



# MEETING AGENDA - iLEAD Agua Dulce Board

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

## Meeting

**Meeting Date** Tuesday, September 10, 2024  
**Start Time** 4:00 PM  
**End Time** 5:00 PM  
**Location** Address: 11311 Frascati Street, Agua Dulce, CA 9190  
Zoom Meeting: <https://zoom.us/j/5395735793>  
Meeting ID: 539 573 5793  
Dial in Number: 1-669-900-6833

**Purpose** Regular Scheduled Meeting

## Agenda

### 1. Opening Items

---

1.1. Call The Meeting To Order (4:00 PM - 4:00 PM)

---

1.2. Roll Call (4:00 PM - 4:00 PM)

---

1.3. Pledge Of Allegiance (4:00 PM - 4:00 PM)

---

1.4. Board Meeting Agenda (4:00 PM - 4:00 PM)

Discuss and take action on the Board Meeting Agenda.

**Due date:** 9/10/2024

---

1.5. Board Meeting Minutes (4:00 PM - 4:00 PM)

Discuss and take action on the Board Meeting Minutes.

**Due date:** 9/10/2024

#### Documents

- Minutes-2024-06-25-v1.pdf
- 

### 2. Public Comments

---

2.1. Public Comments (4:00 PM - 4:00 PM)

The public may address the iLEAD Agua Dulce 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.

---



### 3. Consent Items

---

#### 3.1. Personnel Report

(4:00 PM - 4:00 PM)

**Due date:** 9/10/2024

##### Documents

- PersonnelReport\_AguaDulce\_09.10.24.pdf
- 

#### 3.2. Check Register

(4:00 PM - 4:00 PM)

**Due date:** 9/10/2024

##### Documents

- iAD Payment Register Summary\_20240904.pdf
  - iAD Payment Register\_20240904.pdf
- 

#### 3.3. 2024/2025 Insurance Contracts

(4:00 PM - 4:00 PM)

**Due date:** 9/10/2024

##### Documents

- iAD Benefits Listing for Board 8.29.2024.pdf
  - 2022-2023-2024 Overall Premium Breakdown.xlsx - Agua Dulce.pdf
- 

#### 3.4. Revised Certificate of Signatures

(4:00 PM - 4:00 PM)

**Due date:** 9/10/2024

##### Documents

- iLEADAguaDulce\_Certification of Signatures\_202409.pdf
- 

### 4. Discussion And Reports

---

#### 4.1. School Director Report

(4:00 PM - 4:00 PM)

---

### 5. Action Items

---

#### 5.1. 2023/2024 Education Protection Account

(4:00 PM - 4:00 PM)

Discuss and take action regarding annual 23/24 Educational Protection Account Resolution as required by CDE.

**Due date:** 9/10/2024

##### Documents

- FY23.24 iLEAD Agua Dulce EPA Resolution.pdf
- 

#### 5.2. Board Member Terms

(4:00 PM - 4:00 PM)

Discuss and take action regarding extending Kurt's terms for an additional 3 years.

**Due date:** 9/10/2024

---

#### 5.3. Revised Curriculum and Instruction Independent Study Policy

(4:00 PM - 4:00 PM)

Discuss and take action on the revised policy.



**Due date:** 9/10/2024

Documents

- September 2024 Revised AD\_ Independent Study Policy.pdf
- 

## 6. Board Comments

---

6.1. Board Comments

(4:00 PM - 4:00 PM)

---

## 7. Closing Items

---

7.1. Next Meeting Date - October 8, 2024 @ 4:00 pm

(4:00 PM - 4:00 PM)

---

7.2. Adjournment

(4:00 PM - 4:00 PM)

---

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

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

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

**EMPLOYMENT - NEW HIRES**

Casaus, Megan	Business Manager (New position)	8.20.24
Breitbach, Anthony	Student Support - Ed Specialist (New Position)	8.20.24
Cullen, Nicole	Facilitator (Backfill)	8.01.24
Jaeggi, Laura	iLEADership Resident (Backfill)	7.01.24
Kim, Timothy	Educational Facilitator (New position)	8.01.24
Maxwell, Wendy	School Director - Certificated (Backfill)	7.01.24
Romero, Alba	Facilitator (Backfill)	8.01.24
Tarpinian, Tzolere	Facilitator (Backfill)	8.01.24

