



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, April 21, 2026
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

1.2. Roll Call

1.3. Pledge Of Allegiance

1.4. Board Meeting Agenda

Discuss and take action regarding the Board Meeting Agenda.

Resolution #:

1.5. Board Meeting Minutes

Discuss and take action regarding the Board Meeting Minutes from the previous meeting/s.

Resolution #:

Documents

- 3_10_26_Minutes.pdf
-

2. Curriculum Moment

2.1. Curriculum Moment

3. Public Comments

3.1. Public Comments



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.

4. Action Items

4.1. 2025-2026 2nd Interim and Revised Budget

Discuss and take action regarding the 2025-2026 2nd Interim and Revised Budget.

Resolution #:

Documents

- For District - iLEAD Agua Dulce 25 26 Alternative Form and MYP.xlsx - Alternative Form.pdf
-

4.2. Injury and Illness Prevention Plan

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

Resolution #:

Documents

- IIPP - iLEAD AD 2026.pdf
 - IIPP Updates- January 2026 (4).pdf
-

4.3. Workplace Violence Prevention Plan

Discuss and take action regarding the Workplace Violence Prevention Plan.

Resolution #:

Documents

- WPVP Updates-January 2026 (3).pdf
 - iLEAD Agua Dulce WVPP-2026.pdf
-

4.4. Officer Roles

Discuss and take action regarding the new potential board member (Annaliisa Wilson)

Resolution #:

4.5. Appointment of Surrogate Parent for Special Education Students Policy

Discuss and take action regarding the Appointment of Surrogate Parent for Special Education Students Policy.

Resolution #:

Documents

- AD_Appointment_Surrogate_SpecialEducationStudent_Policy.pdf
 - Agua Dulce Board Recommendation (1) (1).pdf
-

5. Discussion And Reports

5.1. School Director Report

6. Consent Items



6.1. Check Registers

Resolution #:

Documents

- iAD_payment_register_20260415.pdf
-

7. Board Comments

7.1. Board Comments

8. Closing Items

8.1. Graduation Date

8th Grade promotion is Wednesday, June 3rd at 9:15am. High School graduation is Thursday, June 4th at 5:00pm.

8.2. 2026 Board Development Dinner

iLEAD CA is pleased to host the 2026 Annual Board Development Dinner on April 23 from 5:00 - 8:30 at HQ. Look for RSVP and information in your Board Email.

8.3. Next Meeting Date

Next meeting is May 12, 2026.

Board Members mark their calendars and confirm quorum.

8.4. Adjournment

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

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

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



MEETING MINUTES - iLEAD Agua Dulce Board

Meeting

Date Tuesday, March 10, 2026
Started 4:00 PM
Ended 5:15 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
Chaired by Christine Johnson
Recorder Jacque So

Minutes

1. Opening Items

1.1. Call The Meeting To Order

Meeting was called to order at 4:00pm

Status: Completed

1.2. Roll Call

Christine Johnson -Present

Mehgen Andrade -Present

Keith Gallion-Present

Kurt Knechtel-Present

Dianna Morris-Present

Status: Completed

1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

Status: Completed

1.4. Board Meeting Agenda

Discuss and take action regarding the Board Meeting Agenda.

Motioned: Kurt Knechtel

Seconded: Dianna Morris

Unanimously Approved



Resolution #:

Status: Carried

1.5. Board Meeting Minutes

Discuss and take action regarding the Board Meeting Minutes from the previous meeting/s.

Motioned: Kurt Knechtel

Seconded: Dianna Morris

Unanimously Approved

Resolution #:

Status: Carried

Documents

- Minutes-2026-02-10-v1 (1).pdf
-

2. Curriculum Moment

2.1. Curriculum Moment

Mrs. Sonia's 5th grade class presented their project of hosting a concert like Coachella at Day of Play.

Status: Completed

3. Public Comments

3.1. Public Comments

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.

No public comment(s) made.

Status: Completed

4. Action Items

4.1. 2025-2026 Annual Audit Agreement

Discuss and take action regarding the 2025-2026 Annual Audit Agreement.

