



## 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

<b>Meeting Date</b>	Tuesday, April 9, 2024
<b>Start Time</b>	6:30 PM
<b>End Time</b>	7:30 PM
<b>Location</b>	Address: 254 E. Ave. K-4, Lancaster, CA 93535
<b>Purpose</b>	Regular Scheduled Meeting

### Agenda

## 1. Opening Items

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1.1. Call The Meeting To Order

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1.2. Roll Call

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1.3. Pledge Of Allegiance

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1.4. Board Meeting Agenda

Discuss and take action on the Board Meeting Agenda.

**Due date:** 4/9/2024

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1.5. Board Meeting Minutes

Discuss and take action on the Board Meeting Minutes.

**Due date:** 4/9/2024

#### Documents

- Minutes-2024-03-12-v1 (1).pdf
- 

## 2. Public Comments

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2.1. Public Comments

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

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## 3. Consent Items

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3.1. Personnel Report



**Due date:** 4/9/2024

Documents

- 4.9.24\_Lancaster\_\_PersonnelReport.docx (1).pdf
- 

### 3.2. Check Register

**Due date:** 4/9/2024

Documents

- Lancaster Payment Register Summary\_20240403.pdf
  - Lancaster Payment Register\_20240403 (1).pdf
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## 4. Closed Session

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### 4.1. Public Employee Appointment

(Gov. Code section 54957(b)(1) Title: School Director

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## 5. Report of Closed Session

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## 6. Action Items

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### 6.1. School Director Employment Agreement

Discuss and take action regarding the School Director employment agreement.

**Due date:** 4/9/2024

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### 6.2. Revise Mission Valley Bank Signers

Remove and replace bank signers on the Mission Valley Bank account.

**Due date:** 4/9/2024

Documents

- Mission Bank Information Worksheet.pdf
- 

### 6.3. 2023-2024 2nd Interim Budget

Discuss and take action regarding the 2023-2024 2nd Interim Budget.

**Due date:** 4/9/2024

Documents

- 23.24 ILEAD Lancaster 2nd interim (1).pdf
- 

### 6.4. Administration of Medication Policy

Discuss and take action regarding Medication for learners on campus.

Documents

- Board Policy iLEAD Lancaster.docx (1).pdf
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## 7. Board Comments

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## 7.1. Board Comments

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## 8. Closing Items

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### 8.1. 2024 Annual Board Development Dinner

We are excited to host the 2024 Annual Board Development Dinner on April 18th from 4:00 - 8:00 PM at the Mitchell River House, share Ben Johnson II with you as this year's trainer, and host tours of the schools for you!

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### 8.2. Promotion Date

June 6th K and 8 Promotion/Celebrations on campus - 9:30 AM Kindergarten and 5:30 PM 8th grade.

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### 8.3. Next Meeting Date - May 7, 2024

The next Board Meeting will take place on Tuesday, May 7, 2024 at 6:30 PM.

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### 8.4. Adjournment

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**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

<b>Date</b>	Tuesday, March 12, 2024
<b>Started</b>	6:32 PM
<b>Ended</b>	7:13 PM
<b>Location</b>	Address: 254 E. Ave. K-4, Lancaster, CA 93535
<b>Purpose</b>	Regular Scheduled Meeting
<b>Chaired by</b>	La NeShae Norwood
<b>Recorder</b>	KeKe Montoya

## Minutes

### 1. Opening Items

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#### 1.1. Call The Meeting To Order

The meeting was called to order at 6:32 PM.

**Status:** Completed

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#### 1.2. Roll Call

LaNeshae - Present

Eric - Present

Bridget - Present

Beth - Absent

**Status:** Completed

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#### 1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

**Status:** Completed

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#### 1.4. Board Meeting Agenda

Discuss and take action on the Board Meeting Agenda.

Motioned: Bridget

Seconded: Eric

Unanimously Approved the agenda without Closed Session.

Beth was absent.

**Due date:**

**Status:** Completed

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#### 1.5. Board Meeting Minutes



Discuss and take action on the Board Meeting Minutes.

Motioned: Eric

Seconded: Bridget

Unanimously Approved

Beth was absent.

**Due date:**

**Status:** Completed

Documents

- Minutes-2024-02-06-v1 (1).pdf
- 

## 2. Curriculum Moment

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### 2.1. Curriculum Moment

The Curriculum Moment was presented by 2nd Grade Facilitators Wendy Graham and Tiffany Neeley based on their POL about landforms. Guided by the Driving Question, "How can I understand the many landforms in North America as a Geomorphologist?" our learners explored everything from mountains to plains, showcasing their passion for discovery and science. The learners took a virtual field trip learning the differences between maps and a globe and how to read a compass rose. Various landforms were shared as the learners were allowed to choose what they wanted to create. The learners were very engaged with this project and the pride of their hard work was visibly shown in their photos.

**Status:** Completed

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## 3. Public Comments

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### 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

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## 4. Consent Items

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### 4.1. Personnel Report

Motioned: Eric

Seconded: Bridget

Unanimously Approved

Beth was absent.

**Due date:**



**Status:** Completed

Documents

- 3.12.24\_Lancaster\_\_PersonnelReport.docx.pdf
- 

#### 4.2. Check Register

Motioned: Eric

Seconded: Bridget

Unanimously Approved

Beth was absent.

**Due date:**

**Status:** Completed

Documents

- Lancaster Payment Register\_20240306.pdf
  - Lancaster Payment Register Summary\_20240306.pdf
- 

## 5. Discussion And Reports

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### 5.1. School Director Report

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

**Status:** Completed

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### 5.2. English Language Learner Assessment

Discuss the State assessment progress of the English Learner Program.

Michelle Bowes and Aylin Sandoval presented the English Language Learner Assessment and announced we are in the blue!

**Status:** Completed

Documents

- iLEAD Lancaster EL Data Presentation March 2024.pdf
- 

### 5.3. Annual Form 700

Reminder to fill out the electronic Form 700 sent from the "COI Desk" through email by April 1, 2024.

Kim Lytle, iLEAD Support Provider, presented the Annual Form 700.

**Status:** Completed

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## 6. Action Items

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### 6.1. Obsolete Technology and Equipment

Discuss and take action regarding technology and equipment that is no longer viable.

Abed Rahman presented the Obsolete Technology and Equipment list and answered questions of the Board.



Motioned: Bridget

Seconded: LaNeshae

Unanimously Approved

Beth was absent.

**Due date:**

**Status:** Completed

Documents

- iLEAD Lancaster Obsolete (March 2024).pdf
- 

## 6.2. 2022-2023 Independent Audit Report

Discuss and take action regarding the 2022-2023 Audit Report.

Kelly O'Brien presented the 2022-2023 Independent Audit Report.

Motioned: Eric

Seconded: Bridget

Unanimously Approved

Beth was absent.

**Due date:**

**Status:** Completed

Documents

- iLeadLancasterCharterSchoolRpt23 .pdf
- 

## 7. Closed Session

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### 7.1. Public Employee Performance Evaluation

Gov. Code section 54957(b)(1): School Director.

No Closed Session was held.

**Status:** Completed

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## 8. Report of Closed Session

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### 8.1. Report of Closed Session

No report was made as there was no Closed Session.

**Status:** Completed

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## 9. Board Comments

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### 9.1. Board Comments



Eric mentioned how structured the staff was in handling families picking up their children during the lockdown today after school while he was picking up his children.

LaNeshae mentioned it is great to see how well we are responding to situations happening in the local community for the safety of our learners and staff. She also commented on how stable this school is as we continue implementing new programs for our learners.

**Status:** Completed

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## 10. Closing Items

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### 10.1. 2024 Annual Board Development Dinner

RSVP for the 2024 Annual Board Development Dinner on April 18th from 4:00 - 8:00 PM at the Mitchell River House, order your gift of gratitude, take the Board Member Survey, and sign up for a tour that day if you wish to see our schools in action.

Kim Lytle, iLEAD Support Provider, presented the 2024 Annual Board Development Dinner and answered questions of the Board.

**Status:** Completed

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### 10.2. Promotion Date

June 6th - 9:30 AM Kindergarten and 5:30 PM 8th grade

Nykole Kent presented the Promotion Date and answered questions of the Board.

**Status:** Completed

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### 10.3. Next Meeting Date

The next Board Meeting will take place on Tuesday, April 9, 2024 at 6:30 PM.

**Status:** Completed

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### 10.4. Adjournment

The meeting was adjourned at 7:13 PM.