**RESIGNATIONS/TERMINATIONS**

Guevara, Maryse	Facilitator	6.30.24
Latimer, Lisa	School Director - Classified	6.30.24
Rivera, Emily	Facilitator	6.30.24
Higdon, Nicole	Facilitator	6.30.24
Dean, Veronika	Facilitator CTE	6.30.24
Cruz, Matthew	Care Team - Instructional Support	6.28.24
Reveles, Valerie	Student Support - Ed Specialist	6.30.24
Casaus, Megan	Business Manager	8.26.24

**STATUS CHANGE**

Horney, Rhonna	Instructional Specialist to Facilitator(Backfill)	8.01.24
So, Jacque	Office assistant to Health aid (New Position)	
Sickafoose, Colin	Instructional Support to Facilitator(Backfill)	8.01.24
Willey, Taylor	Student support to Instructional support (Backfill)	7.01.24
Kurfess, Makayla	Care Team to Instructional Specialist (Backfill)	7.01.24
Hood, Amber	Care Team to Instructional Specialist (Backfill)	7.01.24
Rubalcaba, Dolores	Care Team to Instructional Specialist (Backfill)	7.01.24
Sarceno, Emely	Care Team to Instructional Specialist (Backfill)	7.01.24







iLEAD Agua Dulce						
Type	Benefit	Provider	Plan Year	Number of Participants	Anticipated Plan Year Cost - Employee	Anticipated Plan Year Cost - Employer
Medical	Medical	Kaiser	8/1/2024-7/31/2025	13	\$34,021	\$98,541
Medical	Medical	Cigna	8/1/2024-7/31/2025	7	\$16,306	\$78,735
Dental	Dental Low	Cigna	8/1/2024-7/31/2025	7	\$6,760	\$0
Dental	Dental High	Cigna	8/1/2024-7/31/2025	4	\$3,361	\$0
Dental	Dental HMO	Cigna	8/1/2024-7/31/2025	8	\$1,508	\$0
Vision	Vision	EyeMed	8/1/2024-7/31/2025	9	\$876	\$0
Vision	Vision High	EyeMed	8/1/2024-7/31/2025	10	\$1,989	\$0
Life	Employer Life & ADD	Sun Life	8/1/2024-7/31/2025	28	\$0	\$195
Life	Voluntary Employee	Sun Life	8/1/2024-7/31/2025	7	\$1,820	\$0
Life	Voluntary Spouse	Sun Life	8/1/2024-7/31/2025	2	\$236	\$0
Life	Voluntary Child	Sun Life	8/1/2024-7/31/2025	1	\$22	\$0
STD	Short Term Disability	Sun Life	8/1/2024-7/31/2025	1	\$0	\$281
LTD	Long Term Disability	Sun Life	8/1/2024-7/31/2025	28	\$0	\$1,071
EAP	Employee Assistance Plan	Sun Life	8/1/2024-7/31/2025	Included in the cost of LTD		
FSA	FSA-Medical	WEX	8/1/2024-7/31/2025	1	\$800	\$0
FSA	FSA-Dependent	WEX	8/1/2024-7/31/2025	0	\$0	\$0
Pet Insurance	Pet Insurance	Nationwide	8/1/2024-7/31/2025	0	\$0	\$0
Supplemental	Accident Coverage	Cigna	8/1/2024-7/31/2025	0	\$0	\$0
Supplemental	Hospitalization	Cigna	8/1/2024-7/31/2025	1	\$559	\$0
Supplemental	Critical Illness	Cigna	8/1/2024-7/31/2025	1	\$190	\$0
Legal	Legal Shield		8/1/2024-7/31/2025	1	\$192	\$0
Credit	Credit For EE Only Medical Coverage	n/a	8/1/2024-7/31/2025	16	-\$6,662	\$6,662
Credit	Credit for Waiving Medical	n/a	8/1/2024-7/31/2025	3	-\$1,025	\$1,025
				Total:	\$60,953	\$186,510
					24.63%	75.37%

iLEAD Agua Dulce  
RESOLUTION REGARDING THE  
EDUCATION PROTECTION ACCOUNT

Board Approved:

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the

funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of iLEAD Agua Dulce;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the iLEAD Online has determined to spend the monies received from the Education Protection Act as attached.