Keith presented

Kurt Knechtel motioned to approve the auditor but to bring the terms back to the board.

Seconded: Dianna Morris

Unanimously Approved

Resolution #:

Status: Carried



Documents

- iLead Agua Dulce Audit & Tax Engagement Letter 2026-2028.pdf
-

4.2. K12 Strong Workforce Program MOU

Discuss and take action regarding the K12 Strong Workforce Program MOU.

Allison Bravo presented.

Motioned: Kurt Knechtel

Seconded: Mehgen Andrade

Unanimously Approved

Resolution #:

Status: Carried

Documents

- SWP_MOU_8_AD.pdf
-

4.3. MOA - County of Los Angeles

The Board will review the MOA for Los Angeles County to allow use of public parks for instructional needs to iLEAD AD

Christine Johnson presented.

Motioned: Kurt Knechtel

Seconded: Dianna Morris

Unanimously Approved

Resolution #:

Status: Carried

Documents

- ILEAD Agua Dulce Amendment No. 1.pdf
-

4.4. Revise ELOP Plan

Discuss and take action regarding the revised ELOP Plan

Farnaz presented

Motioned: Kurt Knechtel

Seconded: Dianna Morris

Unanimously Approved

Resolution #:

Status: Carried

Documents

- iLEAD Agua Dulce - ELO - P(rogram).pdf
-

4.5. SB 153 - Model Referral Protocols Board Policies



Kim Humphries presented

Motioned: Kurt Knechtel

Seconded: Dianna Morris

Unanimously Approved

Resolution #:

Status: Carried

Documents

- iLEAD Agua Dulce - SB 153 - Model Referral Protocols Board Policy - DRAFT.pdf
-

5. Discussion And Reports

5.1. School Director Report

Wendy Maxwell presented the Director's Report and answered questions of the Board.

Status: Completed

5.2. IB Program

Wendy Maxwell presented along with Angie Nastovska.

Status: Completed

6. Consent Items

6.1. Personnel Report

Motioned: Kurt Knechtel

Seconded: Dianna Morris

Unanimously Approved

Resolution #:

Status: Carried

Documents

- 3.10.26_AguaDulcePersonnelReport.pdf
-

6.2. Check Registers

Motioned: Kurt Knechtel

Seconded: Dianna Morris

Unanimously Approved

Resolution #:

Status: Carried

Documents

- iAD Payment Register Summary_20260304.pdf



- iAD Payment Register_20260304.pdf
-

7. Board Comments

7.1. Board Comments

No comments made.

Status: Completed

8. Closing Items

8.1. Graduation Date

8th grade promotion June 3rd at 9:30am at the school. 12th grade graduation June 4th at 5:00pm at The Agua Dulce Women's Club.

Status: Completed

8.2. 2026 Board Development Dinner

iLEAD CA is pleased to host the 2026 Annual Board Development Dinner on April 23 from 5:00 - 8:30 at HQ. Look for RSVP and information in your Board Email.

Status: Completed

8.3. Annual Form 700

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

Status: Completed

8.4. Next Meeting Date

April 21, 2026 Board Members mark their calendars and confirm quorum.

Status: Completed

8.5. Adjournment

Meeting adjourned at 5:10pm.

Status: Completed

**CHARTER SCHOOLS SECOND INTERIM
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2025 to June 30, 2026**

Charter School Name: iLEAD Aqua Dulce
CDS #: 19-75309-0138297
Charter Approving Entity: Acton-Agua Dulce Unified School District
County: Los Angeles
Charter #: 2003

