Measurement and CA School Dashboard	<p>Baseline: CA School Dashboard: Per the 2019 CA School Dashboard, 37.5% of English learners are making progress towards English language proficiency.</p> <p>Year 1 Outcome: 2019: 37.5% English learners are making progress towards English language proficiency.</p> <p>Year 2 Outcome: 2022 CA School Dashboard: 19.5% English learners are making progress towards English language proficiency.</p> <p>Year 3 Outcome: 2023 62.3% English learners are making progress towards English language proficiency.</p> <p>Desired Outcome: 48.3% of English learners are making progress towards English language proficiency.</p>	Yes	\$0.00	\$60,133

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 Lancaster's charter.

Status	Action	Metric	2023-2024 Mid-Year Update	Contributing to Increased or Improved Services?	Budgeted	Actual as of 1st Interim
In Progress	1.7 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).	Professional Learning Attendance Log	<p>Baseline: 100% of staff have engaged in professional learning to improve learner outcomes.</p> <p>Year 1 Outcome: 100% of staff have engaged in professional learning to improve learner outcomes.</p> <p>Year 2 Outcome: 100% of staff have engaged in professional learning to improve learner outcome</p> <p>Desired Outcome: 100% of staff will engage in professional learning to improve learner outcomes.</p> <p>Year 3 Outcome: Data not yet available</p> <p>Desired Outcome: Maintain</p>	No	\$150,000.00	\$35,257
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	<p>Baseline 2021: 64.2% of parents/guardians feel the curriculum, courses, and resources available through the school are engaging/motivating, meet their learner's needs, and are preparing them for next year. (averaged parent/guardian surveys IS & site) Independent Study: 89% (@20%) of parents feel that the curriculum, courses and resources available through the school/program are engaging/motivating and meet their learner's needs. Site-Based: 58% (@80%) of parents/guardians who feel their child is preparing them for the next school year.</p> <p>Year 1 2022: 65.4% of parents/guardians feel the curriculum, courses, and resources available through the school are engaging/motivating, meet their learner's needs, and are preparing them for the next school year. (averaged parent/guardian surveys IS & site) Independent Study: 95% (@20%) of parents feel that the curriculum, courses and resources available through the school/program are engaging/motivating and meet their learner's needs. Site-Based: 58% (@80%) of parents/guardians who feel their child is preparing them for the next school year.</p> <p>Year 2 2023: 67.4% of parents/guardians feel the curriculum, courses, and resources available through the school are engaging/motivating, meet their learner's needs, and are preparing them for the next school year. (averaged parent/guardian surveys IS & site) Independent Study: 96% (@20%) of parents feel that the curriculum, courses and resources available through the school/program are engaging/motivating and meet their learner's needs. Site-Based: 60% (@80%) of parents/guardians who feel their child is preparing them for the next school year.</p> <p>Year 3 Outcome: Data not yet available</p> <p>Desired Outcome: 67%</p>	No	\$500,000.00	\$166,000