SCHOOL DIRECTOR NAME: Wendy Maxwell

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

iLEAD Agua Dulce  
 3720 Sierra Hwy Unit A  
 Acton, Ca 93510

<b>Education Protection Account Budget Object Codes: 2023/2024</b> {Funding will be used for expenses in the primary Object Code listed below, and if there is a balance the funding will be applied to the secondary Object Codes, whichever is applicable)		
Primary Object code for EPA Funding	1100	Certificated Teachers
Secondary Object Code for EPA Funding	2970	Classified Substitute & Intern Teachers
Secondary Object Code for EPA Funding	2980	Classified Intern Teachers
<b>EPA Estimated Funding Determination for 2023/2024</b>		<b>\$62,214</b>

**Company Name:** iLEAD Agua Dulce  
**Report Name:** Payment Register Summary  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 06/13/24-09/04/24

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	16,766.59
3402	Health & Welfare Benefits - Classified positions	11,736.29
3702	Retiree Benefits - Classified positions	127.76
4110	Core Curriculum - Texts, Workbooks, etc	2,471.93
4210	Professional Development References	170.37
4220	Other Books & References	158.10
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	2,918.14
4310	Science Supplies	780.99
4325	Custodial Supplies	2,255.75
4330	Health & Safety	2,561.91
4335	Home Study Stipend	6,624.20
4340	Office Supplies	851.43
4345	Printing & Reproduction Supplies	1,042.53
4355	Facilities Supplies	5,480.33
4410	Classroom Furniture & Equipment	135.55
4420	NonClassroom Furniture & Equipment	1,444.87
4430	IT Equipment & Supplies	1,309.51
5230	Conference & Workshop Registration Fees	2,740.00
5310	Professional Dues, Memberships, and Subscriptions	385.00
5510	Utilities - Electricity	15,257.32
5540	Utilities - Trash	6,814.33
5560	Operations - Security	699.14
5630	Repairs & Maintenance - Facilities	79,798.13
5660	Repairs & Maintenance - Other Equipment	563.25
5801	Professional Services - Service Fees	137,081.36
5803	Professional Services - Business Services	5.00
5804	Professional Services - Auditing & Tax Preparation	7,283.01
5805	Professional Services - Payroll Fees	7,754.22
5806	Professional Services - Consultant Fees	197.50
5807	Professional Services - BTSA	1,650.00
5808	Professional Services - Legal Fees	525.00
5809	Professional Services - Shared/Leased Employees	5,247.30
5824	Operating Expenditures - Fundraising & Grantwriting	1,935.45
5826	Operating Expenditures - Interest	32.78
5827	Operating Expenditures - Other Benefit Fees	2,199.72
5829	Operating Expenditures - Events	3,085.00
5830	Operating Expenditures - Marketing & Advertising	5,556.98
5850	Student Services Expenditures - Student Information System	3,173.04
5852	Student Services Expenditures - Special Education Contracted Services	114,628.98
5853	Student Services Expenditures - Student & Group Activities	972.25
5854	Student Services Expenditures - Electives & Enrichment	119.46

<b>GL Account #</b>	<b>GL Account Description</b>	<b>Total</b>
5855	Student Services Expenditures - Substitutes	6,909.00
5910	Telephone & Fax	2,907.73
5920	Internet Services	1,189.88
5925	Website/Communication Fees	387.15
5930	Freight Expense	18.19
5940	Postage Expense	158.78
9310	Prepaid Expenditures (Expenses)	12,854.53
9535	Retirement Liability	111,844.01
9536	403b Payable	372.11
9544	Credit Card Payable	3,188.80
<b>Grand Total</b>		<b>\$ 594,370.65</b>

**Company name:** iLEAD Agua Dulce  
**Report name:** Payment Register  
**Report title 2:** Mission Valley Bank  
**Footer Text:** 06/13/24-09/04/24  
**Created on:** 9/5/24  
**Location:** 118--iLEAD Agua Dulce