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)
A. REVENUES									
1. LCFF Sources									
State Aid - Current Year	8011	4,198,376	3,858,951	3,888,104	1,842,802	3,888,104		3,888,104	0
Education Protection Account - Current Year	8012	72,396	65,680	65,884	34,160	65,884		65,884	0
State Aid - Prior Years	8019	0	0	0	0	0		0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	181,395	164,568	156,063	84,868	156,063		156,063	0
Other LCFF Transfers	8091, 8097	0	0	0	0	0		0	0
Total, LCFF Sources		4,452,167	4,089,199	4,110,051	1,961,830	4,110,051	0	4,110,051	0
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	52,487	52,487	60,843	0		60,843	60,843	0
Child Nutrition - Federal	8220	0	0	0	0			0	0
Other Federal Revenues	8290	100,183	102,514	107,711	38,844	0	107,711	107,711	0
Total, Federal Revenues		152,670	155,001	168,554	38,844	0	168,554	168,554	0
3. Other State Revenues									
Special Education - State	StateRevSE	332,128	289,832	313,428	171,837		313,428	313,428	0
Child Nutrition Programs	8520	0	0	0	0		0	0	0
Mandated Costs Reimbursements	8550	9,154	9,154	8,379	8,379	8,379		8,379	0
Lottery - Unrestricted and Instructional Materials	8560	98,821	86,236	89,600	37,716	58,608	30,992	89,600	0
Low Performing Student Block Grant	8590	0	0	0	0	0	0	0	0
All Other State Revenues	StateRevAO	478,429	431,228	422,569	193,843		422,569	422,569	0
Total, Other State Revenues		918,531	816,450	833,976	411,775	66,987	766,989	833,976	0
4. Other Local Revenues									
Transfers from Sponsoring LEAs to Charter Schools	8791	0	0	0	0	0		0	0
All Other Local Revenues	LocalRevAO	157,112	161,908	187,483	56,124	145,071	42,412	187,483	0
Total, Local Revenues		157,112	161,908	187,483	56,124	145,071	42,412	187,483	0
5. TOTAL REVENUES		5,680,479	5,222,558	5,300,064	2,468,573	4,322,109	977,955	5,300,064	0
B. EXPENDITURES									
1. Certificated Salaries									
Teachers' Salaries	1100	1,542,622	1,418,267	1,421,216	760,830	1,289,056	132,160	1,421,216	0
Certificated Pupil Support Salaries	1200	72,114	64,446	64,446	38,407	13,966	50,480	64,446	0
Certificated Supervisors' and Administrators' Salaries	1300	142,800	142,800	142,800	83,856	142,800	0	142,800	0
Other Certificated Salaries	1900	109,140	18,260	18,260	18,260	18,260	0	18,260	0
Total, Certificated Salaries		1,866,676	1,643,773	1,646,722	901,353	1,464,082	182,640	1,646,722	0
2. Non-certificated Salaries									
Instructional Aides' Salaries	2100	150,075	176,885	183,285	79,755	183,285		183,285	0
Non-certificated Support Salaries	2200	353,632	240,068	240,068	100,954	0	240,068	240,068	0
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0	0	0	0	0
Clerical and Office Salaries	2400	80,013	122,013	122,013	68,050	122,013	0	122,013	0
Other Non-certificated Salaries	2900	138,632	116,534	116,534	47,168	116,534	0	116,534	0
Total, Non-certificated Salaries		722,352	655,500	661,900	295,927	421,832	240,068	661,900	0
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	356,535	304,397	314,511	160,152	269,041	45,470	314,511	0
PERS	3201-3202	0	0	0	0	0	0	0	0
OASDI / Medicare / Alternative	3301-3302	88,600	79,495	80,755	37,921	53,638	27,117	80,755	0
Health and Welfare Benefits	3401-3402	211,696	201,696	306,696	139,427	252,845	53,851	306,696	0
Unemployment Insurance	3501-3502	20,118	20,118	20,118	11,225	15,664	4,454	20,118	0
Workers' Compensation Insurance	3601-3602	30,614	30,614	30,614	14,311	26,473	4,141	30,614	0
Retiree Benefits	3701-3702	3,849	6,576	6,828	1,979	3,424	3,404	6,828	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0	0	0	0	0	0	0	0
Other Employee Benefits	3901-3902	0	0	0	0	0	0	0	0
Total, Employee Benefits		711,412	642,896	759,522	365,014	621,085	138,437	759,522	0
4. Books and Supplies									
Approved Textbooks and Core Curricula Materials	4100	51,375	59,842	60,522	48,874	59,788	734	60,522	0
Books and Other Reference Materials	4200	1,760	4,160	4,160	3,522	2,400	1,760	4,160	0
Materials and Supplies	4300	165,175	159,464	161,957	68,747	129,200	32,757	161,957	0
Non Capitalized Equipment	4400	65,314	65,314	70,149	26,158	69,149	1,000	70,149	0
Food	4700	202	202	202	0	202		202	0
Total, Books and Supplies		283,826	288,982	296,990	147,301	260,739	36,251	296,990	0
5. Services and Other Operating Expenditures									
Sub Agreements for Services	5100	0	0	0	0	0	0		0
Travel and Conferences	5200	7,800	10,800	10,800	6,858	3,000	7,800	10,800	0
Dues and Memberships	5300	27,973	17,603	17,603	12,845	17,603	0	17,603	0
Insurance	5400	38,067	38,067	38,067	26,190	38,067	0	38,067	0
Operations and Housekeeping Services	5500	120,567	120,567	122,248	68,799	122,248	0	122,248	0
Rentals, Leases, Repairs, and Noncap. Improvements	5600	455,217	433,789	436,674	11,682	436,674	0	436,674	0
Professional/Consulting Services and Operating Expend.	5800	1,366,782	1,284,022	1,230,455	758,841	857,734	372,721	1,230,455	(0)
Communications	5900	16,872	12,597	15,227	12,557	15,189	38	15,227	0