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 to Increased or Improved Services?	Budgeted	Actual as of 1st Interim
In Progress	2.1 Student Achievement: School staff will support all learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures. Using a variety of strategies, facilitators and staff will implement Bridges curriculum for math for grades K – 5 and College Preparatory Mathematics curriculum for grades 6-8. Zoophonics, Edmentum literacy and a writing curriculum will be utilized as well so that facilitators and staff can analyze ongoing formative, interim, and summative assessments. Director and grade level teams will analyze data during monthly data protocol grade-level meetings and monthly action plans will be created to close learning gaps (State Priority #4).	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	Baseline: All Students 2019 DataQuest: 95% CAASPP Participation Rate - ELA 93% CAASPP Participation Rate - Math All Students 2019 CA School Dashboard - CAASPP ELA: 63.9 points below standard/increased 14.9 points (yellow) Math: 110.7 points below standard/increased 4.9 (orange) 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 -3.3 NWEA MAP Spring 2021 All Students Math CGI -4 Year 1: All Students 2019 DataQuest: 95% CAASPP Participation Rate - ELA 93% CAASPP Participation Rate - Math All Students 2019 CA School Dashboard - CAASPP ELA: 63.9 points below standard/61.4 points below the state Math: 110.7 points below standard/77.2 points below the state NWEA MAP Spring 2022 All Students Participation Rate - Reading 90.26% NWEA MAP Spring 2022 All Students Participation Rate - Math 91.56% NWEA MAP Spring 2022 All Students Reading CGI -1.52 NWEA MAP Spring 2022 All Students Math CGI -0.43 Year 2: All Students 2022 DataQuest: 95% CAASPP Participation Rate - ELA 94.9% CAASPP Participation Rate - Math All Students 2022 CA School Dashboard - CAASPP ELA: 79.3 points below standard/67.1 points below the state Math: 123.1 points below standard/71.4 points below the state NWEA MAP Spring 2023 All Students Participation Rate - Reading 97% NWEA MAP Spring 2023 All Students Participation Rate - Math 98% NWEA MAP Spring 2023 All Students Reading CGI -37 NWEA MAP Spring 2023 All Students Math CGI -0.27 Year 3 Mid-Year: All Students 2023 DataQuest: 95% CAASPP Participation Rate - ELA 94.9% CAASPP Participation Rate - Math All Students 2023 CA School Dashboard - CAASPP ELA: 82.1 points below standard Math: 115.7 points below standard NWEA MAP Spring 2024 All Students Participation Rate - Reading NWEA MAP Spring 2024 All Students Participation Rate - Math NWEA MAP Spring 2024 All Students Reading CGI -TBD NWEA MAP Spring 2024 All Students Math CGI - TBD Desired Outcome: 95% CAASPP Participation - ELA & Math CAASPP: At or above overall state level All Students NWEA MAP: 95% Participation ELA & Math All Students NWEA MAP Reading CGI 0 All Students NWEA MAP Math CGI 0	No	Repeated expenditure, Goal 1, Action 3	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 to Increased or Improved Services?	Budgeted	Actual as of 1st Interim
In Progress	2.2 EL Student Achievement: School staff will support and track EL learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures (State Priority #4).	EL Learners: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates	Baseline: EL Learners 2019 DataQuest: 98% CAASPP Participation Rate - ELA 96% CAASPP Participation Rate - Math Desired Outcome: 95% CAASPP Participation - ELA & Math EL Learners 2019 CA School Dashboard: CAASPP ELA: 108 points below standard/increased 18.7 points (orange) Math: 154.1 points below standard/declined 16 points (red) Year 1 (same as baseline) EL Learners 2019 DataQuest: 98% CAASPP Participation Rate - ELA 96% CAASPP Participation Rate - Math Desired Outcome: 95% CAASPP Participation - ELA & Math EL Learners 2019 CA School Dashboard: CAASPP ELA: 108 points below standard/62.9 points below the state Math: 154.1 points below standard/85.5 points below the state Year 2: EL Learners 2022 DataQuest: 100% CAASPP Participation Rate - ELA 100% CAASPP Participation Rate - Math EL Learners 2022 CA School Dashboard: CAASPP ELA: 107.8 points below standard/46.6 points below the state Math: 145.4 points below standard/53.4 points below the state Year 3 Outcome: EL 2023 DataQuest: 100% CAASPP Participation Rate - ELA 100% CAASPP Participation Rate - Math EL Learners 2023 CA School Dashboard - CAASPP ELA: 102.9 points below standard (declined 4.9) Math: 129.5 points below standard (increased 16) NWEA MAP Spring 2024 data not yet available Desired Outcome: 95% CAASPP Participation - ELA & Math At or above state level	Yes	Repeated expenditure, Goal 1, Action 6	\$36,244
In Progress	2.3 Socioeconomically Disadvantaged Achievement: School staff will support and track socioeconomically disadvantaged learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures (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	Baseline: Socioeconomically Disadvantaged 2019 DataQuest: 96% CAASPP Participation Rate - ELA 94% CAASPP Participation Rate - Math Desired Outcome: 95% CAASPP Participation - ELA & Math Socioeconomically Disadvantaged 2019 CA School Dashboard: CAASPP ELA: 73.5 points below standard/increased 23.9 points (orange) Math: 119.5 points below standard/increased 17 points (orange) Year 1: Same as baseline 96% CAASPP Participation Rate - ELA 94% CAASPP Participation Rate - Math Desired Outcome: 95% CAASPP Participation - ELA & Math Socioeconomically Disadvantaged 2019 CA School Dashboard: CAASPP ELA: 73.5 points below standard/43.4 points below the state Math: 119.5 points below standard/55.8 points below the state Year 2: Socioeconomically Disadvantaged 2022 DataQuest: 93.6% CAASPP Participation Rate - ELA 94.2% CAASPP Participation Rate - Math Socioeconomically Disadvantaged 2022 CA School Dashboard: CAASPP ELA: 85.9 points below standard/44.5 points below the state Math: 130.1 points below standard/46.1 points below the state Year 3 Mid-Year: Socioeconomically Disadvantaged 2023 DataQuest: 95% CAASPP Participation Rate - ELA 94.7% CAASPP Participation Rate - Math Socioeconomically Disadvantaged 2023 CA School Dashboard - CAASPP ELA: 92.3 points below standard (declined 6.4) Math: 122.7 points below standard (increased 7.7) NWEA MAP Spring 2024 Data not yet available Desired Outcome: 95% CAASPP Participation - ELA & Math At or above the state	Yes	Repeated expenditure, Goal 2, Action 2	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 to Increased or Improved Services?	Budgeted	Actual as of 1st Interim
In Progress	2.4 Foster Youth Achievement: School staff will support and track foster/homeless youth in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures (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	Baseline/Year 1: Foster Youth 2019 DataQuest: 91% CAASPP Participation Rate - ELA 82% CAASPP Participation Rate - Math Desired Outcome: 95% CAASPP Participation - ELA & Math Foster Youth 2019 CA School Dashboard: CAASPP ELA: N/A (less than 11 students) Math: N/A (less than 11 students) Year 2: Year 2: Foster Youth 2022 DataQuest: 100% CAASPP Participation Rate - ELA 100% CAASPP Participation Rate - Math Foster Youth 2022 CA School Dashboard: CAASPP ELA: 76.9 points below standard/8.7 points above the state Math: 132.8 points below standard/6.5 points below the state Year 3 Mid-Year: Foster Youth 2023 DataQuest: 92.3 CAASPP Participation Rate - ELA 92.3% CAASPP Participation Rate - Math Foster Youth 2023 CA School Dashboard - CAASPP ELA: 112.7 points below standard (increased 20.1) Math: 92.8 points below standard (declined 15.8) NWEA MAP Spring 2024 Data not yet available Desired Outcome: 95% CAASPP Participation - ELA & Math At or above the state	Yes	Repeated expenditure, Goal 2, Action 2	N/A
In Progress	2.5 African American Achievement: School staff will support and track African American learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures (State Priority #4).	African American: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates	Baseline: African American 2019 DataQuest: 92% CAASPP Participation Rate - ELA 90% CAASPP Participation Rate - Math African American 2019 CA School Dashboard: CAASPP ELA: 87 points below standard Math: 236.6 points below standard Year 1: Same as baseline. African American 2019 DataQuest: 92% CAASPP Participation Rate - ELA 90% CAASPP Participation Rate - Math African American 2019 CA School Dashboard: CAASPP ELA: 87 points below standard Math: 126.6 points below standard Year 2: African American 2022 DataQuest: 95% CAASPP Participation Rate - ELA 96% CAASPP Participation Rate - Math African American 2022 CA School Dashboard: CAASPP ELA: 103 points below standard/45.3 points below the state Math: 152.4 points below standard/45.5 points below the state Year 3 Mid-Year: African American 2023 DataQuest: 95.6% CAASPP Participation Rate - ELA 96.2% CAASPP Participation Rate - Math African American 2023 CA School Dashboard - CAASPP ELA: 99.4 points below standard (increased 3.6) Math: 130.5 points below standard (increased 22) NWEA MAP Spring 2024 data not yet available Desired Outcome: 95% CAASPP Participation - ELA & Math At or above state	No	Repeated expenditure, Goal 2, Action 2	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 to Increased or Improved Services?	Budgeted	Actual as of 1st Interim
In Progress	2.6 Two or More Races Achievement: School staff will support and track foster/homeless youth in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures (State Priority #4).	Two or More Races: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates	Baseline: Two or More Races 2019 DataQuest: 98% CAASPP Participation Rate - ELA 98% CAASPP Participation Rate - Math Two or More Races 2019 CA School Dashboard: CAASPP ELA: 75.6 points below standard/increased 18.2 points (orange) Math: 112.2 points below standard/increased 19.6 points (orange) Year 1: Same as baseline. Year 2: Two or More Races 2022 DataQuest 94.2% CAASPP Participation Rate - ELA 94.2% CAASPP Participation Rate - Math Two or More Races 2019 CA School Dashboard: CAASPP ELA: 96.3 points below standard/28.8 points below state Math: 133.1 points below standard/123.2 points below state Year 2: Two or More Races 2022 DataQuest 94.2% CAASPP Participation Rate - ELA 94.2% CAASPP Participation Rate - Math Two or More Races 2019 CA School Dashboard: CAASPP ELA: 96.3 points below standard/28.8 points below state Math: 133.1 points below standard/123.2 points below state Desired Outcome: 95% CAASPP Participation - ELA & Math At or above state level	No	Repeated expenditure, Goal 2, Action 2	N/A