**Status:** Completed

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**EMPLOYMENT - NEW HIRES**

NA

**RESIGNATIONS/TERMINATIONS**

Kent, Nykole

School Director

03.15.24

**STATUS CHANGE**

NA

**Company name:** iLEAD Lancaster Charter  
**Report name:** Payment Register  
**Report title 2:** Mission Valley Bank  
**Footer Text:** 03/07/2024-04/03/2024  
**Created on:** 4/3/24  
**Location:** 112--iLEAD Lancaster Charter

Date	Vendor	Amount
3/8/24	WEXH000--WEX Health Inc.	21.89
3/11/24	AMAZ112--Amazon Capital Services (Lanc)	1,837.46
3/11/24	APPL000--Apple Inc	49.00
3/11/24	APPL000--Apple Inc	6,611.74
3/11/24	APPL000--Apple Inc	49.00
3/11/24	APPL000--Apple Inc	49.00
3/11/24	ARTO000--AoPS Incorporated	156.00
3/11/24	AVDA000--AV Dance Studio 81	228.00
3/11/24	BOOK000--BookShark LLC	74.97
3/11/24	BOYL000--Boyle, Andrew	320.00
3/11/24	CIGN000--Cigna Healthcare	3,164.31
3/11/24	CIGN000--Cigna Healthcare	3,117.18
3/11/24	CIGN001--Cigna Healthcare	849.16
3/11/24	CONR001--Palmdale School of Music Inc.	544.00
3/11/24	DANC006--Dance Magic Studios	272.00
3/11/24	FERG000--Ferguson Enterprises Inc	263.30
3/11/24	FIDE000--Fidelity Security Life Insurance Company	687.11
3/11/24	FIDE000--Fidelity Security Life Insurance Company	137.07
3/11/24	FRES001--Fresh Start Healthy Meals, Inc.	15,278.80
3/11/24	GAS112A--SoCalGas 7188	1,522.43
3/11/24	GIBS001--Gibson Music Studio	200.00
3/11/24	GOLD005--Gold Gulch Adventures	2,250.00
3/11/24	HUCK000--HuckleBerry Center for Creative Learning [S]	320.00
3/11/24	ILEA300--iLEAD California	80.00
3/11/24	ILEA300--iLEAD California	248.85
3/11/24	ILEA300--iLEAD California	248.85
3/11/24	ILEA300--iLEAD California	80.00
3/11/24	ILEA300--iLEAD California	2,855.54
3/11/24	ILEA300--iLEAD California	6,471.00
3/11/24	IMAG001--Image 2000, Inc	2,612.63
3/11/24	JIVE000--GoTo Technologies USA, LLC	643.40
3/11/24	KAIS000--Kaiser Foundation Health Plan	40,587.63
3/11/24	LAIT000--Laity Institute of the Arts	100.00
3/11/24	LAKE000--Lakeshore Learning Materials	134.11
3/11/24	LEGA003--Legal Shield	183.35
3/11/24	LOSA003--Los Angeles County Tax Collector	73,423.25

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
3/11/24	MCCL000--McClure & Co.	255.00
3/11/24	MELB000--Mel Booker Music	1,200.00
3/11/24	NATI001--Nationwide	128.83
3/11/24	OFFI000--ODP Business Solutions LLC	370.55
3/11/24	OUTS000--Outschool, Inc [S]	175.00
3/11/24	PETE001--Petersen Coaching Company, Inc.	1,497.00
3/11/24	PURE000--Pure Oasis Water	101.80
3/11/24	QUIL000--Quill*	153.19
3/11/24	RAIN000--Rainbow Resource Center Inc [P]	204.45
3/11/24	RAMP112--Ramp	4,268.84
3/11/24	SCOO000--Scoot Education	2,632.00
3/11/24	SEAS000--Sea Supply	1,512.77
3/11/24	SING000--Singapore Math Inc [P]	45.00
3/11/24	SUNL000--Sun Life Assurance Company of Canada	343.95
3/11/24	TALE001--Talenz Inc	1,088.00
3/11/24	TEAC004--Teaching Textbooks Inc [P]	177.96
3/11/24	TIMB000--Timberdoodle [P]	285.24
3/11/24	VANL000--Amy Van Leuven	480.00
3/11/24	WAS112A--Waste Management 3003.	1,587.38
3/12/24	VENB000--Venbrook Insurance Services	5,535.00
3/13/24	WEXH000--WEX Health Inc.	30.92
3/14/24	EDMA000--edMAJIC LLC	5,300.00
3/14/24	EDTE000--EdTech 101	16,138.73
3/14/24	HOLY000--Johnnie Irving	1,400.00
3/14/24	SCHO013--School Food and Wellness Group	3,333.33
3/14/24	SCOO000--Scoot Education	5,000.00
3/18/24	WEXH000--WEX Health Inc.	6.90
3/19/24	AMAZ112--Amazon Capital Services (Lanc)	3,116.19
3/19/24	BLAN003--Blank Shirts, Inc	226.78
3/19/24	CDWL000--CDW, LLC	3,823.47
3/19/24	CORD000--Cordero, Efrain	467.00
3/19/24	DEW112A--Dewey Pest Control 7179**	167.00
3/19/24	DIAZ002--Sonia Diaz	47.94
3/19/24	EVOT001--EVO Tae Kwon Do Academy	320.00
3/19/24	FAIS000--Eddy Faison	55.06
3/19/24	HOPS000--HopSkipDrive, INC	188.79
3/19/24	NEEL000--Jonni Neeley	57.89
3/19/24	PROD001--Produce Services of Los Angeles	1,595.15
3/19/24	SCOO000--Scoot Education	1,974.00
3/19/24	TIME001--Time4Learning [S]	600.00
3/19/24	WEXH000--WEX Health Inc.	59.00
3/25/24	AMAZ112--Amazon Capital Services (Lanc)	2,383.37

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
3/25/24	AVEX000--Antelope Express	1,782.55
3/25/24	CARO000--Carolina Biological Supply Company	2,418.17
3/25/24	FRES001--Fresh Start Healthy Meals, Inc.	51,914.05
3/25/24	HOLY000--Johnnie Irving	1,400.00
3/25/24	LAVI000--LaVine Equestrian	300.00
3/25/24	LOSA003--Los Angeles County Tax Collector	-73,423.25
3/25/24	PURE000--Pure Oasis Water	119.70
3/25/24	SEAS000--Sea Supply	1,628.94
3/25/24	SLAV000--APlus Tutoring Inc.	350.00
3/25/24	SOSS000--Jennifer Sosso	351.75
3/25/24	SUNL000--Sun Life Assurance Company of Canada	826.78
3/25/24	WEXH000--WEX Health Inc.	17.00
3/26/24	LOSA003--Los Angeles County Tax Collector	5,618.79
3/27/24	PROD001--Produce Services of Los Angeles	292.75
3/28/24	BOOK000--BookShark LLC	74.46
3/28/24	CLAS000--Classical Historian, Inc.	102.58
3/28/24	GRAV001--Gravie, Inc	6,714.21
3/28/24	HOLA000--Hola Amigo	225.84
3/28/24	LITT000--Little Passports [P]	372.53
3/28/24	MATH002--Math-U-See, Inc [S]	66.72
4/1/24	LOSA001--Los Angeles County Office of Education (LACOE)	82,004.31
4/1/24	NATI000--National Benefit Services	147.28
4/1/24	NATI000--National Benefit Services	916.40
4/1/24	NATI000--National Benefit Services	146.05
4/2/24	AIRM000--Air Masters Inc	3,453.00
4/2/24	AMAZ112--Amazon Capital Services (Lanc)	1,575.47
4/2/24	BAY112A--Bay Alarm Company 7272	304.48
4/2/24	BRIA001--Brian K. Johnson	319.00
4/2/24	DENI000--Denison, David	175.00
4/2/24	DENI001--Jerry Deniz	64.59
4/2/24	EDI112A--Southern California Edison 1256.	4,797.49
4/2/24	FRON000--Frontier	97.42
4/2/24	FRON000--Frontier	185.42
4/2/24	GOLD000--Gold Star Food Inc	11,516.94
4/2/24	HOLY000--Johnnie Irving	1,400.00
4/2/24	HOME006--Home Depot Credit Services.	384.65
4/2/24	IMAG001--Image 2000, Inc	388.09
4/2/24	JOOB000--Joobilo LLC	495.00
4/2/24	JOST000--Jostens, Inc	2,578.43
4/2/24	KCEC000--KCE Champions LLC	29,709.00
4/2/24	KRUE001--Jeffrey Krueger	26.67
4/2/24	LAIT000--Laity Institute of the Arts	100.00