Total, Services and Other Operating Expenditures			2,033,278	1,917,445	1,871,074	897,771	1,490,515	380,559	1,871,074	0
6. Capital Outlay										
(Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements			6100-6170	0	0	0	0	0	0	0
Buildings and Improvements of Buildings			6200	0	0	0	0	0	0	0
Books and Media for New School Libraries or Major Expansion of School Libraries			6300	0	0	0	0	0	0	0
Equipment			6400	0	0	0	0	0	0	0
Equipment Replacement			6500	0	0	0	0	0	0	0
Depreciation Expense (for accrual basis only)			6900	18,726	18,726	18,726	18,726	0	18,726	0
Total, Capital Outlay				18,426	18,426	18,726	18,726	18,726	0	18,726
7. Other Outgo										
Tuition to Other Schools			7110-7143	0	0	0	0	0	0	0
Transfers of Pass-Through Revenues to Other LEAs			7211-7213	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.			7221-7223SE	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other			7221-7223AO	0	0	0	0	0	0	0
All Other Transfers			7280-7299	0	0	0	0	0	0	0
Debt Service:										
Interest			7438	0	0	0	0	0	0	0
Principal (for modified accrual basis only)			7439	0	0	0	0	0	0	0
Total, Other Outgo				0	0	0	0	0	0	0
8. TOTAL EXPENDITURES				5,635,970	5,167,022	5,254,934	2,626,092	4,276,979	977,955	5,254,936
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)				65,476	74,172	45,130	(157,519)	45,130	0	45,130
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)
D. OTHER FINANCING SOURCES / USES										
1. Other Sources			8930-8979	0	0	0	0	0	0	0
2. Less: Other Uses			7630-7699	0	0	0	0	0	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)			8980-8999	0	0	0	0			0
4. TOTAL OTHER FINANCING SOURCES / USES				0	0	0	0	0	0	0
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)				65,476	74,172	45,130	(157,519)	45,130	0	45,130
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1			9791	1,188,263	1,178,614	1,178,614	1,178,614	0	1,178,614	0
b. Adjustments/Restatements to Beginning Balance			9793, 9795	(44,898)	0					0
c. Adjusted Beginning Balance				1,143,365	1,178,614	1,178,614	1,178,614	0	1,178,614	
2. Ending Fund Balance, Oct 31 (E + F.1.c.)				1,208,841	1,252,786	1,223,744	1,223,744	0	1,223,744	
Components of Ending Fund Balance:										
Reserve for Revolving Cash (equals object 9130)			9711	0	0	0	0	0	0	
Reserve for Stores (equals object 9320)			9712	0	0	0	0	0	0	
Reserve for Prepaid Expenditures (equals object 9330)			9713	0	0	0	0	0	0	
All Others			9719	0	0	0	0	0	0	
Legally Restricted Balance			9740	0	0	0		0	0	
Designated for Economic Uncertainties			9770	1,208,841	1,252,786	1,223,744	1,223,744		1,223,744	
Other Designations			9775, 9780				0	0	0	
Net Investment in Capital Assets (Accrual Basis Only)			9796	0	0	0	0	0	0	
Undesignated / Unappropriated Amount			9790	0	0	0	0	0	0	