In Progress	2.7 Students with Disabilities Achievement: School staff will support students with disabilities in their mastery of standards through integrated core projects and/or curriculum as reflected on state assessments and other internal measures. General and special education staff will collaborate and analyze achievement data (including formative, interim and summative assessments) for students with disabilities on a monthly basis to target learner achievement in order to increase achievement in ELA and math for this student group (State Priority #4).	Students With Disabilities: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates	Baseline/Year 1: Students With Disabilities 2019 DataQuest: 85% CAASPP Participation Rate - ELA 82% CAASPP Participation Rate - Math Students With Disabilities 2019 CA School Dashboard: CAASPP ELA: 108.2 points below standard/increased 18.4 points (orange) Math: 142.8 points below standard/increased 27.6 points (orange) Year 2: Students With Disabilities 2022 DataQuest: 90.2% CAASPP Participation Rate - ELA 93% CAASPP Participation Rate - Math Students With Disabilities 2022 CA School Dashboard: CAASPP ELA: 130.3 points below standard/33 points below state Math: 168.3 points below standard/37.5 points below state Year 3: Students With Disabilities 2023 DataQuest: 92% CAASPP Participation Rate - ELA 92% CAASPP Participation Rate - Math Students With Disabilities 2023 CA School Dashboard: CAASPP ELA: 124.4 points below standard Math: 122.4 points below standard Desired Outcome: 95% CAASPP Participation - ELA & Math At or above state level	No	Repeated expenditure, Goal 2, Action 2	N/A
Met	2.8 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).	Internal Calculation: Annual Reclassification Counts and Rates	Baseline: 2019-20: 2.1% reclassification rate Year 1: 2020-21: 4.5% reclassification rate Year 2: 2021-22: 9% reclassification rate Year 3 Outcome: 2022-2023: 25% reclassification rate Desired Outcome: 10% reclassification rate	Yes	Repeated expenditure, Goal 2, Action 2	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 to Increased or Improved Services?	Budgeted	Actual as of 1st Interim
In Progress	2.9 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 acheiving their personal goals (State Priority #8).	iLEAD Comprehensive Growth Card	Baseline: Spring 2021 Participation Rates: K-2 Facilitators: N/A 3-8 Facilitators: N/A K-2 Learners: N/A 3-8 Learners: N/A Spring 2021 Results: 81% of learners achieved one or more of their academic ILP goals. 72% of learners achieved one or more of their SEL ILP goals. Year 1: Spring 2022 Participation Rates: K-2 Facilitators: 96.8% 3-8 Facilitators: 98.8% K-2 Learners: 70.2% 3-8 Learners: 70.3% Fall 2021 Results: 59% of learners achieved one or more of their academic ILP goals. 49% of learners achieved one or more of their SEL ILP goals. Year 2: Spring 2023 Participation Rates: K-2 Facilitators: 98.4% 3-8 Facilitators: 85% K-2 Learners: 78.3% 3-8 Learners: 53.6% Fall 2022 Results: 64% of learners achieved one or more of their academic ILP goals. 42% of learners achieved one or more of their SEL ILP goals. Year 3 Mid-Year Progress: Spring 2024 Participation Rates: Data not yet available Fall 2023 Results: 38% of learners achieved one or more of their academic ILP goals. 22% of learners achieved one or more of their SEL ILP goals. Desired Outcome: 100% of facilitators and 80% of learners will complete the iLEAD Comprehensive Growth Card. 60% of learners will achieve one or more of their academic ILP goals. 50% of learners will achieve one or more of their SEL ILP goals.	No	Repeated 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.						
	2022-23 Updated Actions	2022-23 Updated Metrics	2022-23 Updated Desired Outcomes	Contributing to Improved or Increased Services?	Budgeted	Actual as of 1st Interim
In Progress	3.1 Educational Partners: iLEAD Lancaster will incorporate multiple ways for families to engage, connect with the community through volunteer and outreach strategies, and provide communication amongst all educational partners to promote learner engagement and awareness of the mission and vision of iLEAD Lancaster. To solicit feedback, the school will also conduct an annual survey for input on the school and its programs (State Priority #3, #6).	School Calendar	Baseline/Year 1: 2020-21: The school held monthly educational partner meetings during the school year. Year 2: 2022-2023: The school held monthly educational partner meetings during the school year. Year 3: 2023-2024: No data yet available Desired Outcome: The school will hold a minimum of ten educational partner meetings per year.	No	\$20,000.00	\$9,120
Met	3.2 Family Education: In order to promote engagement, school staff will provide continuous education opportunities for families on iLEAD cultural pieces such as Love & Logic, Restorative Practices, and/or 7 Habits/Leader in Me. Regular TED Talks and Parent University workshops on topics related to the mission and vision will also be provided (State Priority #3).	CA School Dashboard Local Indicator: Parent & Family Engagement	CA School Dashboard Local Indicator: Parent & Family Engagement Baseline 2019: Standard Met Year 1 2019: Standard Met Year 2 2022: Standard Met Year 3 2023: Standard Met Desired Outcome: Maintain Standard Met	Yes	\$0	\$5,237
In Progress	3.3 Academic Counseling and Support: School staff will provide academic counseling and resources to lower (or maintain) the dropout rate of its middle school learners. The school will also increase the number of community partnerships to support learners and their families (State Priority #5).	CALPADS 8.1b: Middle School Number of Community Partnerships	Baseline: 2020-21 Middle School Dropout Rate: 0% 15 community partnerships Year 1: 20-21 Middle School Dropout Rate: 0% 20 community partnerships Year 2: 2021-22 Middle School Dropout Rate: 0% 26 community partnerships Year 3: 2022-23 Middle School Dropout Rate: 0% data not yet available Desired Outcome: Middle School Dropout Rate: 0% 30 community partnerships	No	Repeated expenditure, Goal 1, Action 1	N/A
In Progress	3.4 EL Academic Counseling and Support: EL Academic Counseling and Support: The EL Coordinator and other school staff will provide academic counseling and resources to lower (or maintain) the dropout rate of its EL middle school learners (State Priority #5).	Counselor Data	Baseline: EL learners and their families will receive additional counseling, social emotional, and academic support/resources from school staff. Year 1: 2021-22: 100% of EL learners and their families received additional counseling, social emotional, and academic support/resources from school staff. Year 2: 2022-23: 100% of EL learners and their families received additional counseling, social emotional, and academic support/resources from school staff. Year 3: 2023-24: Data not yet available Desired Outcome: 100% of EL learners and their families will receive additional counseling, social emotional, and academic support/resources from school staff.	Yes	Repeated expenditure, Goal 1, Action 2	N/A
In Progress	3.5 Foster Youth Academic Counseling and Support: School staff will provide academic counseling and resources to lower (or maintain) the dropout rate of its homeless and foster youth middle school learners (State Priority #5).	Counselor Data	Baseline: Foster youth and their families receive additional counseling, social emotional, and academic support/resources from school staff. Year 1: 2021-22 100% of foster youth and their families received additional counseling, social emotional, and academic support/resources from school staff. Year 2: 2022-23 100% of foster youth and their families received additional counseling, social emotional, and academic support/resources from school staff Year 3: 2023-24: Data not yet available Desired Outcome: 100% of foster youth and their families will receive additional counseling, social emotional, and academic support/resources from school staff.	Yes	Repeated 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.						
	2022-23 Updated Actions	2022-23 Updated Metrics	2022-23 Updated Desired Outcomes	Contributing to Improved or Increased Services?	Budgeted	Actual as of 1st Interim
In Progress	3.6 Socioeconomically Disadvantaged Academic Counseling and Support: School staff will provide academic counseling and resources to lower (or maintain) the dropout rate of its socioeconomically disadvantaged middle school learners (State Priority #5).	Counselor Data	Baseline: Socioeconomically disadvantaged and their families receive additional counseling, social emotional, and academic support/resources from school staff. Year 1: 2021-22 100% of socioeconomically disadvantaged and their families received additional counseling, social emotional, and academic support/resources from school staff. Year 2: 2022-23 100% of socioeconomically disadvantaged and their families received additional counseling, social emotional, and academic support/resources from school staff. Year 3: 2023-24: Data not yet available Desired Outcome: 100% of socioeconomically disadvantaged and their families will receive additional counseling, social emotional, and academic support/resources from school staff.	Yes	Repeated expenditure, Goal 1, Action 2	N/A
Not Met	3.7 School Attendance: The attendance support team and school staff will work with all learners and specific student groups exhibiting challenges with academics and SEL to minimize chronic absenteeism and support a strong attendance rate. The team will implement the improvement plan for chronic absenteeism, support the SST process and conduct home visits (State Priority #5).	CA School Dashboard State Indicator: Chronic Absenteeism P Annual Report: Attendance Rate	Baseline: 2019 CA School Dashboard: 32.6% Chronic Absenteeism 2019-20 Attendance Rate: 91% Year 1: 2019 CA School Dashboard: 32.6% Chronic Absenteeism 2020-21 Attendance Rate: 91% Year 2: 2022 CA School Dashboard: 47% Chronic Absenteeism 2021-22 Attendance Rate: 91% Year 3: 2023 CA School Dashboard: 47% Chronic Absenteeism 2022-2023 Attendance Rate: 88.1% Desired Outcome: 10.1% Chronic Absenteeism Attendance Rate: 93%	No	\$19,300.00	\$8,629
Not 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 environment while at school. School staff will incorporate strategies from Love & Logic, Restorative Practices, and/or 7 Habits/Leader in Me 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	Baseline: 2019 CA School Dashboard: 1.2% suspended at least once (declined 0.3% - green) 2019-20 Expulsion Rate: 0% expulsion rate. CA School Dashboard Local Indicator: Local Climate Survey: Standard Met Year 1: 2019 CA School Dashboard: 1.2% suspended at least once (declined 0.3% - green) 2019-21 Expulsion Rate: 0% expulsion rate. CA School Dashboard Local Indicator: Local Climate Survey: Standard Met Year 2: 2022 CA School Dashboard: 4.8% suspended at least one day 2021-22 Expulsion Rate: 0% expulsion rate. CA School Dashboard Local Indicator: Local Climate Survey: Standard Met Year 3: 2023 CA School Dashboard: 5.7% suspended at least one day 2022-23 Expulsion Rate: 0% expulsion rate. CA School Dashboard Local Indicator: Local Climate Survey: Standard Met Desired Outcome: Less than 1% suspension rate. Expulsion Rate: 0% Local Climate Survey: Standard Met	No	\$1,000.00	\$1,152
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	Baseline: None Year 1: 2022 Panorama Learner Survey: 72% positive school-teacher relationships Year 2: 2023 Panorama Learner Survey: 85% positive school-teacher relationships Year 3: 2024: data not yet available Desired Outcome: 80%	No	\$183,500.00	\$16,953