Date	Vendor	Amount
6/13/24	PRI000--Priority Plumbing Solutions	7,675.00
6/13/24	SANT003--Santa Clarita Athletic Independent League	847.50
6/13/24	GARC001--Marrano Garcia	399.00
6/13/24	JONE002--Alicia Jones	375.00
6/13/24	WEST000--West Coast Music Academy [S]	1,070.00
6/13/24	HORS000--Kim Wineland (Horse ETC)	1,150.00
6/13/24	LEAR000--Learn Beyond The Book LLC [S]	263.40
6/13/24	THEH000--The Hidden Dojo	155.00
6/13/24	LAVI000--LaVine, Lauren	300.00
6/14/24	SCOO000--Scoot Education	2,303.00
6/14/24	INSI000--SC Publishing, Inc	147.00
6/14/24	AMAZ100--Amazon Capital Services (iCA)	1,905.29
6/17/24	EDI118A--Southern California Edison 9069	3,715.65
6/17/24	LAWO000--Law Offices of Young, Minney & Corr, LLP	150.00
6/17/24	OUTS000--Outschool, Inc [S]	45.00
6/17/24	AMAZ100--Amazon Capital Services (iCA)	1,708.08
6/18/24	AMAZ100--Amazon Capital Services (iCA)	344.37
6/18/24	CIGN000--Cigna Healthcare	675.23
6/18/24	VENB000--Venbrook Insurance Services	2,310.13
6/20/24	TIM118A--Time Warner Cable 9656	399.96
6/21/24	STAP001--Staples Advantage	262.23
6/21/24	NATIO01--Nationwide	43.68
6/21/24	PRI000--Priority Plumbing Solutions	5,162.50
6/21/24	CARP003--Susan Carpenter	235.35
6/21/24	MCCA000--McCalla Company	911.71
6/21/24	AGUA001--Agua Dulce Hardware	145.70
6/21/24	ATT118A--AT&T 9839.	805.56
6/21/24	WEST000--West Coast Music Academy [S]	152.00
6/21/24	THEH000--The Hidden Dojo	155.00
6/21/24	CORD000--Cordero, Efrain	80.00
6/21/24	LAVI000--LaVine, Lauren	100.00
6/21/24	JONE002--Alicia Jones	282.00
6/21/24	THES005--The Swim Ranch	198.00
6/21/24	VANL000--Amy Van Leuven	673.80
6/21/24	DANC007--Dancin' In Acton, Inc.	250.00
6/21/24	HORS000--Kim Wineland (Horse ETC)	110.00
6/21/24	PATE000--Keshav Education Inc.	950.00
6/21/24	WEXH000--WEX Health Inc.	13.91
6/21/24	SUNL000--Sun Life Assurance Company of Canada	450.07

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
6/21/24	CREA004--Creative Mathematics	2,145.00
6/21/24	ILEA300--iLEAD California	1,650.00
6/21/24	AMAZ100--Amazon Capital Services (iCA)	122.59
6/24/24	HUGO000--Hugo's Gymfitness [S]	140.00
6/25/24	SPEC003--Specialized Therapy Services	765.90
6/25/24	EDI118A--Southern California Edison 9069	5,746.34
6/25/24	PURE000--Pure Oasis Water	45.75
6/25/24	PANT000--Panther Pest Control	700.00
6/25/24	AGUA001--Agua Dulce Hardware	526.47
6/25/24	AMAZ100--Amazon Capital Services (iCA)	1,900.85
6/27/24	KNKC000--KNK Construction Corp.	10,783.00
6/27/24	JIVE000--GoTo Technologies USA, LLC	431.63
6/27/24	KNKC000--KNK Construction Corp.	2,565.00
6/27/24	iLEA010--iLEAD Online Charter	175.00
6/27/24	AMAZ100--Amazon Capital Services (iCA)	592.41
6/28/24	GRAV001--Gravie, Inc	5,984.42
7/1/24	LOSA001--Los Angeles County Office of Education (LACOE)	27,278.63
7/8/24	TIGE000--Tiger Medical	2,330.51
7/10/24	PURE000--Pure Oasis Water	86.50
7/10/24	MODE002--Model United Nations at UCLA	207.00
7/10/24	EDTE000--EdTech 101	674.21
7/10/24	JIVE000--GoTo Technologies USA, LLC	432.49
7/10/24	COUN000--County of Los Angeles, Department of Public Health	197.00
7/10/24	DGSF000--Danny Sanchez	28,940.39
7/10/24	AMAZ100--Amazon Capital Services (iCA)	241.78
7/10/24	KHTS000--KHTS Radio	250.00
7/10/24	PRIO000--Priority Plumbing Solutions	5,537.50
7/11/24	AMAZ100--Amazon Capital Services (iCA)	319.24
7/11/24	RAMP118--Ramp	2,332.62
7/14/24	NATI000--National Benefit Services	343.09
7/16/24	MINU000--Minuteman Press	4,312.98
7/16/24	AGUA001--Agua Dulce Hardware	169.19
7/16/24	SCHO009--School Pathways LLC	1,348.04
7/16/24	NATI001--Nationwide	43.68
7/16/24	ATT118A--AT&T 9839.	805.56
7/16/24	AMAZ100--Amazon Capital Services (iCA)	78.82
7/16/24	USAD000--USA Dance AV Chapter #4037	576.00
7/16/24	WEXH000--WEX Health Inc.	13.91
7/16/24	WAS118A--WM Corporate Services, Inc 3008.	2,252.67
7/16/24	WAS118A--WM Corporate Services, Inc 3008.	2,252.67
7/16/24	AMAZ100--Amazon Capital Services (iCA)	144.56
7/16/24	WILL005--Elsa Williamson	92.58
7/16/24	AGUA001--Agua Dulce Hardware	400.86
7/16/24	EDTE000--EdTech 101	445.23
7/16/24	TIM118A--Time Warner Cable 9656	399.96