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

iLEAD Agua Dulce

Updated: January 2026

29477 The Old Rd Castaic, CA 91384

iLEAD Agua Dulce

TO: All Employees
FROM: iLEAD Human Resources

RE: **INJURY & ILLNESS PREVENTION PROGRAM (IIPP)**

.....

This Injury and Illness Prevention Program (IIPP) has been reviewed and updated to reflect current California Occupational Safety and Health Administration (Cal/OSHA) requirements, including Title 8 of the California Code of Regulations §3203 and related applicable standards.

This program applies to iLEAD Agua Dulce and is reviewed and updated as necessary to ensure continued effectiveness and regulatory compliance. The 2026 revision includes updated administrative controls, expanded site-level responsibilities, **coordination with the Workplace Violence Prevention Plan, updated references on aerosol-transmissible diseases, and enhanced heat illness prevention procedures.**

This IIPP is effective upon approval and supersedes all prior versions.

As required by Title 8 of the California Code of Regulations §3203, this IIPP contains the required elements for injury and illness prevention for iLEAD Agua Dulce. Hazards associated with workplace violence are addressed through iLEAD Agua Dulce's standalone Workplace Violence Prevention Plan (WVPP), which is maintained separately and incorporated by reference into this IIPP in accordance with California Labor Code §6401.9.

Safety and health must be a part of every operation, and it is every employee's responsibility at all levels. **All school employees should be familiar with the purpose and location where you can find the Injury and Illness Prevention Program.**

A copy of this written Injury and Illness Prevention Program is on file in ADP, and available for review by each and every employee.

All employees share in the responsibility of detecting hazards and controlling them. All employees are required to inform a school director immediately of any situation beyond their ability and authority to correct. If you have any questions, please do not hesitate to contact HR.

Thank you

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PURPOSE

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

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

RESPONSIBILITIES

School Director / IIPP Administrator designee

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

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

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

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

Department Heads

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

- ☐ Provide leadership that supports a strong safety culture and continuous improvement
- ☐ Ensure job-specific hazard assessments are conducted to identify employee training requirements
- ☐ Ensure job-specific employee safety training is conducted
- ☐ Provide supervisor IIPP training and ensure supervisors are knowledgeable about health and safety hazards under their supervision and control
- ☐ Communicate with School Directors and the Director of Facilities & Safety (or designee) to coordinate implementation of IIPP responsibilities within the School.
- ☐ Ensure identified hazards are corrected in a timely manner based on severity
- ☐ Conduct periodic safety inspections of facilities
- ☐ Conduct regular observations of employee work practices and instruct employees on safe work practices
- ☐ Enforce safe work practices and procedures for employees and operations under direct supervision and control
- ☐ Ensure employees complete required safety training through the organization's designated training platform

Facilities, Transportation, and Site Safety Roles

Facilities leadership, transportation supervisors, and designated school-site safety coordinators for iLEAD Agua Dulce are responsible for implementing applicable safety procedures within their areas of authority. Responsibilities include:

- ☐ Coordinating site-level inspections
- ☐ Addressing facility and environmental hazards
- ☐ Supporting emergency response actions
- ☐ Communicating hazards to employees
- ☐ Ensuring corrective actions are completed in a timely manner

School-site directors for iLEAD Agua Dulce have the authority to take immediate action during hazardous conditions, including modifying operations, relocating employees, or suspending activities when necessary to protect employee safety.