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

Charter School Certification

Charter School Name:	iLEAD Lancaster
CDS #:	19 64667 0125559
Charter Approving Entity:	Lancaster Elementary School District
County:	Los Angeles
Charter #:	1376

For information regarding this report, please contact:

For Approving Entity:

Maria Alatorre

Name

Director of Fiscal Services

Title

661-948-4661 x111

Telephone

alatorrem@lancsd.org

E-mail address

For Charter School:

Nykole Kent

Name

Director

Title

661-722-4287

Telephone

director@ileadlancaster.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: _____

Charter School Official
(Original signature required)

Date: _____

Printed

Name: Nykole Kent

Title: _____

To the Lancaster Elementary 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: _____

Authorized Representative of
Charter Approving Entity
(Original signature required)

Date: _____

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: _____

County Superintendent/Designee
(Original signature required)

Date: _____

Charter School Name:	iLEAD Lancaster
CDS #:	19 64667 0125559
Charter Approving Entity:	Lancaster Elementary School District
County:	Los Angeles
Charter #:	1376

<input type="checkbox"/>	Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
<input checked="" type="checkbox"/>	Modified Accrual Basis (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

(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	89,433	484,667	484,667	484,667	0	484,667	0
Total, Capital Outlay		89,433	484,667	484,667	484,667	0	484,667	0
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	7280-7299	0	0	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	0
Total, Other Outgo		0	0	0	0	0	0	0
8. TOTAL EXPENDITURES		14,458,089	15,116,910	4,755,137	9,320,843	5,289,681	14,610,524	506,386
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		449,860	134,509	(1,248,343)	640,895	0	640,895	(506,386)
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)
D. OTHER FINANCING SOURCES / USES								
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
4. TOTAL OTHER FINANCING SOURCES / USES		0	0	0	0	0	0	0
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		449,860	134,509	(1,248,343)	640,895	0	640,895	(506,386)
F. FUND BALANCE, RESERVES								
1. Beginning Fund Balance								
a. As of July 1	9791	6,368,929	6,368,929		6,368,929		6,368,929	(0)
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0	0				0	0
c. Adjusted Beginning Balance		6,368,929	6,368,929		6,368,929	0	6,368,929	
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		6,818,789	6,503,439		7,009,824	0	7,009,824	
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	
Legally Restricted Balance	9740	0	0				0	
Designated for Economic Uncertainties	9770	6,818,789	6,503,439		7,009,824		7,009,824	
Other Designations	9775, 9780	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)	

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

Charter School Name: LEAD Lancaster
 CDS #: 19 84687 0125599
 Charter Approving Entity: Lancaster Elementary School District
 County: Los Angeles
 Charter #: 1376
 Fiscal Year: 2023-2024

2023-23 (populated from Alternative Form Tab)						
Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total	Totals for 2024-25	Totals for 2025-26
A. REVENUES						
1. LCFF Sources						
State Aid - Current Year	8011	6,485,169		6,485,169	6,612,044	6,673,465
Education Protection Account - Current Year	8012	2,181,898		2,181,898	2,267,864	2,342,477
State Aid - Prior Years	8019	0		0	0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	826,525		826,525	826,525	826,525
Other LCFF Transfers	8091, 8097	0		0	0	0
Total, LCFF Sources		9,493,592		9,493,592	9,706,433	9,842,467
2. Federal Revenues						
No Child Left Behind	8290	0	0	0	0	0
Special Education - Federal	8181, 8182	96,330	96,330	96,257	100,222	
Child Nutrition - Federal	8220	883,856	883,856	901,533	919,564	
Other Federal Revenues	8290	1,375,634	1,375,634	255,880	260,695	
Total, Federal Revenues		0	2,355,820	2,356,820	1,255,678	1,290,452
3. Other State Revenues						
Special Education - State	StateRevSE	628,063	628,063	640,624	653,437	
Child Nutrition Programs	8520	220,984	220,984	220,984	220,984	
Mandated Costs Reimbursements	8550	13,250	13,250	14,736	15,222	
Lottery - Unrestricted and Instructional Materials	8560	126,435	51,431	177,866	177,866	
Low Performing Student Block Grant	8590	0	1,449,458	1,236,808	1,236,808	
All Other State Revenues	StateRevAO	583,945	583,945	683,945	683,945	
Total, Other State Revenues		139,685	2,933,661	3,073,546	2,874,943	2,888,242
4. Other Local Revenues						
Transfers from Sponsoring LEAs to Charter Schools	8791	0	0	0	0	0
All Other Local Revenues	LocalRevAO	328,461	0	328,461	328,461	328,461
Total, Local Revenues		328,461	0	328,461	328,461	328,461
5. TOTAL REVENUES		9,961,738	5,289,681	15,251,419	14,165,507	14,339,621
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	2,959,226	2,959,226	3,018,411	3,078,779	
Certificated Pupil Support Salaries	1200	177,198	0	177,198	180,742	186,164
Certificated Supervisors' and Administrators' Salaries	1300	139,012	0	139,012	141,791	144,627
Other Certificated Salaries	1900	108,550	108,550	110,721	112,935	
Total, Certificated Salaries		3,275,436	168,550	3,383,986	3,451,685	3,522,695
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	0	677,022	677,022	697,333	704,374
Non-certificated Support Salaries	2200	352,938	0	352,938	363,626	367,197
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0	0
Clerical and Office Salaries	2400	249,376	52,480	301,856	310,912	314,051
Other Non-certificated Salaries	2900	93,441	752,494	845,935	871,503	880,100
Total, Non-certificated Salaries		695,755	1,481,996	2,177,741	2,243,073	2,265,722
3. Employee Benefits						
STRS	3101-3102	625,768	20,733	646,501	659,431	672,620
PERS	3201-3202	0	0	0	0	0
QASDI / Medicare / Alternative	3301-3302	192,683	121,676	314,359	320,648	327,099
Health and Welfare Benefits	3401-3402	346,369	168,148	511,507	521,737	532,172
Unemployment Insurance	3501-3502	30,730	1,591	32,320	32,967	33,626
Workers' Compensation Insurance	3601-3602	116,663	23,858	140,521	143,331	146,197
Retiree Benefits	3701-3702	27,229	30,000	57,229	58,373	59,541
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		1,339,432	383,006	1,702,438	1,736,485	1,771,215
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	124,275	214,891	339,166	239,448	244,237
Books and Other Reference Materials	4200	28,942	0	28,942	29,520	30,110
Materials and Supplies	4300	26,228	924,571	950,799	658,814	671,991
Noncapitalized Equipment	4400	629,700	629,700	90,000	91,800	
Food	4700	876,738	876,738	894,272	912,158	
Total, Books and Supplies		179,445	2,645,900	2,825,345	1,912,054	1,950,296
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	0	0	0	0	0
Travel and Conferences	5200	79,500	79,500	81,090	82,711	
Dues and Memberships	5300	35,230	0	35,230	35,834	36,653
Insurance	5400	85,588	0	85,588	88,219	90,089
Operations and Housekeeping Services	5500	254,147	0	254,147	259,230	264,414
Rentals, Leases, Repairs, and Noncap. Improvements	5600	196,746	178,229	374,975	382,456	390,105
Professional/Consulting Services and Operating Expend.	5800	2,752,496	432,510	3,185,006	3,142,706	3,205,560
Communications	5900	20,901	0	20,901	21,319	21,745
Total, Services and Other Operating Expenditures		3,346,109	690,239	4,036,348	4,011,054	4,091,274
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	6300	0	0	0	0	0
Expansion of School Libraries	6400	0	0	0	0	0
Equipment	6500	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6500	484,667	0	484,667	484,667	484,667
Total, Capital Outlay		484,667	0	484,667	484,667	484,667
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		9,320,843	5,289,681	14,610,524	13,838,988	14,085,679
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)						
		640,895	0	640,895	326,509	253,943
D. OTHER FINANCING SOURCES / USES						
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
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		640,895	0	640,895	326,509	253,943
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	6,368,929		6,368,929	7,009,824	7,336,333
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0	0	0	0	0
c. Adjusted Beginning Balance		6,368,929	0	6,368,929	7,009,824	7,336,333
2. Ending Fund Balance, Oct 31 (E + F1.c.)		7,009,824	0	7,009,824	7,336,333	7,690,275
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	7,009,824		7,009,824	7,336,333	7,690,275
Other Designations	9775, 9780	0	0	0	0	0
Net Investment in Capital Assets (Accrual Basis Only)	9786	0	0	0	0	0
Undesignated / Unappropriated Amount	9790	(0)	0	(0)	(0)	0