<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
7/16/24	AMAZ100--Amazon Capital Services (iCA)	134.40
7/18/24	HESS000--Hess and Associates Inc	197.50
7/18/24	PURE000--Pure Oasis Water	165.00
7/18/24	AMAZ100--Amazon Capital Services (iCA)	81.33
7/18/24	MCCA000--McCalla Company	512.51
7/18/24	WILL005--Elsa Williamson	41.93
7/18/24	VENB000--Venbrook Insurance Services	1,808.88
7/19/24	AMAZ100--Amazon Capital Services (iCA)	86.71
7/19/24	SCHO009--School Pathways LLC	1,825.00
7/19/24	BETT002--Better Cloud, Inc	1,972.92
7/19/24	ORTO000--Orton Gillingham Online Academy	595.00
7/19/24	MCCA000--McCalla Company	613.30
7/19/24	ALVA002--Oralia Alvarez	60.00
7/23/24	PANT000--Panther Pest Control	225.00
7/23/24	SCHO017--Scholastic Book Fairs	1,359.45
7/23/24	EDI118A--Southern California Edison 9069	5,795.33
7/23/24	MARE000--Marenem Inc. [P]	113.30
7/23/24	PURE000--Pure Oasis Water	142.15
7/23/24	BAY118A--Bay Alarm Company 3872*	644.19
7/23/24	THES000--The Signal- Santa Clarita Valley	700.00
7/23/24	MELL000--Mellady Direct Marketing	54.75
7/23/24	MCCA000--McCalla Company	200.00
7/23/24	CIGN000--Cigna Healthcare	821.50
7/23/24	FIDE000--Fidelity Security Life Insurance Company	79.33
7/23/24	KAIS000--Kaiser Foundation Health Plan	9,879.06
7/23/24	AMAZ100--Amazon Capital Services (iCA)	1,413.69
7/23/24	NAVI001--Navigate360, LLC	211.70
7/23/24	AMAZ100--Amazon Capital Services (iCA)	2,270.58
7/24/24	SPEC003--Specialized Therapy Services	-411.70
7/25/24	CHRI006--Christy White, Inc,	7,193.25
7/25/24	UEAI000--Universal Electronic Alarms Inc.	54.95
7/26/24	SPEC003--Specialized Therapy Services	411.70
7/29/24	AMAZ100--Amazon Capital Services (iCA)	16.25
7/29/24	FIDE000--Fidelity Security Life Insurance Company	102.41
7/31/24	NASS001--NASSP (National Association of Secondary School Principals)	385.00
8/1/24	CAVO001--Cavallo Electric Contractor Inc	8,331.37
8/1/24	CIGN001--Cigna Healthcare	71.30
8/1/24	LOSA001--Los Angeles County Office of Education (LACOE)	31,375.25
8/7/24	SUNL000--Sun Life Assurance Company of Canada	300.59
8/9/24	ILEA300--iLEAD California	1,940.43
8/9/24	PANT000--Panther Pest Control	500.00
8/9/24	WAS118A--WM Corporate Services, Inc 3008.	2,308.99
8/11/24	RAMP118--Ramp	856.18
8/12/24	A10O000--Brandon Willard	1,722.53
8/12/24	INSI000--SC Publishing, Inc	147.00