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
4/2/24	MCCL000--McClure & Co.	180.00
4/2/24	OFFI000--ODP Business Solutions LLC	445.76
4/2/24	PIT112A--Pitney Bowes 3317	5.99
4/2/24	QCLO000--QC Locksmiths	65.05
4/2/24	QUIL000--Quill*	349.87
4/2/24	RAIN000--Rainbow Resource Center Inc [P]	1,144.24
4/2/24	REES000--Amanda Rees	85.85
4/2/24	SCOO000--Scoot Education	987.00
4/2/24	SYLV003--DKM Learning, LLC	2,050.00
4/2/24	TAPI000--Juana Tapia	205.62
4/2/24	TMOB005--T-Mobile 1693	585.20
		<b>\$ 382,047.35</b>

**Company Name:** iLEAD Lancaster  
**Report Name:** Payment Register Summary  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 03/07/2024-04/03/2024

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	24,108.73
3402	Health & Welfare Benefits - Classified positions	26,035.35
3702	Retiree Benefits - Classified positions	309.73
4120	Core Curriculum - Software & Programs	2,855.54
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	1,837.72
4310	Science Supplies	2,797.32
4315	Art Supplies	202.84
4325	Custodial Supplies	3,141.71
4335	Home Study Stipend	16,670.80
4340	Office Supplies	236.37
4345	Printing & Reproduction Supplies	4,990.17
4350	Spiritwear	226.78
4355	Facilities Supplies	1,006.35
4420	NonClassroom Furniture & Equipment	384.65
4430	IT Equipment & Supplies	26,720.94
4710	Vended Food Service	79,886.72
4720	Food Supplies	2,029.24
4740	Cafe Other Supplies	74.54
5220	Travel for Intersite Business - Mileage*	57.89
5230	Conference & Workshop Registration Fees	1,497.00
5240	Professional Development - Meetings & Collaborations	26.67
5310	Professional Dues, Memberships, and Subscriptions	3,333.33
5510	Utilities - Electricity	4,797.49
5520	Utilities - Gas	1,522.43
5540	Utilities - Trash	1,587.38
5560	Operations - Security	304.48
5630	Repairs & Maintenance - Facilities	2,942.00
5803	Professional Services - Business Services	5,618.79
5824	Operating Expenditures - Fundraising & Grantwriting	5,385.85
5826	Operating Expenditures - Interest	14.00
5827	Operating Expenditures - Other Benefit Fees	17.00
5828	Operating Expenditures - Staff Recruitment	5,000.00
5829	Operating Expenditures - Events	717.72
5830	Operating Expenditures - Marketing & Advertising	497.70
5840	Operating Expenditures - Software Licenses	6,471.00
5852	Student Services Expenditures - Special Education Contracted Services	188.79
5853	Student Services Expenditures - Student & Group Activities	9,450.58
5854	Student Services Expenditures - Electives & Enrichment	29,844.53
5855	Student Services Expenditures - Substitutes	5,593.00
5910	Telephone & Fax	912.24
5920	Internet Services	745.20



GL Account #	GL Account Description	Total
5940	Postage Expense	5.99
9310	Prepaid Expenditures (Expenses)	14,827.64
9535	Retirement Liability	82,004.31
9536	403b Payable	900.00
9547	Credit Card Payable	4,268.84
<b>Grand Total</b>		<b>\$ 382,047.35</b>

# MISSION BANK

## CUSTOMER INFORMATION WORKSHEET

NAME		NAME	
TITLE		TITLE	
SSN		SSN	
DATE OF BIRTH		DATE OF BIRTH	
PHYSICAL STREET ADDRESS CITY, STATE, ZIP		PHYSICAL STREET ADDRESS CITY, STATE, ZIP	
MAILING ADDRESS CITY, STATE, ZIP		MAILING ADDRESS CITY, STATE, ZIP	
CELL PHONE		CELL PHONE	
WORK PHONE		WORK PHONE	
HOME PHONE		HOME PHONE	
ID# STATE ISSUED		ID# STATE ISSUED	
ID ISSUE DATE		ID ISSUE DATE	
ID EXPIRATION DATE		ID EXPIRATION DATE	
EMPLOYER		EMPLOYER	
CURRENT/FORMER OCCUPATION		CURRENT/FORMER OCCUPATION	
EMAIL ADDRESS		EMAIL ADDRESS	
SECURITY QUESTION		SECURITY QUESTION	
SECURITY QUESTION ANSWER		SECURITY QUESTION ANSWER	
PREVIOUS FINANCIAL INSTITUTION		PREVIOUS FINANCIAL INSTITUTION	

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

**Charter School Certification**

<b>Charter School Name:</b>	_____	iLEAD Lancaster
<b>CDS #:</b>	_____	19 64667 0125559
<b>Charter Approving Entity:</b>	_____	Lancaster Elementary School District
<b>County:</b>	_____	Los Angeles
<b>Charter #:</b>	_____	1376

For information regarding this report, please contact:

<u>For Approving Entity:</u>	<u>For Charter School:</u>
Maria Alatorre	Nykole Kent
_____ Name	_____ Name
Director of Fiscal Services	Director
_____ Title	_____ Title
661-948-4661 x111	661-722-4287
_____ Telephone	_____ Telephone
<a href="mailto:alatorrem@lancsd.org">alatorrem@lancsd.org</a>	<a href="mailto:director@ileadlancaster.org">director@ileadlancaster.org</a>
_____ E-mail address	_____ E-mail address

To the entity that approved the charter school:

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official  
(Original signature required)

Printed Name: Nykole Kent Title: School Director

To the Lancaster Elementary School District

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

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

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

This charter school uses the following basis of accounting:

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

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

Description	Object Code	Original Budget	1st Interim	Board Approved 2nd Interim(B)	Actuals to Date	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total (D)	Difference (Col B & D)
<b>A. REVENUES</b>									
1. LCFF Sources									
State Aid - Current Year	8011	7,468,160	6,485,169	6,215,632	2,736,402.00	6,215,632		6,215,632	0
Education Protection Account - Current Year	8012	586,060	2,181,898	2,326,704	1,024,284.00	2,326,704		2,326,704	0
State Aid - Prior Years	8019	0	0	0	0	0		0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	898,772	826,525	805,467	444,936.66	805,467		805,467	0
Other LCFF Transfers	8091, 8097	0	0	0	0	0		0	0
<b>Total, LCFF Sources</b>		<b>8,952,992</b>	<b>9,493,592</b>	<b>9,347,803</b>	<b>4,205,623</b>	<b>9,347,803</b>		<b>9,347,803</b>	<b>0</b>
2. Federal Revenues (see NOTE on last page)									
No Child Left Behind	8290	0	0	0	0	0		0	0
Special Education - Federal	8181, 8182	87,100	96,330	111,581	0.00		111,581	111,581	0
Child Nutrition - Federal	8220	883,856	883,856	901,533	200,987.22		901,533	901,533	0
Other Federal Revenues	8290	1,752,477	1,375,634	1,381,858	271,779.00		1,381,858	1,381,858	0
<b>Total, Federal Revenues</b>		<b>2,723,433</b>	<b>2,355,820</b>	<b>2,394,972</b>	<b>472,766</b>	<b>0</b>	<b>2,394,972</b>	<b>2,394,972</b>	<b>0</b>
3. Other State Revenues									
Special Education - State	StateRevSE	594,558	628,063	617,737	345,436		617,737	617,737	0
Child Nutrition Programs	8520	220,964	220,964	400,000	267,706		400,000	400,000	0
Mandated Costs Reimbursements	8550	13,300	13,250	13,250	13,250			13,250	0
Lottery - Unrestricted and Instructional Materials	8560	158,790	177,866	173,334	63,106		111,383	173,334	0
Low Performing Student Block Grant	8590	1,331,506	1,449,458	1,157,510	481,128		1,157,510	1,157,510	0
All Other State Revenues	StateRevAO	583,945	583,945	583,945			583,945	583,945	0
<b>Total, Other State Revenues</b>		<b>2,903,063</b>	<b>3,073,546</b>	<b>2,945,776</b>	<b>1,170,626</b>	<b>708,578</b>	<b>2,237,198</b>	<b>2,945,776</b>	<b>0</b>
4. Other Local Revenues									
Transfers from Sponsoring LEAs to Charter Schools	8791	0	0	0	0		0	0	0
All Other Local Revenues	LocalRevAO	328,461	328,461	60,490	33,289		60,490	60,490	0
<b>Total, Local Revenues</b>		<b>328,461</b>	<b>328,461</b>	<b>60,490</b>	<b>33,289</b>	<b>60,490</b>	<b>0</b>	<b>60,490</b>	<b>0</b>
<b>5. TOTAL REVENUES</b>		<b>14,907,949</b>	<b>15,251,419</b>	<b>14,749,041</b>	<b>5,882,304</b>	<b>10,116,871</b>	<b>4,632,170</b>	<b>14,749,041</b>	<b>0</b>
<b>B. EXPENDITURES</b>									
1. Certificated Salaries									
Teachers' Salaries	1100	2,971,508	2,959,226	2,964,914	1,744,015	2,964,914		2,964,914	0
Certificated Pupil Support Salaries	1200	171,150	177,198	175,278	103,645	175,278		175,278	0
Certificated Supervisors' and Administrators' Salaries	1300	240,470	139,012	139,220	82,399	139,220		139,220	0
Other Certificated Salaries	1900	0	108,550	108,550	64,550		108,550	108,550	0
<b>Total, Certificated Salaries</b>		<b>3,383,138</b>	<b>3,383,986</b>	<b>3,387,962</b>	<b>1,994,609</b>	<b>3,279,412</b>	<b>108,550</b>	<b>3,387,962</b>	<b>0</b>
2. Non-certificated Salaries									
Instructional Aides' Salaries	2100	973,045	677,022	1,003,395	548,465	326,373	677,022	1,003,395	0
Non-certificated Support Salaries	2200	352,936	352,938	124,911	124,911		124,911	124,911	0
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0		0	0	0
Clerical and Office Salaries	2400	294,532	301,856	306,678	182,497	254,198	52,480	306,678	0
Other Non-certificated Salaries	2900	1,151,668	845,925	775,883	427,010	23,399	752,484	775,883	0
<b>Total, Non-certificated Salaries</b>		<b>2,772,183</b>	<b>2,177,741</b>	<b>2,210,867</b>	<b>1,282,884</b>	<b>728,881</b>	<b>1,481,986</b>	<b>2,210,867</b>	<b>0</b>