Object	2023-24	July Actuals	August Actuals	September Actuals	October Actuals	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:																
A. BEGINNING CASH		6,368,929	7,425,773	7,456,556	6,441,801	5,840,629	10,911,069	5,134,778	5,299,232	4,776,647	4,640,699	5,002,323	5,380,300			
B. RECEIPTS																
LCFF/Revenue Limit Sources																
Principal Apportionment	8010-8019	8,667,067	\$297,435.00	\$297,435.00	\$1,047,525.00	\$632,220.48	\$842,960.64	\$983,454.08	\$351,233.60	\$702,467.20	\$1,053,700.80	\$1,053,700.80	\$702,467.20	\$702,467.20		8,667,067
In Lieu Property Taxes	8096	826,525		74,156		148,322	0	300,948	0	0	0	0	303,099			826,525
Miscellaneous Funds	8080-8098					0	0	0	0	0	0	0	0			0
Federal Revenue	8100-8299	2,355,820			155,785	0	0	0	0	880,014	0	0	1,320,021			2,355,820
Other State Revenue	8300-8599	3,073,546	72,048	61,397	170,905	368,219	294,575	343,671	392,767	245,480	368,219	245,480	196,384			3,073,546
Other Local Revenue	8600-8799	328,461	665	3	2,564	1,788	80,860	0	106,736	0	0	135,846	0			328,461
Interfund Transfers In	8910-8929															0
All Other Financing Sources	8930-8979															0
TOTAL RECEIPTS		15,251,419	72,713	358,835	545,061	1,519,498	1,229,622	1,137,536	1,628,073	850,737	1,827,961	1,421,920	1,435,026	2,521,971	702,467	15,251,419
C. DISBURSEMENTS																
Certificated Salaries	1000-1999	3,383,986	231,464.64	256,844.53	279,178.84	278,840.44	287,300.40	280,532.43	290,007.59	300,497.95	290,684.39	288,315.60	300,159.55			3,383,986
Classified Salaries	2000-2999	2,177,741	128,051.17	172,477.08	174,001.50	158,103.99	166,379.41	161,806.15	171,823.76	183,801.33	221,694.02	205,360.97	217,120.77			2,177,741
Employee Benefits	3000-3999	1,702,438	74,226.30	179,266.72	70,480.93	209,399.87	59,244.84	138,578.45	223,870.60	74,396.54	140,791.62	144,707.23	193,737.44			1,702,438
Books and Supplies	4000-4999	2,825,345	187,037.82	113,861.39	611,687.14	462,226.40	161,327.19	189,298.10	159,349.45	223,484.77	198,339.20	200,316.94	135,334.01			2,825,345
Services	5000-5999	4,036,330	117,457.73	255,500.83	284,966.17	209,082.83	275,278.93	245,409.96	296,671.58	265,188.06	1,112,399.00	221,595.51	210,697.37			3,710,394
Capital Outlay	6000-6599	484,667											484,667			484,667
Other Outgo	7000-7499															0
Interfund Transfers Out	7600-7629															0
All Other Financing Uses	7630-7699															0
TOTAL DISBURSEMENTS		14,610,506	738,238	977,951	1,420,315	1,317,654	949,531	1,015,625	1,141,723	1,047,369	1,963,908	1,060,296	1,057,049	1,594,914	0	14,284,571
D. BALANCE SHEET ITEMS		Beginning														
Assets and Deferred Outflows																
Cash Not In Treasury	9111-9199	7,431,079	30,782.97	-1,014,755.13	-601,171.50	449,803.92	1,135,339.74									(0)
Accounts Receivable	9200-9299	2,886,320	1,220,981.28	53,791.95	324,232.48	69,522.56	(1,868,528)									0
Due From Other Funds	9310	46,748	25,527.25	6,654.81	-10,212.98	-15,040.95	(6,928)									0
Stores	9320															0
Prepaid Expenditures	9330	357,734														0
Other Current Assets	9340	13,438,068														0
Deferred Outflows of Resources	9490															0
SUBTOTAL		24,159,950	1,277,292	(954,308)	(287,152)	504,286	(540,117)	0	0	0	0	0	0	0	0	(0)
Liabilities and Deferred Inflows																
Accounts Payable	9500-9599	(1,848,592)	428,791.19	177,122.50	368,488.25	30,552.57	(1,004,955)									(0)
Due To Other Funds	9610															0
Current Loans	9640															0
Unearned Revenues	9650	(2,726,078)	2,726,078				(2,726,078)									0
Deferred Inflows of Resources	9690															0
Other Designations	9770	(19,585,281)														0
SUBTOTAL		(24,159,950)	3,154,869	177,123	368,488	30,553	(3,731,033)	0	0	0	0	0	0	0	0	(0)
Nonoperating																
Suspense Clearing	9910		3,599,945	1,781,330	516,139	(1,276,748)	1,599,432	(5,898,201)	(321,897)							(0)
TOTAL BALANCE SHEET ITEMS		0	1,722,368	649,899	(139,501)	(803,016)	4,790,348	(5,898,201)	(321,897)	(325,953)	0	0	0	0	0	(325,953)
E. NET INCREASE/DECREASE (B - C + D)			1,056,844	30,783	(1,014,755)	(601,172)	5,070,440	(5,776,290)	164,453	(522,585)	(135,948)	361,624	377,977	927,057	702,467	640,895
F. ENDING CASH (A + E)			7,425,773	7,456,556	6,441,801	5,840,629	10,911,069	5,134,778	5,299,232	4,776,647	4,640,699	5,002,323	5,380,300	6,307,357		
G. ENDING CASH, PLUS ACCRUALS																7,009,824