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
8/12/24	SCOO000--Scoot Education	31.89
8/14/24	CHAR009--Charles A. Nasser	380.62
8/14/24	CIGN001--Cigna Healthcare	53.64
8/14/24	CIGN000--Cigna Healthcare	772.95
8/15/24	PIPP000--Pippin, Chris	70.00
8/15/24	ILEA300--iLEAD California	34,445.84
8/15/24	ILEA300--iLEAD California	33,523.67
8/15/24	ILEA300--iLEAD California	33,156.35
8/15/24	A10O000--Brandon Willard	300.00
8/15/24	ILEA300--iLEAD California	35,955.50
8/15/24	ILEA300--iLEAD California	89.76
8/15/24	ILEA300--iLEAD California	58.33
8/15/24	ILEA300--iLEAD California	5.00
8/15/24	JIVE000--GoTo Technologies USA, LLC	432.49
8/15/24	PURE000--Pure Oasis Water	78.55
8/15/24	ILEA300--iLEAD California	1,410.17
8/15/24	ILEA300--iLEAD California	1,347.79
8/15/24	ILEA300--iLEAD California	1,537.97
8/15/24	ILEA300--iLEAD California	1,517.86
8/15/24	MATH000--The Math Learning Center	1,410.00
8/15/24	WILL005--Elsa Williamson	116.51
8/15/24	CAVO001--Cavallo Electric Contractor Inc	8,256.37
8/15/24	LAWO000--Law Offices of Young, Minney & Corr, LLP	300.00
8/15/24	CIGN001--Cigna Healthcare	71.30
8/15/24	ILEA300--iLEAD California	1,336.71
8/15/24	ILEA300--iLEAD California	1,999.84
8/15/24	AMAZ100--Amazon Capital Services (iCA)	272.99
8/15/24	SCOO000--Scoot Education	4,606.00
8/19/24	MAXW000--Wendy Maxwell	119.46
8/19/24	ILEA300--iLEAD California	33,455.41
8/19/24	ILEA300--iLEAD California	26,512.72
8/19/24	ILEA300--iLEAD California	25,254.93
8/19/24	ILEA300--iLEAD California	26,910.72
8/19/24	SPEC003--Specialized Therapy Services	1,646.80
8/19/24	ILEAEXP--iLEAD Hybrid Exploration	41.25
8/19/24	ILEA300--iLEAD California	31.10
8/21/24	SCHO016--School Zone Transporation, Inc	900.00
8/21/24	PANT000--Panther Pest Control	225.00
8/21/24	ILEAEXP--iLEAD Hybrid Exploration	41.25
8/21/24	SUNL000--Sun Life Assurance Company of Canada	70.87
8/21/24	NATI000--National Benefit Services	156.78
8/22/24	JACQ000--Jacqueline So	88.33
8/22/24	JAEG000--Laura Kampmeyer Jaeggi	127.68
8/22/24	MAXW000--Wendy Maxwell	31.95
8/22/24	SANC003--Miranda Sanchez	43.77

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
8/22/24	A10O000--Brandon Willard	540.00
8/23/24	LAWO000--Law Offices of Young, Minney & Corr, LLP	75.89
8/23/24	ILEA300--iLEAD California	1,910.75
8/23/24	FIDE000--Fidelity Security Life Insurance Company	71.22
8/23/24	FIDE000--Fidelity Security Life Insurance Company	129.42
8/23/24	KAIS000--Kaiser Foundation Health Plan	7,991.53
8/23/24	AGUA001--Agua Dulce Hardware	610.47
8/23/24	JAEG000--Laura Kampmeyer Jaeggi	46.00
8/27/24	TIM118A--Time Warner Cable 9656	389.96
8/27/24	MAXW000--Wendy Maxwell	700.00
8/27/24	WEXH000--WEX Health Inc.	11.90
8/28/24	NONS000--Nonstop Administration & Insurance Services, Inc.	9,035.10
8/30/24	LOSA001--Los Angeles County Office of Education (LACOE)	53,190.13
9/3/24	A10O000--Brandon Willard	-540.00
		<b>\$ 594,370.65</b>



**Curriculum and Instruction  
Independent Study Policy  
Board Approved: Date**

**Purpose and Scope**

For iLEAD Agua Dulce School to provide a procedure and a framework for eligible students to enroll in the iLEAD Agua Dulce Charter (“school”) Independent Study programs.