Description	Object Code	Original Budget	1st Interim	Board Approved 2nd Interim(B)	Actuals to Date	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total (D)	Difference (Col B & D)
3. Employee Benefits									
STRS	3101-3102	646,177	646,501	633,878	367,693	613,145	20,733	633,878	0
PERS	3201-3202	0	0	0	0	0	0	0	0
OASDI / Medicare / Alternative	3301-3302	307,057	314,359	222,353	128,882	100,677	121,676	222,353	0
Health and Welfare Benefits	3401-3402	461,246	511,507	507,162	295,845	492,014	15,148	507,162	0
Unemployment Insurance	3501-3502	32,320	32,320	32,839	19,156	31,248	1,591	32,839	0
Workers' Compensation Insurance	3601-3602	140,521	140,521	46,411	20,627	22,553	23,858	46,411	0
Retiree Benefits	3701-3702	57,229	57,229	4,006	2,337		4,006	4,006	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0	0	0	0		0	0	0
Other Employee Benefits	3901-3902	0	0	0	0		0	0	0
<b>Total, Employee Benefits</b>		<b>1,644,550</b>	<b>1,702,438</b>	<b>1,446,649</b>	<b>834,540</b>	<b>1,259,637</b>	<b>187,012</b>	<b>1,446,649</b>	<b>0</b>
4. Books and Supplies									
Approved Textbooks and Core Curricula Materials	4100	194,808	339,166	340,051	310,960	125,160	214,891	340,051	0
Books and Other Reference Materials	4200	28,942	28,942	10,215	10,215	10,215	0	10,215	0
Materials and Supplies	4300	940,299	950,799	727,660	311,773		727,660	727,660	0
Noncapitalized Equipment	4400	629,700	629,700	629,700	392,821		629,700	629,700	0
Food	4700	571,949	876,738	828,212	423,835		828,212	828,212	0
<b>Total, Books and Supplies</b>		<b>2,365,698</b>	<b>2,825,345</b>	<b>2,535,838</b>	<b>1,449,604</b>	<b>135,375</b>	<b>2,400,463</b>	<b>2,535,838</b>	<b>0</b>
5. Services and Other Operating Expenditures									
Subagreements for Services	5100	0	0	0	0		0	0	0
Travel and Conferences	5200	79,500	79,500	82,634	39,284		82,634	82,634	0
Dues and Memberships	5300	35,230	35,230	35,230	25,394		35,230	35,230	0
Insurance	5400	86,588	86,588	91,511	47,049		91,511	91,511	0
Operations and Housekeeping Services	5500	179,610	254,147	199,984	101,177		199,984	199,984	0
Rentals, Leases, Repairs, and Noncap. Improvements	5600	1,217,585	1,071,175	362,719	645,784		184,490	362,719	0
Professional/Consulting Services and Operating Expend.	5800	2,584,833	2,995,192	3,145,086	1,268,213	2,951,790	193,296	3,145,086	0
Communications	5900	19,751	20,901	21,755	14,510		21,755	21,755	0
<b>Total, Services and Other Operating Expenditures</b>		<b>4,203,097</b>	<b>4,542,734</b>	<b>3,938,919</b>	<b>2,141,411</b>	<b>3,484,760</b>	<b>454,159</b>	<b>3,938,919</b>	<b>0</b>
6. Capital Outlay									
(Objects 6100-6170, 6200-6500 for modified accrual basis only)									
Land and Land Improvements	6100-6170	0	0	0	0	0	0	0	0
Buildings and Improvements of Buildings	6200	0	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	0
Equipment	6400	0	0	0	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6900	89,433	484,667	521,543		521,543	0	521,543	0

Total, Capital Outlay		89,433	484,667	521,543	0	521,543	0	521,543	0
7. Other Outgo									
Tuition to Other Schools	7110-7143	0	0	0	0	0	0	0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0	0	0	0	0	0	0	0
All Other Transfers	7280-7299	0	0	0	0	0	0	0	0
Debt Service:									
Interest	7438	0	0	0	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0	0	0	0
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. TOTAL EXPENDITURES</b>		<b>14,458,099</b>	<b>15,116,910</b>	<b>14,041,778</b>	<b>7,703,048</b>	<b>9,409,608</b>	<b>4,632,170</b>	<b>14,041,778</b>	<b>0</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		<b>449,850</b>	<b>134,509</b>	<b>707,263</b>	<b>(1,820,744)</b>	<b>707,264</b>	<b>0</b>	<b>707,264</b>	<b>(0)</b>
Description	Object Code	Original Budget	1st Interim	Board Approved 2nd Interim(B)	Actuals to Date	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total (D)	Difference (Col B & D)
<b>D. OTHER FINANCING SOURCES / USES</b>									
1. Other Sources	8930-8979	0	0	0	0	0	0	0	0
2. Less: Other Uses	7630-7699	0	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	0
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>449,850</b>	<b>134,509</b>	<b>707,263</b>	<b>(1,820,744)</b>	<b>707,264</b>	<b>0</b>	<b>707,264</b>	<b>(0)</b>
<b>F. FUND BALANCE, RESERVES</b>									
1. Beginning Fund Balance									
a. As of July 1	9791	6,368,929	6,368,929	6,129,506		6,129,506		6,129,506	0
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0	0	0				0	0
c. Adjusted Beginning Balance		6,368,929	6,368,929	6,129,506		6,129,506		6,129,506	
<b>2. Ending Fund Balance, Oct 31 (E + F.1.c.)</b>		<b>6,818,779</b>	<b>6,503,438</b>	<b>6,836,769</b>		<b>6,836,770</b>	<b>0</b>	<b>6,836,770</b>	
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	6,818,779	6,503,438	6,836,769		6,836,770		6,836,770	
Other Designations	9775, 9780	0	0	0		0		0	
Net Investment in Capital Assets (Accrual Basis Only)	9796	0	0	0		0		0	
<b>Undesignated / Unappropriated Amount</b>	<b>9790</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(0)</b>	<b>0</b>	<b>(0)</b>	