Employees

Responsibilities of all School employees include:

- ☐ Follow all safe work practices, safety policies, and procedures.
- ☐ Ask a supervisor when questions arise regarding safety procedures
- ☐ Report real or potential unsafe conditions to the immediate supervisor
- ☐ Report injuries immediately to the supervisor
- ☐ Complete required safety training as assigned

Employee's Access to the IIPP

- ☐ A copy of this written Injury and Illness Prevention Plan (IIPP) is available on ADP and may be accessed or downloaded there at any time.

COMMUNICATION

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

Employees may report workplace hazards, injuries, illnesses, or safety concerns without fear of retaliation. Retaliation for reporting safety or health concerns is strictly prohibited and will result in disciplinary action.

New Employee Training

All new employees will complete required safety training upon hire through ADP using Keenan training modules. Training will include the IIPP, workplace safety procedures, hazard reporting, and emergency response.

Safety Meetings

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

- ☐ New hazards that have been introduced or discovered in the workplace
- ☐ Causes of recent accidents or injuries and procedures to prevent similar incidents in the future
- ☐ Any health or safety issue deemed by The School to require reinforcement

Employee Hazard Reporting System

Employees are encouraged to report safety hazards. [Hazardous/Unsafe Condition](#)

[Report forms \(Appendix A\)](#) may be submitted directly to the immediate supervisor or school-site safety coordinator/assistant principal of facilities.

Employees may also report hazards anonymously by sending the written form to the HR Team.

All submitted reports will be investigated in a prompt and thorough manner. All investigations and proposed corrective action will be reviewed by the Facilities & Safety Team.

Workplace Violence Reporting and Communication

Communication regarding workplace violence hazards, threats, or incidents at iLEAD Agua Dulce is addressed through the iLEAD Schools Workplace Violence Prevention Plan (WVPP). Employees may report workplace violence concerns in accordance with the WVPP by completing [Attachment B – Violent Incident Report](#). Reports may be submitted directly by the employee or provided to a supervisor or the Plan Administrator/Designee for documentation. Employees may report without fear of retaliation. Emergency response procedures are outlined in the WVPP “Incident Response” section, reviewed during training, and made available upon request.

Facilities & Safety Team

The Facilities & Safety Team will provide a forum for two-way health and safety communication for The School. The Safety Team will:

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

Safety Bulletin Boards

HR will maintain safety bulletin board(s) to meet Cal/OSHA posting requirements and to ensure ongoing communication on significant health and safety issues.

HAZARD ASSESSMENT/INSPECTION

Periodic inspections to identify and evaluate hazards within the School will be

conducted monthly using the SARC FIT tool. The School Director or an assigned designee will complete and document the inspection, including identified hazards and corrective actions. Inspection records will be maintained on file by the Site Director and made available upon request.

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

Hazard assessments conducted by iLEAD Agua Dulce include evaluation of environmental conditions such as excessive indoor heat, ventilation concerns, air quality issues, and conditions that may increase the risk of aerosol transmissible disease exposure. Identified hazards are documented and evaluated for severity, and appropriate engineering, administrative, or work practice controls are implemented.

In addition to the periodic inspection schedule outlined above, hazard assessments will also be conducted under the following circumstances:

- ☐ When the IIPP is first established or updated
- ☐ New equipment, materials, programs, or procedures that introduce new hazards
- ☐ New, previously unidentified hazards are identified
- ☐ Occupational accidents or incidents occur
- ☐ Department hires or reassigns when employees are assigned new duties or responsibilities

At the school site level, hazard evaluations are also conducted through the SARC FIT tool, routine site walk-throughs, and daily custodial inspections of restrooms and food service areas. Any identified hazards are documented and corrected in a timely manner.