Actuals required through the month of : October	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
A. BEGINNING CASH			7,009,824	6,395,541	5,800,935	5,112,981	5,451,042	5,614,129	5,787,240	6,313,520	6,156,645	5,165,345	6,031,846	6,450,564			
B. RECEIPTS																	
LCFF/Revenue Limit Sources																	
Principal Apportionment	8010-8019	8,879,908		\$297,435.00	\$297,435.00	\$1,047,525.00	\$651,376.17	\$868,501.56	\$1,013,251.82	\$361,875.65	\$723,751.30	\$1,085,626.95	\$1,085,626.95	\$723,751.30	\$723,751.30		8,879,908
In Lieu Property Taxes	8099				\$74,156.11		\$0.00	\$0.00	\$300,947.56	\$0.00	\$0.00	\$451,421.33	\$0.00	\$0.00			826,525
Miscellaneous Funds	8080-8098	826,525					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0
Federal Revenue	8100-8299	1,255,670				\$155,785.00	\$0.00	\$0.00	\$0.00	\$0.00	\$439,954.00	\$0.00	\$0.00	\$659,931.00			1,255,670
Other State Revenue	8300-8599	2,874,943	\$72,048.46	\$61,397.00	\$170,905.26	\$314,400.00	\$338,428.84	\$270,743.07	\$315,866.92	\$360,990.76	\$225,619.23	\$338,428.84	\$225,619.23	\$180,495.38			2,874,943
Other Local Revenue	8600-8799	328,461	\$665.03	\$2.54	\$2,564.22	\$1,787.54	\$80,860.42	\$0.00	\$0.00	\$106,735.75	\$0.00	\$0.00	\$135,845.50	\$0.00			328,461
Interfund Transfers In	8910-8929																0
All Other Financing Sources	8930-8979																0
TOTAL RECEIPTS		14,165,507	72,713	358,835	545,061	1,519,498	1,070,665	1,139,245	1,630,066	829,602	1,389,325	1,875,477	1,447,092	1,564,178	723,751	0	14,165,507
C. DISBURSEMENTS																	
Certificated Salaries	1000-1999	3,451,665	236,094	261,981	284,762	284,417	293,046	286,143	295,808	306,508	296,498	294,082	306,163	306,163			3,451,665
Classified Salaries	2000-2999	2,243,073	131,893	177,651	179,222	162,847	171,371	166,660	176,978	189,315	228,345	211,522	223,634	223,634			2,243,073
Employee Benefits	3000-3999	1,736,485	75,711	182,852	71,890	213,588	60,430	141,350	228,348	75,884	143,607	147,601	197,612	197,612			1,736,485
Books and Supplies	4000-4999	1,912,054	126,578	77,056	413,960	312,812	109,178	128,108	107,840	151,243	134,226	135,565	91,587	123,901			1,912,054
Services	5000-5999	4,011,054	116,722	253,900	283,180	207,773	273,554	243,872	294,812	263,526	1,577,949	220,207	209,377	66,182			4,011,054
Capital Outlay	6000-6599	484,667												484,667			484,667
Other Outgo	7000-7499																0
Interfund Transfers Out	7600-7629																0
All Other Financing Uses	7630-7699																0
TOTAL DISBURSEMENTS		13,838,998	686,997	953,440	1,233,014	1,181,437	907,579	966,133	1,103,786	986,477	2,380,625	1,008,976	1,028,373	1,402,160	0	0	13,838,998
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	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	0
Nonoperating																	
Suspense Clearing	9910																0
TOTAL BALANCE SHEET ITEMS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. NET INCREASE/DECREASE (B - C + D)			(614,283)	(594,606)	(687,954)	338,061	163,086	173,112	526,280	(156,875)	(991,300)	866,501	418,718	162,018	723,751	0	326,509
F. ENDING CASH (A + E)			6,395,541	5,800,935	5,112,981	5,451,042	5,614,129	5,787,240	6,313,520	6,156,645	5,165,345	6,031,846	6,450,564	6,612,582			
G. ENDING CASH, PLUS ACCRUALS																	7,336,333

iLEAD Lancaster							
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
Governmental Activities:							
State School Building Loans Payable	0.00	0.00	0	0	0	0	0.00
Certificates of Participation Payable	0.00	0.00	0	0	0	0	0.00
Capital Leases Payable	0.00	0.00	0	0	0	0	0.00
Lease Revenue Bonds Payable	0.00	0.00	0	0	0	0	0.00
Other Debt (1)*	0.00	0.00	0	0	0	0	0.00
Net Pension Liability	0.00	0.00	0	0	0	0	0.00
Total/Net OPEB Liability	0.00	0.00	0	0	0	0	0.00
Compensated Absences Payable	0.00	0.00	0	0	0	0	0.00
Governmental activities long-term liabilities	0	0	0	0	0	0	0
Business-Type Activities:							
State School Building Loans Payable	0.00	0.00	0	0	0	0	0.00
Certificates of Participation Payable	0.00	0.00	0	0	0	0	0.00
Capital Leases Payable	0.00	0.00		13,450,221	158,225	13,291,996	164,344.10
Lease Revenue Bonds Payable	0.00	0.00	0	0	0	0	0.00
Other Debt (2)*	0.00	0.00	0	0	0	0	0.00
Net Pension Liability	0.00	0.00	0	0	0	0	0.00
Total/Net OPEB Liability	0.00	0.00	0	0	0	0	0.00
Compensated Absences Payable	0.00	0.00	0	0	0	0	0.00
Business-type activities long-term liabilities	0	0	0	13,450,221	158,225	13,291,996	164,344
Other Debt (1)* _____							
Other Debt (2)* _____							
	Total (from above)	Principal	Interest	Interest Object Code			
Governmental Decreases	0.00						
Business Type Decreases	158,225.02						

*iLEAD Lancaster has a facility financed through a CSFA facility bond program. Payments commenced July 25, 2022. Payments will be completed June 30, 2061.

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)



iLEAD Lancaster

Employee Guidebook

Board Approved February 06, ~~2023~~2024

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INTRODUCTION

Welcome to iLEAD Lancaster!

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 Lancaster (“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

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

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

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

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

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 not need 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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:

Length of Workday in Hours	# of Meal Periods	Explanation
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

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. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PAY DAYS

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

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

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

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

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

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

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

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

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

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.

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

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 parent¹ 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 person² 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.

¹ 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. ² 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. 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

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 Lancaster Charter
2022–23 School Accountability Report Card
Reported Using Data from the 2022–23 School
Year
California Department of Education

Address:	254 East Avenue K-4 Lancaster, CA , 93535- 4500	Principal:	Ms. Nykole Kent, Site Director
Phone:	(661) 722-4287	Grade Span:	K-8

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.

About This School

Ms. Nykole Kent, Site Director

Principal, iLEAD Lancaster Charter

About Our School



Welcome to iLEAD Lancaster Charter!

iLEAD Lancaster Charter is a tuition-free, public charter that educates learners in grades TK-8. Our school offers a learner-centered approach to education that focuses on project-based learning, social-emotional learning, and individualized learning principles that adhere to the Common Core Standards.

iLEAD Lancaster Charter'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 open, fun learning environments that include a Makery and hands-on STEAM activities, it is our goal to build an engaging educational experience based on standards with a focus on your child's unique strengths and playful love of learning.

Nykole Kent, Director

Contact

iLEAD Lancaster Charter
254 East Avenue K-4
Lancaster, CA 93535-4500

Phone: (661) 722-4287

Email: director@ileadlancaster.org

Contact Information (School Year 2023–24)

District Contact Information (School Year 2023–24)

District Name	Lancaster Elementary
Phone Number	(661) 948-4661
Superintendent	Marietti, Paul
Email Address	mariettip@lancsd.org
Website	www.lancsd.org

School Contact Information (School Year 2023–24)

School Name	iLEAD Lancaster Charter
Street	254 East Avenue K-4
City, State, Zip	Lancaster, CA , 93535-4500
Phone Number	(661) 722-4287
Principal	Ms. Nykole Kent, Site Director
Email Address	director@ileadlancaster.org
Website	http://ileadcharterschool.org
County-District-School (CDS) Code	19646670125559

Last updated: 1/17/24

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

iLEAD Lancaster prioritizes a positive, supportive, and inviting environment where our learners can focus on their development. In addition to academic excellence, we are committed to supporting learners' development of emotional intelligence, life skills, and community engagement. Our teachers (facilitators) are devoted to providing learners with the best academic and emotional support by way of individualized attention.