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

Charter School Name: ILEAD Lancaster  
 CDS #: 19 64687 012559  
 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	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total	Totals for 2024-25	Totals for 2025-26
<b>A. REVENUES</b>						
1. LCFF Sources						
State Aid - Current Year	8011	6,215,632		6,215,632	6,201,015	6,302,399
Education Protection Account - Current Year	8012	2,326,704		2,326,704	2,344,388	2,408,389
State Aid - Prior Years	8019	0		0	0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	805,467		805,467	805,467	805,467
Other LCFF Transfers	8091, 8097	0		0		
<b>Total, LCFF Sources</b>		<b>9,347,803</b>		<b>9,347,803</b>	<b>9,350,870</b>	<b>9,616,255</b>
2. Federal Revenues						
No Child Left Behind	8290			0		
Special Education - Federal	8181, 8182		111,581	111,581	111,581	111,581
Child Nutrition - Federal	8220		901,533	901,533	919,564	901,533
Other Federal Revenues	8290		1,381,858	1,381,858	262,228	255,880
<b>Total, Federal Revenues</b>		<b>0</b>	<b>2,394,972</b>	<b>2,394,972</b>	<b>1,293,373</b>	<b>1,268,994</b>
3. Other State Revenues						
Special Education - State	StateRevSE		617,737	617,737	617,737	617,737
Child Nutrition Programs	8520		400,000	400,000	400,000	450,000
Mandated Costs Reimbursements	8550	13,250		13,250	14,361	14,634
Lottery - Unrestricted and Instructional Materials	8560	111,383	61,951	173,334	173,334	173,334
Low Performing Student Block Grant	8590		1,157,510	1,157,510	1,156,904	1,156,904
All Other State Revenues	StateRevAO	583,945	0	583,945	583,945	583,945
<b>Total, Other State Revenues</b>		<b>708,578</b>	<b>2,237,198</b>	<b>2,945,776</b>	<b>2,946,281</b>	<b>2,996,754</b>
4. Other Local Revenues						
Transfers from Sponsoring LEAs to Charter Schools	8791	0		0	0	0
All Other Local Revenues	LocalRevAO	60,490	0	60,490	60,298	64,298
<b>Total, Local Revenues</b>		<b>60,490</b>	<b>0</b>	<b>60,490</b>	<b>60,298</b>	<b>64,298</b>
<b>5. TOTAL REVENUES</b>		<b>10,116,871</b>	<b>4,632,170</b>	<b>14,749,041</b>	<b>13,650,822</b>	<b>13,846,301</b>
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Teachers' Salaries	1100	2,964,914		2,964,914	3,021,379	3,078,973
Certificated Pupil Support Salaries	1200	175,278		175,278	178,783	182,359
Certificated Supervisors' and Administrators' Salaries	1300	139,220		139,220	142,004	144,844
Other Certificated Salaries	1900	108,550		108,550	110,721	112,935
<b>Total, Certificated Salaries</b>		<b>3,279,412</b>	<b>168,550</b>	<b>3,387,962</b>	<b>3,452,887</b>	<b>3,619,111</b>
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	326,373	677,022	1,003,395	1,023,463	948,155
Non-certificated Support Salaries	2200	129,911		129,911	127,410	129,958
Non-certificated Supervisors' and Administrators' Sal.	2300			0		
Clerical and Office Salaries	2400	254,198	52,480	306,678	312,612	319,068
Other Non-certificated Salaries	2900	23,389	752,494	775,883	791,400	807,229
<b>Total, Non-certificated Salaries</b>		<b>728,861</b>	<b>1,481,996</b>	<b>2,210,857</b>	<b>2,255,085</b>	<b>2,204,410</b>
<b>3. Employee Benefits</b>						
STRS	3101-3102	613,145	20,733	633,878	646,555	659,487
PERS	3201-3202			0		
QASDI / Medicare / Alternative	3301-3302	100,677	121,678	222,355	228,800	231,336
Health and Welfare Benefits	3401-3402	492,014	15,148	507,162	517,305	537,651
Unemployment Insurance	3501-3502	31,248	1,591	32,839	33,496	34,166
Workers' Compensation Insurance	3601-3602	22,553	23,858	46,411	47,339	48,286
Retiree Benefits	3701-3702		4,006	4,006	4,087	4,168
PERS Reduction (for revenue limit funded schools)	3801-3802			0		
Other Employee Benefits	3901-3902			0		
<b>Total, Employee Benefits</b>		<b>1,259,637</b>	<b>187,012</b>	<b>1,446,649</b>	<b>1,475,582</b>	<b>1,505,094</b>
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	125,160	214,891	340,051	240,351	245,158
Books and Other Reference Materials	4200	10,215	0	10,215	10,420	10,628
Materials and Supplies	4300	727,600		727,600	662,327	675,573
Noncapitalized Equipment	4400	629,700		629,700	90,000	91,500
Food	4700		828,212	828,212	844,776	861,672
<b>Total, Books and Supplies</b>		<b>135,375</b>	<b>2,400,463</b>	<b>2,535,838</b>	<b>1,847,874</b>	<b>1,884,831</b>
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100			0		
Travel and Conferences	5200		82,634	82,634	84,287	85,973
Dues and Memberships	5300	35,230		35,230	35,834	36,653
Insurance	5400	91,511		91,511	93,341	95,208
Operations and Housekeeping Services	5500	199,984		199,984	203,984	208,064
Rentals, Leases, Repairs, and Noncap. Improvements	5600	184,490	178,229	362,719	166,003	169,323
Professional/Consulting Services and Operating Expend.	5800	2,951,790	193,296	3,145,086	2,905,499	2,963,609
Communications	5900	21,755		21,755	22,190	22,633
<b>Total, Services and Other Operating Expenditures</b>		<b>3,484,760</b>	<b>454,159</b>	<b>3,938,919</b>	<b>3,511,238</b>	<b>3,581,463</b>
<b>6. Capital Outlay</b>						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170	0	0	0	0	0
Buildings and Improvements of Buildings	6200	0	0	0	0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0	0	0	0	0
Equipment	6400	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6900	521,543	0	521,543	521,543	521,543
<b>Total, Capital Outlay</b>		<b>521,543</b>	<b>0</b>	<b>521,543</b>	<b>521,543</b>	<b>521,543</b>
<b>7. Other Outgo</b>						
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	7290-7299	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
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. TOTAL EXPENDITURES</b>		<b>9,409,608</b>	<b>4,632,170</b>	<b>14,041,778</b>	<b>13,064,209</b>	<b>13,216,451</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B5)</b>						
		<b>707,264</b>	<b>0</b>	<b>707,264</b>	<b>586,613</b>	<b>629,850</b>
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	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
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>707,264</b>	<b>0</b>	<b>707,264</b>	<b>586,613</b>	<b>629,850</b>
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	6,129,506		6,129,506	6,836,770	7,423,382
b. Adjustments/Restatements to Beginning Balance	9793, 9795			0	0	0
c. Adjusted Beginning Balance		<b>6,129,506</b>	<b>0</b>	<b>6,129,506</b>	<b>6,836,770</b>	<b>7,423,382</b>
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		<b>6,836,770</b>	<b>0</b>	<b>6,836,770</b>	<b>7,423,382</b>	<b>8,053,232</b>
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	6,836,770		6,836,770	7,423,382	8,053,232
Other Designations	9775, 9780	0	0	0	0	0
Net Investment in Capital Assets (Accrual Basis Only)	9796	0	0	0	0	0
Undesignated / Unappropriated Amount	9790	(0)	(0)	(0)	0	0