**General**

1. Independent Study students must be enrolled in iLEAD Agua Dulce charter.
2. iLEAD Agua Dulce retains discretion to approve Independent Study for any pupil.
3. All Independent Study students must sign a new Independent Study Master Agreement (“MA”) every year.
4. Independent Study Teacher of Record – A certificated teacher of iLEAD Agua Dulce must supervise, coordinate, and evaluate the work of each student engaged in Independent Study.
5. The Independent Study Teacher of Record may grant no more than one day of apportionment credit (ADA) for each day that the school is in session, and only to the extent of the time value of pupil or student work products as personally judged by Teacher of Record, or the combined time value of pupil work product and pupil participation in synchronous instruction, per learning period.
6. In a charter school, the ratio of average daily attendance for independent study pupils to full time equivalent (FTE) certificated employees responsible for independent study shall not exceed a pupil-teacher ratio of 25:1 or the ratio of pupils to full-time equivalent certificated for all other educational programs operated by the largest unified school district, as measured by average daily attendance, as reported at the second principal apportionment in the prior year, in the county or counties in which the charter school operates.
7. An individual with exceptional needs as defined in Education Code Section 56026 may participate in independent study if his or her individualized education program (IEP) specifically provides for that participation.
8. The school shall provide appropriate existing services and resources to enable students to complete their independent study successfully.
9. The School Director shall report to the board the number of students in independent study by typical categories of study and duration; the ADA generated; a description of the students’ performance on those indicators of quality which the board may specify; and the number and proportion of students, by typical categories, who graduate or successfully complete their studies.
10. The school will provide content to students aligned to grade level standards that is substantially equivalent to in-person instruction. For high school students, this includes access to all courses offered by the school for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria.

## **Master Agreements**

The School Director or designee shall ensure that the school executes a written independent study agreement with each participating student as prescribed by law. Individual independent study agreements and any subordinate contracts and assignments must be consistent with the school's adopted course of study.

The independent study agreement for a student must require and cover a study plan that represents no less than the equivalent of a minimum school day for the student's grade level for every school day covered by the agreement. Written agreements may include subsidiary agreements, such as course contracts.

## **Written Learning Agreements shall include**

1. A schedule of manner, frequency, date, time, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent or guardian regarding a pupil's academic progress.
2. The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
3. The specific resources, including materials and staff, which will be made available to the student. These resources shall include confirming or providing access to all students to the connectivity and devices adequate to participate in the educational program and complete assigned work.
4. A statement of the school's policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the student should be allowed to continue in independent study.
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the student's IEP or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate. In the case of a student who is referred or assigned to any school, class, or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction.

Written agreements for short-term independent study, defined as 15 or fewer school days, may be signed at any point during the school year in which the independent study takes place. Written agreements for long-term independent study, defined as 16 days or longer, are still required to be fully signed prior to the commencement of independent study participation.

The learning agreement shall be signed by the pupil and, if the pupil is less than 18 years of age, the pupil's parent or legal guardian, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. The signed learning agreement constitutes permission from a pupil's parent or legal guardian, if the pupil is less than 18 years of age, for the pupil to receive instruction through independent study.

A physical or electronic copy of the signed learning agreement shall be retained by the school for at least three years and as appropriate for auditing purposes.

For purposes of this section, an electronic copy includes a computer or electronic stored image of an original document, including, but not limited to, portable document format, JPEG, or other digital image file type, that may be sent via fax machine, email, or other electronic means.

Before signing a written agreement the parent or guardian of a student may request that the school conduct a phone, videoconference, or in-person student-parent-educator conference or other school meeting during which the student, parent or guardian, and, if requested by the student or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

**Participation may be limited:**

1. An individual with disabilities, as defined in Education Code 56026, may participate in independent study if his/her IEP specifically provides for such participation.
2. Students enrolling in independent study must be residents of the local county or an adjacent county.

**Maximum Length of Time to show evidence of work completion**

For pupils in all grade levels offered by iLEAD Agua Dulce the maximum length of time that may elapse to show evidence of work completion shall be twenty (20) school days.

**Guidelines for Missing Evidence of Work Completion**

If any student fails to complete at least 75% of work assigned for one learning period, is not making satisfactory educational progress as defined below, and/or accumulates 20 absences due to insufficient work completion and/or engagement as evaluated by the facilitator, the school may conduct an evaluation to support the needs of the student, which may result in a determination that this independent study program is not an appropriate fit for the student.