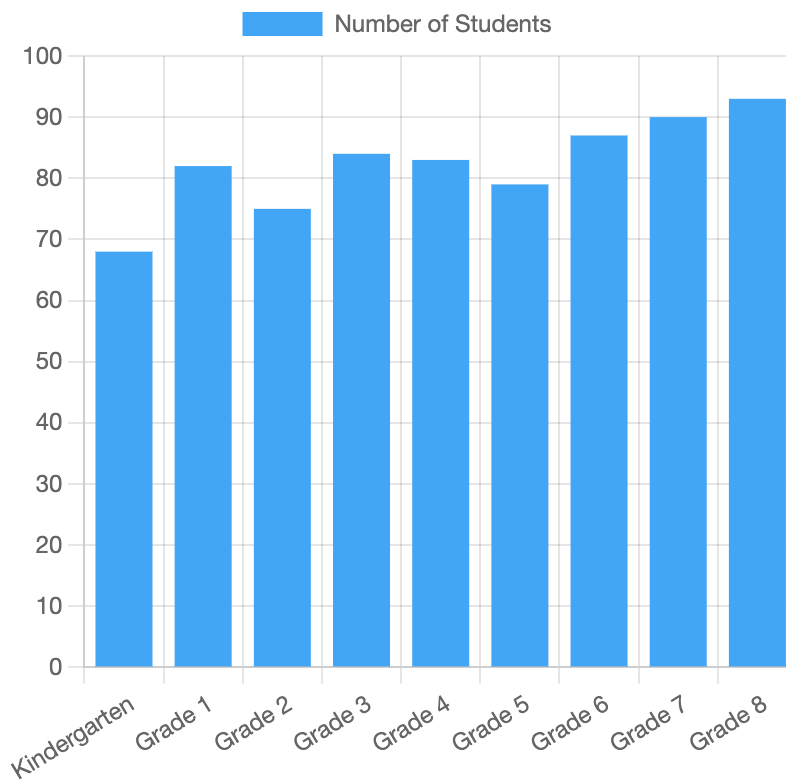
The **mission** of iLEAD Lancaster Charter School is to empower learners to become conscientious, compassionate, and responsible citizens of the world. In this process, we inspire them to become creative thinkers and leaders with a lifelong love of learning. We accomplish this through individualized instruction, active learning methods, and opportunities for self-directed learning. We celebrate and foster each child's individuality and support each in discovering his or her highest potential. We believe each child will be equipped with the skills and knowledge to achieve his or her fullest potential in preparation for college and the demands of the 21st-century workplace.

The **vision** of iLEAD Lancaster Charter School is that all learners will possess the knowledge, skills, and confidence to succeed by mastering academic standards and developing a deep understanding of the subject matter. Learners will have a heightened awareness of the endless possibilities for their future and will be able to think critically by asking the right questions, especially when confronted with the status quo.

Last updated: 1/18/24

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

Grade Level	Number of Students
Kindergarten	68
Grade 1	82
Grade 2	75
Grade 3	84
Grade 4	83
Grade 5	79
Grade 6	87
Grade 7	90
Grade 8	93
Total Enrollment	741



Last updated: 1/17/24

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

Student Group	Percent of Total Enrollment	Student Group (Other)	Percent of Total Enrollment
Female	49.40%	English Learners	5.30%
Male	50.60%	Foster Youth	2.30%
Non-Binary	0.00%	Homeless	1.50%
American Indian or Alaska Native	0.30%	Migrant	0.00%
Asian	0.00%	Socioeconomically Disadvantaged	74.50%
Black or African American	30.90%	Students with Disabilities	15.70%
Filipino	0.70%		
Hispanic or Latino	43.90%		
Native Hawaiian or Pacific Islander	0.00%		
Two or More Races	10.80%		
White	13.10%		

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)	19.90	49.37%	521.20	78.33%	228366.10	83.12%
Intern Credential Holders Properly Assigned	5.00	12.35%	29.70	4.47%	4205.90	1.53%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	12.00	29.64%	42.70	6.42%	11216.70	4.08%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	2.50	6.17%	23.60	3.55%	12115.80	4.41%
Unknown/Incomplete/NA	1.00	2.47%	48.10	7.23%	18854.30	6.86%
Total Teaching Positions	40.40	100.00%	665.50	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: 1/17/24

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)	22.00	55.70%	485.00	76.90%	234405.20	84.00%
Intern Credential Holders Properly Assigned	9.00	22.78%	47.70	7.57%	4853.00	1.74%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	3.00	7.59%	41.30	6.55%	12001.50	4.30%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	3.50	8.86%	18.00	2.87%	11953.10	4.28%
Unknown/Incomplete/NA	2.00	5.06%	38.50	6.11%	15831.90	5.67%
Total Teaching Positions	39.50	100.00%	630.70	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: 1/17/24

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

Authorization/Assignment	2020– 21 Number	2021– 22 Number
Permits and Waivers	7.00	1.00
Misassignments	5.00	2.00
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	12.00	3.00

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	0.00
Local Assignment Options	2.50	3.50
Total Out-of-Field Teachers	2.50	3.50

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)	8.60%	4.1%
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	16.20%	3.3%

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

School Facility Conditions and Planned Improvements

iLEAD Lancaster takes great efforts to ensure that its facilities are clean, safe, and functional. To assist in this effort, iLEAD Lancaster uses a facility survey instrument developed by the State of California OPSC. The results of this survey are available at the school office. Using the Facility Inspection Tool (FIT), the school's overall condition was rated as good in December 2023. The school's systems, interior, cleanliness, electrical, restrooms/fountains, safety, structural, and external systems were rated as good.

Last updated: 1/17/24

School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: December 2023

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: December 2023

Overall Rating	Good
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Last updated: 1/17/24

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

Subject	School 2021– 22	School 2022– 23	District 2021– 22	District 2022– 23	State 2021– 22	State 2022– 23
English Language Arts / Literacy (grades 3-8 and 11)	17%	17%	24%	23%	47%	46%
Mathematics (grades 3-8 and 11)	8%	10%	12%	13%	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: 1/17/24

**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)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	528	502	95.08%	4.92%	16.73%
Female	261	250	95.79%	4.21%	21.20%
Male	267	252	94.38%	5.62%	12.30%
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0%	0%	0%
Black or African American	186	179	96.24%	3.76%	10.61%
Filipino	--	--	--	--	--
Hispanic or Latino	229	216	94.32%	5.68%	18.98%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	39	38	97.44%	2.56%	15.79%
White	67	63	94.03%	5.97%	26.98%
English Learners	21	21	100.00%	0.00%	4.76%
Foster Youth	13	12	92.31%	7.69%	0.00%
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	406	386	95.07%	4.93%	13.21%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	96	89	92.71%	7.29%	7.87%

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: 1/17/24

**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	528	501	94.89%	5.11%	9.78%
Female	261	250	95.79%	4.21%	9.60%
Male	267	251	94.01%	5.99%	9.96%
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0%	0%	0%
Black or African American	186	178	95.70%	4.30%	6.18%
Filipino	--	--	--	--	--
Hispanic or Latino	229	216	94.32%	5.68%	8.33%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	39	38	97.44%	2.56%	7.89%
White	67	63	94.03%	5.97%	26.98%
English Learners	21	21	100.00%	0.00%	4.76%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Foster Youth	13	12	92.31%	7.69%	8.33%
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	406	385	94.83%	5.17%	8.31%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	96	88	91.67%	8.33%	4.55%

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: 1/17/24

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

Subject	School 2021– 22	School 2022– 23	District 2021– 22	District 2022– 23	State 2021– 22	State 2022– 23
Science (grades 5, 8, and high school)	6.90%	14.12%	13.93%	12.79%	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: 1/17/24

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

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	180	177	98.33%	1.67%	14.12%
Female	76	73	96.05%	3.95%	19.18%
Male	104	104	100.00%	0.00%	10.58%
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	71	69	97.18%	2.82%	7.25%
Filipino	--	--	--	--	--
Hispanic or Latino	75	75	100.00%	0.00%	13.33%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	12	12	100.00%	0.00%	8.33%
White	21	20	95.24%	4.76%	45.00%
English Learners	--	--	--	--	--
Foster Youth	--	--	--	--	--
Homeless	0	0	0%	0%	0%
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	138	135	97.83%	2.17%	10.37%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with	37	37	100.00%	0.00%	8.11%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
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: 1/17/24

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	96%	96%	96%	96%	96%
7	98%	98%	98%	98%	98%

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: 1/17/24

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)

At iLEAD Lancaster, parents/guardians serve many important roles in the day-to-day operations of the school, as well as the strategic planning and overall vision of the school community. As families enroll, they must understand the components of the program model. iLEAD Lancaster makes accommodations to meet the unique schedules of parents/guardians to ensure every opportunity

for them to attend an orientation meeting where they can have questions answered and/or connect with other families who have learners already enrolled in the program.