Object	2023-24	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Projection	March Projection	April Projection	May Projection	June Projection	Accruals	Adjustments	TOTAL
<b>A. BEGINNING CASH</b>		6,129,506	7,171,007	6,156,251	5,555,080	6,004,854	6,111,823	4,954,732	4,759,236	4,198,237	4,714,527	5,257,068	5,062,881			
<b>B. RECEIPTS</b>																
<b>LCHF/Revenue Limit Sources</b>																
Principal Apportionment	8010-8019	8,542,336	297,435	297,435	1,047,525	535,383	535,383	1,047,525	583,383	541,394	1,287,042	541,394	1,287,042	541,395		8,542,336
In Lieu Property Taxes	8099	805,467		74,156		148,312	74,156	148,312	0	0	180,265	0	180,265			805,467
Miscellaneous Funds	8080-8098															0
Federal Revenue	8100-8299	2,394,972		34,822	215,063			222,881	0	768,883	0	0	1,153,324			2,394,972
Other State Revenue	8300-8599	2,945,776	72,048	61,397	170,905	314,400	188,539	57,551	305,785	355,030	355,030	355,030	355,030			2,945,776
Other Local Revenue	8600-8799	60,490	665	3	2,564	1,698	14,030	2,524	11,844	0	0	14,668	0			60,490
Interfund Transfers In	8910-8929	0														0
All Other Financing Sources	8930-8979	0														0
<b>TOTAL RECEIPTS</b>		<b>14,749,041</b>	<b>72,713</b>	<b>358,835</b>	<b>545,061</b>	<b>1,398,445</b>	<b>1,101,328</b>	<b>669,614</b>	<b>1,736,347</b>	<b>950,908</b>	<b>1,665,307</b>	<b>1,822,337</b>	<b>911,092</b>	<b>2,975,661</b>	<b>541,395</b>	<b>14,749,041</b>
<b>C. DISBURSEMENTS</b>																
Certificated Salaries	1000-1999	3,387,962	291,515	303,048	280,165	278,200	273,282	289,385	278,944	278,685	250,816	306,553	264,750	292,619		3,387,962
Classified Salaries	2000-2999	2,210,867	95,378	159,544	200,193	193,759	204,759	268,410	160,842	185,597	167,037	204,156	176,317	194,876		2,210,867
Employee Benefits	3000-3999	1,446,649	109,039	120,117	112,962	130,368	116,711	121,977	123,367	122,422	110,180	134,664	116,301	128,543		1,446,649
Books and Supplies	4000-4999	2,535,838	173,438	348,653	153,970	242,016	313,606	94,490	123,431	217,247	195,522	238,971	206,384	228,109		2,535,838
Services	5000-5999	3,938,919	190,278	325,126	348,202	271,473	337,850	275,499	392,984	359,502	323,551	395,452	341,526	377,477		3,938,919
Capital Outlay	6000-6599	521,543											521,543			521,543
Other Outgo	7000-7499															0
Interfund Transfers Out	7600-7629	0														0
All Other Financing Uses	7630-7699	0														0
<b>TOTAL DISBURSEMENTS</b>		<b>14,041,778</b>	<b>859,648</b>	<b>1,256,487</b>	<b>1,095,491</b>	<b>1,115,816</b>	<b>1,246,208</b>	<b>1,049,761</b>	<b>1,079,568</b>	<b>1,163,451</b>	<b>1,047,106</b>	<b>1,279,796</b>	<b>1,105,279</b>	<b>1,743,167</b>	<b>0</b>	<b>14,041,778</b>
<b>D. BALANCE SHEET ITEMS</b>		<b>Beginning</b>														
<b>Assets and Deferred Outflows</b>																
Cash Not In Treasury	9111-9199	7,431,111	(30,783)	1,014,555	601,172	(449,774)	(267,648)	1,320,405	(1,171,902)	(1,016,024)						0
Accounts Receivable	9200-9299	2,886,320	1,220,981	1,220,981	1,220,981	1,220,981	1,220,981	1,220,981	1,220,981	1,220,981	(8,546,869)					(0)
Due From Other Funds	9310	46,748	25,527	6,655	(10,213)	(8,327)	(2,310)	(20,388)	(6,510)	15,566						0
Stores	9320	0														0
Prepaid Expenditures	9330	357,734														0
Other Current Assets	9340	13,438,068														0
Deferred Outflows of Resources	9490	0														0
<b>SUBTOTAL</b>		<b>24,159,982</b>	<b>1,215,726</b>	<b>2,242,191</b>	<b>1,811,940</b>	<b>762,881</b>	<b>951,023</b>	<b>2,520,998</b>	<b>42,569</b>	<b>(9,547,327)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liabilities and Deferred Inflows</b>																
Accounts Payable	9500-9599	(1,848,592)	428,791	176,806	364,761	15,014	(256,711)	692,102	(357,373)	(1,063,390)						0
Due To Other Funds	9610	0														0
Current Loans	9640	0														0
Unearned Revenues	9650	(2,726,078)														0
Deferred Inflows of Resources	9690	(19,585,313)														0
<b>SUBTOTAL</b>		<b>(24,159,982)</b>	<b>428,791</b>	<b>176,806</b>	<b>364,761</b>	<b>15,014</b>	<b>(256,711)</b>	<b>692,102</b>	<b>(357,373)</b>	<b>(1,063,390)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonoperating</b>																
Suspense Clearing	9910	0	1,041,501	(2,182,489)	(1,497,920)	(580,722)	(955,886)	(2,605,840)	(1,252,216)	8,135,482	(101,910)					0
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>0</b>	<b>1,828,435</b>	<b>(117,103)</b>	<b>(50,741)</b>	<b>167,145</b>	<b>251,848</b>	<b>(776,943)</b>	<b>(852,274)</b>	<b>(348,456)</b>	<b>(101,910)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>1,041,501</b>	<b>(1,014,756)</b>	<b>(601,171)</b>	<b>449,774</b>	<b>106,968</b>	<b>(1,157,091)</b>	<b>(195,496)</b>	<b>(560,999)</b>	<b>516,290</b>	<b>542,541</b>	<b>(194,187)</b>	<b>1,232,494</b>	<b>541,395</b>	<b>0</b>	<b>707,264</b>
<b>F. ENDING CASH (A + E)</b>		<b>7,171,007</b>	<b>6,156,251</b>	<b>5,555,080</b>	<b>6,004,854</b>	<b>6,111,822</b>	<b>4,954,732</b>	<b>4,759,236</b>	<b>4,198,237</b>	<b>4,714,527</b>	<b>5,257,068</b>	<b>5,062,881</b>	<b>6,295,376</b>			
<b>G. ENDING CASH, PLUS ACCRUALS</b>																<b>6,836,771</b>

**iLEAD Lancaster**

2024-2025 2nd Interim Cash Flow Worksheet

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
<b>A. BEGINNING CASH</b>			6,836,771	6,592,733	6,110,115	5,653,795	5,272,991	5,469,481	5,307,713	4,969,966	5,121,932	5,768,677	6,282,864	6,387,045			
<b>B. RECEIPTS</b>																	
LFFF Revenue Limit Sources																	
Principal Apportionment	8010-8019	8,545,403	256,362	256,362	512,724	512,724	512,724	512,724	512,724	939,994	939,994	939,994	939,994	939,994	769,086		8,545,400
In Lieu Property Taxes	8099	805,467	0	0	0	0	322,187	0	0	0	0	483,280	0	0			805,467
Miscellaneous Funds	8080-8098																0
Federal Revenue	8100-8299	1,293,373	0	0	0	0	0	0	0	0	517,349	0	0	776,024			1,293,373
Other State Revenue	8300-8599	2,946,281	294,628	294,628	294,628	294,628	294,628	294,628	294,628	176,777	176,777	176,777	176,777	176,777			2,946,281
Other Local Revenue	8600-8799	60,298	6,030	3,015	6,030	9,045	7,236	7,236	3,015	1,809	3,015	5,427	6,030	2,412			60,300
Interfund Transfers In	8910-8929																0
All Other Financing Sources	8930-8979																0
<b>TOTAL RECEIPTS</b>		<b>13,650,822</b>	<b>557,020</b>	<b>554,005</b>	<b>813,382</b>	<b>816,397</b>	<b>1,136,775</b>	<b>814,588</b>	<b>810,367</b>	<b>1,118,580</b>	<b>1,637,135</b>	<b>1,605,478</b>	<b>1,122,801</b>	<b>1,895,207</b>	<b>769,086</b>	<b>0</b>	<b>13,650,821</b>
<b>C. DISBURSEMENTS</b>																	
Certificated Salaries	1000-1999	3,452,887	291,515	303,048	280,165	278,200	273,282	289,385	278,944	291,670	262,503	320,836	277,086	306,253			3,452,887
Classified Salaries	2000-2999	2,255,085	132,599	178,603	180,181	163,719	172,288	167,553	177,926	190,329	229,568	212,655	224,832	224,832			2,255,085
Employee Benefits	3000-3999	1,475,582	64,335	155,379	61,089	181,497	151,350	120,112	194,039	64,483	122,031	125,424	167,921	167,921			1,475,581
Books and Supplies	4000-4999	1,847,874	122,329	74,469	400,065	302,312	105,514	123,808	104,220	146,167	129,721	131,014	88,513	119,742			1,847,874
Services	5000-5999	3,511,238	190,278	325,126	348,202	271,473	337,850	275,499	392,984	273,965	246,569	301,362	260,267	287,664			3,511,239
Capital Outlay	6000-6599	521,543												521,543			521,543
Other Outgo	7000-7499																0
Interfund Transfers Out	7600-7629																0
All Other Financing Uses	7630-7699																0
<b>TOTAL DISBURSEMENTS</b>		<b>13,064,209</b>	<b>801,056</b>	<b>1,036,625</b>	<b>1,269,702</b>	<b>1,197,201</b>	<b>940,284</b>	<b>976,357</b>	<b>1,148,113</b>	<b>966,614</b>	<b>990,392</b>	<b>1,091,291</b>	<b>1,018,619</b>	<b>1,627,955</b>	<b>0</b>	<b>0</b>	<b>13,064,209</b>
<b>D. BALANCE SHEET ITEMS</b>																	
<b>Assets and Deferred Outflows</b>																	
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
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liabilities and Deferred Inflows</b>																	
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
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonoperating</b>																	
Suspense Clearing	9910																0
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>			(244,036)	(482,620)	(456,320)	(380,804)	196,491	(161,769)	(337,746)	151,966	646,743	514,187	104,182	267,252	769,086	0	586,612
<b>F. ENDING CASH (A + E)</b>			6,592,735	6,110,113	5,653,795	5,272,991	5,469,482	5,307,712	4,969,967	5,121,932	5,768,675	6,282,864	6,387,046	6,654,297			7,423,383
<b>G. ENDING CASH, PLUS ACCRUALS</b>																	<b>7,423,383</b>



<b>ILEAD Lancaster</b>							
<b>If no debt, check here</b>		<b>x</b>					
	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
State School Building Loans Payable	0.00	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
<b>Governmental activities long-term liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Business-Type Activities:</b>							
State School Building Loans Payable	0.00	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	13,297,550.00	0.00	0	13,297,550	164,344	13,133,206	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
<b>Business-type activities long-term liabilities</b>	<b>13,297,550</b>	<b>0</b>	<b>0</b>	<b>13,297,550</b>	<b>164,344</b>	<b>13,133,206</b>	<b>164,344</b>
<b>Other Debt (1)* _____</b>							
<b>Other Debt (2)* _____</b>							
	<b>Total (from above)</b>	<b>Principal</b>	<b>Interest</b>	<b>Interest Object Code</b>			
Governmental Decreases	<b>0.00</b>						
Business Type Decreases	<b>164,344.00</b>	164,344		9669			

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



**Administration of Medications, Emergencies, Anti-Seizure Medication, Opioid Antagonist Administration, Administration of Medicinal Cannabis and Head Lice**

Board Policy Date Approved:

**Administration of Medications**

**Objective:**

To establish guidelines and procedures for safe and responsible administrations of medications to learners during school hours or outside of school activities.