A student is deemed to be making "satisfactory educational progress" if the student is progressing toward meeting the goals and/or metrics pursuant to their Personalized Learning Plan and/or their IEP. The School Director or designee is responsible for making this determination based on all of the following indicators:

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on student-level measures of student achievement and student engagement set forth in Education Code Section 52060(d)(4)-(5).
2. The completion of assignments, assessments, or other indicators that show the student is working on assignments.
3. Learning required concepts, as determined by the teacher or record.

4. Progressing toward successful completion of the course of study or individual course, as determined by the Teacher of Record.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three (3) years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

### **Return to In-Person Instruction**

This section only applies to pupils who participate in Independent Study at the school for at least **45 16** school days in a school year. A pupil's parent/guardian may request their pupil return to in-person instruction from independent study by making a written request to the School Director or the pupil's Teacher of Record. If there is capacity in the school's in-person program at the pupil's grade level, the school will transition the pupil within five school days. If there is not capacity in the school's in-person program at the pupil's grade level, the school will transition the pupil in enrolling in the in-person program offered by their district of residence, transfer the pupil's educational records within five school days, and offer the pupil an opportunity to join the school's waitlist for the pupil's grade level.

### **Tiered Reengagement**

This section only applies to pupils who participate in Independent Study at the school for at least **45 16** school days in a school year. If a student does not generate attendance for more than 10% of required minimum instructional time over four continuous weeks of the school's approved instructional calendar, students found not participatory in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50% of the scheduled times of synchronous instruction in a school month as applicable by grade span, or for student who are in violation of their written agreement, the school will:

1. Verify current contact information for each enrolled student;
2. Notify parents or guardians of lack of participation within one school day of the student's absence or lack of participation (e.g., via email, message, text, telephone, letter, etc.);
3. Reach out to the student directly and/or parents or guardians, as well as health and social services as necessary, to determine the student's needs for reengagement; and
4. If the student fails to complete at least 75% of work assigned for one learning period, is not making satisfactory educational progress as defined herein, and/or accumulates 20 absences due to insufficient work completion and/or engagement as evaluated by the facilitator, the school will schedule a student-parent-educator conference (a meeting involving all individuals who signed the student's written agreement) to review the student's agreement and reconsider the independent study program's impact on the student's achievement and well-being.
5. Implement any local programs intended to address chronic absenteeism, as applicable.

### **Live Interaction and Synchronous Instruction**

This section only applies to pupils who participate in Independent Study at iLEAD Agua Dulce for at least **45 16** school days in a school year. Based on each student's grade level, their assigned Teacher of Record(s) will schedule and offer opportunities for synchronous instruction and daily live interaction at least as frequently as set forth below.

"Live interaction" means interaction between the student and school staff, and may include peers, to maintain school connectedness. Examples of live interaction include check-ins, progress monitoring, provision of services, and instruction, and live interaction can be in-person or in the form of internet or telephonic communication.



“Synchronous instruction” means classroom-style instruction, designated small-group instruction, or one-on-one instruction delivered in person or in the form of internet or telephonic communication by the student’s assigned Teacher of Record(s), and involving live two-way communication.

1. For students in grades TK-3, inclusive, their assigned Teacher of Record(s) will schedule and offer opportunities for daily synchronous instruction.
2. For students in grades 4-8, their assigned Teacher of Record(s) will schedule and offer opportunities for weekly synchronous instruction and daily live interaction.
3. For students in grades 9-12, their assigned Teacher of Record(s) will schedule and offer opportunities for weekly synchronous instruction.

The school will document each student’s participation in live interaction and synchronous instruction on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day will be documented as non-participatory for that school day.

### **Methods of Evaluating Evidence of Work Completion**

State mandated assessments (mandatory), portfolio, parent and Independent Study Facilitator’s observations, assigned work, work samples, student conferences, and any other testing as required by school, including, but not limited to, pre and post assessments.

### **Resources Available to Independent Home Study Students**

This student is entitled to school services including, but not limited to, school personnel, a credentialed teacher, textbooks, computers and software, supplementary materials, educational activities, and community services.

### **Short Term Independent Study**

A short-term Independent Study contract is a voluntary alternative to a regular classroom program of instruction when a learner is absent from school for ~~not less than three (3) and~~ not more than ~~ten~~ **fifteen (15)** consecutive school days and not more than twenty (20) school days a year.

Requests for Independent Study contracts must be given to the School Director, or designee, at least 3 school days prior to the first day of the absence (in the event of an emergency, contact the director.)

All assigned work is due on the day upon which the learner is scheduled to return to the classroom.