Parents/guardians are regularly informed about school events, volunteering opportunities, special committees, parent meetings, and other pertinent information through the Monday Message, a weekly publication that is sent out to all families, as well as through Parent Square, a digital newsletter for families. Facilitators also communicate with their families regularly through various forms of communication (emails, phone calls, etc.).

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

Parents/guardians are strongly encouraged to volunteer at iLEAD Lancaster. Completion of volunteer hours, however, is not a prerequisite for enrollment at iLEAD Lancaster. The school director maintains a comprehensive list of volunteer opportunities including, but not limited to: volunteering in the classroom/school (including at-home assistance), tutoring, attending parent-teacher conferences, attendance at board meetings or any applicable parent group functions, fundraising events, and/or assistance with schoolwide programs, events and activities.

For more information on how to be involved, please email info@iLEADlancaster.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

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

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	865	844	397	47.0%
Female	431	420	190	45.2%
Male	434	424	207	48.8%
Non-Binary	0	0	0	0.0%
American Indian or Alaska Native	5	4	2	50.0%
Asian	0	0	0	0.0%
Black or African American	279	274	143	52.2%
Filipino	5	5	1	20.0%
Hispanic or Latino	382	372	181	48.7%
Native Hawaiian or Pacific Islander	0	0	0	0.0%
Two or More Races	86	85	33	38.8%
White	105	101	36	35.6%
English Learners	47	45	22	48.9%
Foster Youth	26	26	7	26.9%
Homeless	12	12	9	75.0%

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
Socioeconomically Disadvantaged	672	659	337	51.1%
Students Receiving Migrant Education Services	0	0	0	0.0%
Students with Disabilities	145	143	76	53.1%

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: 1/17/24

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	0.12%	4.78%	5.66%	0.01%	5.31%	6.55%	0.20%	3.17%	3.60%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.05%	0.09%	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: 1/17/24

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

Student Group	Suspensions Rate	Expulsions Rate
All Students	5.66%	0.00%
Female	5.34%	0.00%
Male	5.99%	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	11.11%	0.00%
Filipino	0.00%	0.00%
Hispanic or Latino	3.40%	0.00%
Native Hawaiian or Pacific Islander	0.00%	0.00%
Two or More Races	2.33%	0.00%
White	2.86%	0.00%
English Learners	2.13%	0.00%
Foster Youth	15.38%	0.00%
Homeless	8.33%	0.00%
Socioeconomically Disadvantaged	6.10%	0.00%
Students Receiving Migrant Education Services	0.00%	0.00%
Students with Disabilities	4.83%	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: 1/17/24

School Safety Plan (School Year 2023–24)

It is the vision of iLEAD Lancaster to provide a safe learning environment for all of its learners, staff, and families. It is a place where learners feel welcomed and comfortable so learning is the central focus. A Comprehensive School Safety Plan helps to ensure a safe environment for each learner's academic and social-emotional learning to occur. Developing and maintaining the plan enables school staff to respond quickly and knowledgeably in the case of an incident or emergency. The plan identifies the roles of staff, faculty, learners, and other key stakeholders including their respective responsibilities before, during, and after an incident. The safety plan includes general policies and procedures for handling safety and specific emergency situations including earthquakes, fire, and active shooter scenarios. It also includes information on child abuse reporting, sexual harassment, and discipline. This plan provides parents and other community members with the assurance that iLEAD Lancaster has developed and established guidelines and procedures to respond to an incident or a hazard in an organized, systematic method to prevent, prepare for, respond to, and recover from an incident. The Comprehensive School Safety Plan:

1. Protects the safety and welfare of learners and staff.
2. Provides for a safe and coordinated response to emergency situations.
3. Protects facilities and property, allowing the school to restore normal conditions with minimal confusion in the shortest amount of time possible.
4. Provides for coordination between the school and local emergency services when necessary.

Additionally, the school actively maintains and monitors its COVID-19 protocols for TK-8 schools through the guidelines that are routinely updated by the Los Angeles County Department of Public Health and/or the state of California. iLEAD Lancaster updates its COVID-19 Safety Plan and COVID-19 Prevention frequently as changes arise. This policy applies to all school employees and contains general prevention best practices, as well as policies and procedures related to COVID-19 in the workplace. Both the Reopening Protocols for TK-8 Schools and the COVID-19 Safety Plan and Prevention Program documents are located on the homepage of the school's website, [iLEADlancaster.org](https://ileadlancaster.org).

Lastly, the school's digital safety is equally important. The Learner/Family Guidebook outlines the school's technology policies. The school works to keep current with digital safety best practices and provides frequent education to learners, families, and staff in this area.

The School Site Council met in the fall of 2023 to review and discuss the CSSP and make recommendations for improvements. The Comprehensive School Safety Plan was last reviewed and updated in October 2023 and is stored on campus. The school's governing board also reviews the CSSP and approves it annually in the fall.

Last updated: 1/17/24

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)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	22.00	2	1	0
1	19.00	3	0	0
2	21.00	2	1	0
3	22.00	1	2	0
4	23.00	0	3	0
5	24.00	2	1	0
6	23.00	2	1	0
Other**	25.00	0	1	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 (Elementary) (School Year 2021–22)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	25.00	0	3	0
1	24.00	0	3	0
2	28.00	0	3	0
3	25.00	0	3	0
4	28.00	0	3	0
5	29.00	0	3	0
6	27.00	0	3	0
Other**	17.00	4	4	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 (Elementary) (School Year 2022–23)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	21.00	0	3	0
1	27.00	0	3	0
2	26.00	0	3	0
3	25.00	0	3	0
4	25.00	0	3	0
5	25.00	0	3	0
6	25.00	0	3	0
Other**	24.00		5	

* 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.

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

Title	Ratio
Pupils to Academic Counselor*	185.25

* 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: 1/17/24

Student Support Services Staff (School Year 2022–23)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	4.00
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	3.00
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	2.00
Resource Specialist (non-teaching)	
Other	1.00

* 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: 1/17/24

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

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$14695.19	\$7727.85	\$6967.34	\$63396.00
District	N/A	N/A	--	\$84115.00
Percent Difference – School Site and District	N/A	N/A	--	-32.68%
State	N/A	N/A	\$7606.62	\$89574.00
Percent Difference – School Site and State	N/A	N/A	-8.77%	-23.16%

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

Last updated: 1/17/24

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: 1/17/24

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: 1/17/24

iLEAD Lancaster Charter School

DISTRICT _____

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: 02/06/24 to 6/30/27

In accordance with governing board approval dated 02/06/24, 20 ____.

Signature _____
Clerk (Secretary) of the Board

Typed Name _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
Nykole Kent	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
La NeShae Norwood	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Eric Becker	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Bridget Howitt	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Beth Carr-Knudson	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
Nykole Kent	
TITLE President	
SIGNATURE	INITIALS
TYPED NAME	
Beth Carr-Knudson	
TITLE Treasurer	
SIGNATURE	INITIALS
TYPED NAME	
Eric Becker	
TITLE School Director	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
1	1
NOTICES OF EMPLOYMENT	CONTRACTS
1	1