**Scope:**

These policies apply to all school staff responsible for administering medications to learners during school hours and activities, including school field trips, and camps or other activities that typically involve at least one overnight stay away from home, if administration of the medication is absolutely necessary during school hours and the learner cannot self-administer or another family member cannot administer the medication at school.

**Responsibilities:**

Medication administration by nursing and non-nursing school staff, policies and procedures shall be consistent with federal and state laws.

**Procedure:**

The following information for medication administration in school is to establish clear and standardized guidelines for the safe and responsible handling of medications for learners.

**Administration of Medications -Requirements for Administration or Assistance**

**Authorized Personnel:** A nurse who is employed by the School and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to learners. When a school nurse is not available, a designated School employee who has been trained, will administer the medication or otherwise assist the learners in agreement with the authorized healthcare provider's written statement and parent written consent.

**Medication Authorization:**

Before the school can allow a learner to carry and self administer any medication prescribed, or have authorized school personnel assist to administer medications to a learner, the school must receive a copy of all the following documentation:

iLEAD Lancaster

254 E. Ave K-4, Lancaster, CA 93535

(661)722-4287 • (866) 323-8394 fax • ileadlancaster.org

- The School shall obtain, from parent/guardian, the Request for Medication to be taken during school hours form: [Request for Medication form during school hours](#) .
- The authorization form must include:
  - Authorization from the learner's parent/ guardian and be completed by their authorized health care provider with contact information, the written authorization should provide permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
- The school shall, ensure authorization form includes learners name, medication name, dosage, frequency, special instructions, including the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the learner is able to self-administer the medication and a written statement from the parent/guardian consenting to the learner's self-administration and releasing the School and its personnel from civil liability if the self-administering learner suffers an adverse reaction by self-administering his/her medication.

#### **Safe Practices for Medication Administration:**

- New medication form by the parent/ guardian and the authorized health care provider shall be required annually and whenever there is a change in the learner's authorized health care provider, or a change in the medication.
- Parent(s)/guardian(s) of learners requiring administration of medication or assistance with administration of medication shall personally deliver the medication for administration to the health office.
- School nurse or other designated school personnel shall:
  - Accept delivery of medications from parent/ guardian and count and record them upon receipt in the medication check in log [Medication check in/ Sign in sheet](#).
- The School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which School employees are designated to administer medication to the learner.
- If there is not a current medication form on file, provided by the learner's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication.
- If medication is expired or medication form is not current, the parent will be advised to pick up medication as soon as possible or provide medication form signed by their child's physician.
- If a parent has to be called and the parent wishes, the parent can come to the school, and administer medication to their child, the school must keep a log: [Medication administered by parent log in sheet](#) for each child receiving medication from their parent and have the parent sign the log along with the name of the medication that is being administered.

- The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.
- Parent(s)/guardians (s) of learners who have previously provided consent for the School to administer medication or assist a learner with administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School Director.

### **Storage of Medication:**

- Medication for administration to learners shall be maintained in the office of the School nurse or designee in a locked cabinet.
- It shall be clearly marked for easy identification.
- If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by the School nurse and other authorized personnel.
- If stored medication is unused, discontinued or outdated, the medication shall be returned to the learner's parent/guardian where possible.
- If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

### **Confidentiality:**

- School personnel with knowledge of the medical needs of learners shall maintain the learners' confidentiality.
- Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures learner confidentiality.
- All medication records or other documentation relating to a learner's medication needs shall be maintained in a location where access is restricted to the School Director, the School nurse or other designated School employees.

### **Deviation from Authorized Health Care Provider's Written Statement:**

If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows:

- 1) If discovery is made by a licensed healthcare professional, notification of the deviation shall be in accordance with applicable standards of professional practice;
- 2) If discovery is made by an individual other than a licensed healthcare professional, notification shall be given to the School Director, the learner's parent/guardian, any School employees that are licensed health care professionals and the learner's authorized health care provider.

### **Medication Administration:**

(The following steps will be taken each time a learner is assisted in taking medication)

1. Identify the authorized staff member responsible for medication administration.
2. Wash hands thoroughly before and after administering medications.

3. Administer medications according to the authorized dosage and schedule.
4. Verify the learner's identity, by name and date of birth before administering the medication.
5. Double-check the medication against the authorized medication form to ensure accuracy.
6. Tip the pill bottle so the pill falls into the upturned lid, and allow the learner to take the pill from the upturned lid. If inhaler, hand it to the learner. Observe the learner taking the medication.
7. Record all medication administrations in a dedicated log.
8. Include date, time, medication name, route of medication, amount and staff members first, last name and initials.
9. The school will report to a learner's parent/guardian and the director or site administrator any refusal by the learner to take medication.
10. Report to the site administrator the learner's parent/ guardian and if necessary the authorized healthcare provider if medication was not administered properly, wrong medication given, or failure to administer medication in accordance with the provider's written statement.

### **Specialized Physical Health Care Services for Individuals with Exceptional Needs:**

#### **Authorized Personnel:**

The following individuals may assist learners with exceptional needs who require specialized physical health care services during the regular school day:

1. Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5
2. Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to include all of the following:
  - a. Routine for the pupil;
  - b. Pose little potential for harm for the pupil;
  - c. Performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;
  - d. Does not require a nursing assessment interpretation, or decision making by the designated school personnel
3. Persons providing specialized physical health care services for learners with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health or other services for learners with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

### **Emergencies and Emergency Medication**

#### **Objectives:**

- To establish guidelines and policies for effectively responding to various types of emergencies that occur at school.
- To establish guidelines and policies for the safe and timely administration of emergency medications to learners at school when medically necessary.

#### **Scope:**

- These policies apply to all school personnel, learners, and visitors during school hours, extracurricular activities and school events.
- These policies apply to all school staff for administering Emergency medications during school hours, and extracurricular activities and events.

#### **Responsibilities:**

- Emergencies- Emergency situations shall be handled in a timely manner. When necessary the appropriate personnel will be called to assist.
- Emergency medication administered by school personnel, shall follow policies and procedures and be consistent with guidelines, federal and state laws.

#### **First Aid and CPR:**

- All facilitators are encouraged to be certified in first aid and CPR as well as getting recertified every 2 years in either first aid or CPR.
- Every classroom is encouraged to have a First Aid Kit containing appropriate supplies.
- First aid will be administered whenever necessary by trained staff members.

#### **Resuscitation Orders:**

- School employees who are trained are expected to respond to emergency situations without discrimination.
- If any learner needs resuscitation, trained staff shall make every effort to resuscitate him/her.
- The School does not accept or follow any parental or medical "do not resuscitate" orders.
- School staff should not be placed in the position of determining whether such orders should be followed.
- The School Director, or his/her designee, shall ensure that all parents/guardians are informed of this policy.



### **Emergency Contact Information:**

- For the protection of a learner's health and welfare, the School shall require the parent/guardian(s) of all learners to keep current with the School emergency information including the home address and telephone number.
- Business address and telephone number of the parent/guardian(s).
- The name, address and telephone number of a relative or friend who is authorized to care for the learner in any emergency situation if the parent/guardian cannot be reached.

### **Emergency Medications/ Emergency Aid to learners with Anaphylactic Reaction:**

- The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction.
- The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414.
- Trained School personnel shall immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at School or a School related activity when a physician is not immediately available.
- The School Director shall create a plan addressing the following issues:
  - Designation of the individual(s) who will provide the training for administration of emergency epinephrine auto injectors;
  - Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of epinephrine auto-injectors;
  - Documentation as to which School personnel will obtain the prescription from the identified individual, and the medication from a pharmacist.
  - Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.
- If the epinephrine auto-injector is used, the school nurse or other qualified personnel shall restock as soon as reasonably possible, no later than two weeks.
- Epinephrine auto-injectors should be restocked before their expiration date.(Education Code 49414)
- In the event that Epinephrine auto-injector pen is used, notify the school network nurse via email at : [nurse@ileadcalifornia.org](mailto:nurse@ileadcalifornia.org). Schools are encouraged to keep track of using epinephrine auto-injector, by using the [Epinephrine Administration Tracking log.docx](#) tracking sheet. This information is used when applying for additional EpiPens through the EpiPens4Schools program.

### **Emergency Medication for Opioid Overdose:**

- The school may elect to provide emergency naloxone hydrochloride to schools for the purpose of providing emergency medical aid to persons suffering from or suspected to be suffering from an opioid overdose.
- Trained school personnel shall immediately administer emergency naloxone hydrochloride to any person exhibiting symptoms of opioid overdose at school or school activity.
- The School Director or designee can or designate one or more volunteer employees to receive initial and annual refresher and training at no cost.
- In determining whether to make this medication available, the School Director or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)
- When available at the site, the school nurse shall provide emergency naloxone hydrochloride for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity.
- Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)
- The following form [Solicitation of Volunteer Nonmedical School Personnel - Google Docs.pdf](#) will be used for non licensed school employees volunteering to administer naloxone hydrochloride.
- An employee who volunteers may rescind his or her offer to administer emergency naloxone hydrochloride or another opioid antagonist at any time, including after receipt of training.
- The School Director shall create a plan addressing the following issues:
  - Designation of the individual(s) who will provide the training for administration of emergency naloxone hydrochloride;
  - Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of naloxone hydrochloride;
  - Documentation as to which School personnel will obtain the prescription from the identified individual and the medication from a pharmacist
  - Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.
- If the naloxone hydrochloride is used, the school nurse or other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, no later than two weeks, the medication should be restocked before its expiration date.
- In the event that naloxone hydrochloride is used, notify the school network nurse via email at : [nurse@ileadcalifornia.org](mailto:nurse@ileadcalifornia.org). Schools are encouraged to keep track of using Naloxone kits, or reversals (lives saved) using the [Report of Naloxone Administration](#) tracking sheet. This information is used when applying for additional naloxone kits through NDP (Naloxone Distribution Program).

### **Administration of Emergency Anti-Seizure Medication:**



If a learner diagnosed with seizures, a seizure disorder, or epilepsy has been prescribed an emergency anti-seizure medication by the learner's health care provider, the school, upon receipt from the learner's parent or guardian, may designate one or more volunteers at the learner's school to receive initial and annual refresher training, based on prescribed standards, regarding the emergency use of anti-seizure medication from the school nurse or other qualified person designated by an authorizing physician and surgeon.

- A school nurse, or if the school nurse is not available or onsite, a properly trained volunteer may administer emergency anti-seizure medication in accordance with the Education Code to a learner diagnosed with seizures, a seizure disorder, or epilepsy if the learner is suffering from a seizure.
- The volunteer training shall be in line with the minimum standards of training established by the Superintendent of Public Instruction and shall include all of the following:
  - Recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to those symptoms;
  - Administration, or assisting with the self-administration of, an emergency anti-seizure medication, or a medication or therapy prescribed to treat the symptoms of seizures, seizure disorders, or epilepsy
  - Basic emergency follow up procedures;
  - Written materials covering the information required by statute.

An employee who volunteers may rescind their offer to administer emergency anti-seizure medication at any time, including after receipt of training.

- If the school obtains written consent from a parent or guardian and a seizure action plan from the learner healthcare provider, to request for assistance with administration of anti-seizure medication in accordance with Section 99.30 of Title 34 of the Code of Federal Regulations, the seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of that learner.
- The following form [Volunteer for emergency seizure medication](#) will be used for unlicensed school employees volunteering to administer emergency anti-seizure medication.
- Seizure Action Plan: Before administering emergency anti-seizure medication or therapy, the School shall obtain from the learner's parent or guardian a seizure action plan that includes all of the following:
  - Authorization, in writing, for the medication to be administered to the learner at school;
  - Authorization shall be renewed each school year, unless needed sooner;
  - A copy of a statement, in writing from the learner's health care provider that includes the following:
    - Learner's name;
    - The name and purpose of the medication;
    - The prescribed dosage;
    - The method of administration;
    - The frequency with which the medication may be administered;

- Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of an emergency anti-seizure medication becomes necessary;
  - The circumstances under which the medication may be administered;
  - Any potential adverse responses by the learner and recommended mitigation actions, including when to call emergency services, including the emergency 911 telephone number;
  - A protocol for observing the learner after a seizure, including, but not limited to, whether the learner should rest in the school office, whether the learner may return to class, and the length of time the learner should be under direct observation;
- How and where the emergency anti-seizure medication will be stored at the school.

If the School obtains written consent, the seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of that learner.

The School shall notify the nurse, or the school administrator (or designee) if there is no nurse, if an employee at the school administers an anti-seizure medication to a learner. The notice shall be kept on file in the health office or the school administrator's office.

### **Administration of Medicinal Cannabis:**

It is the policy of the School to allow a parent or guardian of a learner to possess and administer to a learner who is a qualified patient pursuant to Health and Safety Code section 11362.7, et seq., medicinal cannabis at the school site, subject to the following requirements.

- It is not required for a School staff member to administer medicinal cannabis to a learner.
- The parent/guardian shall not administer the medicinal cannabis in a manner that disrupts the educational environment or exposes other pupils to medicinal cannabis.
- It is in the sole discretion of the School as to what disrupts the educational environment.
- Medicinal Cannabis must be brought by the parent(s)/guardian(s) to the school site for administration.
- The parent/guardian will then remove any medicinal cannabis left on the school site after the medicinal cannabis has been administered to their learner and take home with them.
- Before administering the medicinal cannabis, the parent/guardian shall provide the school a valid written medical documentation for medicinal cannabis for the learner to be kept on file at the school.
- For purposes of confidentiality and disclosure, learner records collected in accordance with this policy shall be treated as medical records and shall be subject to all provisions of state and federal law that govern the confidentiality and disclosure of medical records.

This policy may be amended or rescinded at a regularly scheduled board meeting for any reason, including but not limited to, if the School is at risk of, or has lost, federal funding as a result of the policy. The policy may be amended or rescinded at a special meeting if both of the following are met:

- Exigent circumstances necessitate an immediate change to the policy; and
- At the meeting the governing board will address the intent to amend or rescind the policy.

For purposes of this policy, cannabis means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. Cannabis products means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients. Medicinal cannabis excludes medicinal cannabis or cannabis products in a smokeable or vapeable form.

### Lice Guidelines and Policy

<b>Objective:</b> To establish guidelines and policies for the identification management and prevention of lice infestations among learners at school.
<b>Scope:</b> These policies apply to all school staff, learners, parents/guardians in the school community.
<b>Responsibilities:</b> Policies and procedures shall be consistent that learners with head lice should be cared for appropriately, and actions are taken to minimize risk of cross infection.

- To prevent the spread of head lice infestations, school personnel shall report all suspected cases of head lice to the School nurse, or designee, as soon as possible.
- School personnel shall maintain the privacy of learners identified as having head lice.
- The nurse, or designee, shall examine the learner and any siblings of affected learners or members of the same household.
- If live head lice are found on a learner(s) at school, or infestation is suspected, parents/guardians shall be notified by the end of the school day and provided educational materials, such as [CDPH Head Lice Flyer](#) and [How-To Guide for Nit Combing](#) to instruct parent/guardian on the proper treatment and control of head lice.
- The learner's parent/guardian shall be notified that their child will be rechecked the following day upon their return to school after treatment of over-the-counter use or prescription lice killing product has been completed and will be permitted to stay in class if no active head lice are found. Should nits be found, the learner can continue attending school.

- If it is determined that the learner remains infected with active head lice or it is a recurring issue the school nurse or designee shall contact the learner's parent/guardian to discuss treatment. If necessary the school nurse or designee may provide additional resources that include the local health department, health care providers, or other agencies to determine the best approach to identify and resolve the impact of the child's recurring louse infestation. The school (director) or designee recognizes that head lice infestations among learners require treatment, but do not pose a risk of transmitting disease.
- The school (director) or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces learner absences.
- Encouraging parents/guardians to perform additional checks for head lice after treatment may help determine if treatment was successful and/or if an active head lice infestation has been resolved.
- In the event of one or more persons infested with lice in a classroom, it shall be at the school's discretion if a classroom or school-wide notification will be sent out to notify other learners and parent/guardian of the exposure to head lice and provide them with information about the detection and treatment of head lice.
- If school notifies parent/guardian of the exposure, the exposure letter [Head Lice Notification template](#) may be used.
- For up to date information on Lice prevention: [CDPH Guidance on Head Lice Prevention and control for K-12 Schools](#)