HAZARD CORRECTION

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

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

REPORTING A WORK RELATED ACCIDENT OR INJURY

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

ACCIDENT AND INCIDENT INVESTIGATIONS

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

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

Our procedures include:

- ☐ Visiting the scene as soon as possible
- ☐ Interviewing injured employees and witnesses
- ☐ Determining the cause of the accident/exposure
- ☐ Examining the workplace and incident for underlying/contributing causes
- ☐ Corrective actions may include additional training assigned through ADP using Keenan training modules, as appropriate.
- ☐ Recording the findings and actions taken

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

SAFETY AND HEALTH TRAINING

Safety training is provided through ADP using Keenan training modules.

Workplace violence prevention training for iLEAD Agua Dulce employees is provided in accordance with the Workplace Violence Prevention Plan and includes hazard recognition, reporting procedures, de-escalation strategies, emergency response, and post-incident support.

Training will be provided:

- ☐ When our IIPP is first established
- ☐ To all new employees
- ☐ When employees are assigned new duties
- ☐ Whenever new substances, processes, procedures, or equipment are introduced to The School and represent a new hazard
- ☐ Whenever anyone is made aware of a new or previously unrecognized hazard
- ☐ To supervisors and school-site safety coordinators to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

General Safety Training

General safety training will, at a minimum, include:

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

Job-Specific Safety Training

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

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

- ☐ Mandated reporting: Child abuse and neglect
- ☐ Sexual Harassment Prevention

- ☐ Workplace bullying: awareness and prevention

Indoor Heat Illness Prevention

Indoor heat illness hazards are evaluated at iLEAD Agua Dulce facilities when environmental or facility conditions result in elevated temperatures. When indoor temperatures pose a potential health risk, administrative controls may include modified work schedules, increased rest breaks, access to potable drinking water, relocation to cooler areas, use of fans or air-conditioned spaces where feasible, and suspension of non-essential activities.

Employees are encouraged to report heat-related symptoms immediately without fear of reprisal. Indoor heat illness hazards are evaluated when indoor temperatures or heat index levels may pose a health risk, including when temperatures approach or exceed 82°F for extended periods or when employees report heat-related symptoms.

School Director and School-Site Safety Coordinator Training

School Directors and designees will complete required training through ADP using Keenan training modules.

Codes of Safe Practices

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

COMPLIANCE

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

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

IIPP Training

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

School Director Evaluation of Safety Performance

School Directors will evaluate employee safety performance through routine observation of work practices. Employees will receive coaching and corrective instruction when unsafe practices are identified. Additional training may be assigned as needed.

Non-Retaliation Policy

Employees are encouraged to report workplace hazards, injuries, illnesses, or safety

concerns without fear of reprisal. Retaliation against any employee for reporting a safety or health concern, participating in an investigation, or exercising their rights under workplace safety laws is strictly prohibited and will result in disciplinary action, up to and including termination.

Disciplinary Procedures

Fair and consistent disciplining of employees who fail to comply with safety and healthful work practices will be disciplined in accordance with The School's personnel policy. Supervisors are responsible for documenting safety coaching, corrective instruction, and disciplinary actions related to unsafe work practices. Repeated unsafe behaviors will result in progressive corrective action consistent with personnel policies.

RECORD KEEPING

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

Procedures related to aerosol transmissible disease response, including exposure evaluation, training, and applicable protective measures, are maintained in accordance with public health guidance and coordinated through Human Resources for iLEAD Agua Dulce.

- ☐ Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices.
These records are maintained for at least one (1) year.
- ☐ Documentation of our safety and health training.
- ☐ Confirmation of receipt and review of the Injury and Illness Prevention Program (IIPP), Workplace Violence Prevention Plan (WVPP), and applicable aerosol transmissible disease prevention procedures for iLEAD Agua Dulce.

Records associated with the Workplace Violence Prevention Plan for iLEAD Agua Dulce, including training documentation, hazard assessments, and incident logs, are maintained separately in accordance with applicable regulations and are available for review upon request.

Appendix A – Hazardous/Unsafe Condition Report Form

Reporting Information*

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

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

Investigation

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

Corrective Action

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

School Best Practices and Safety Committee Review

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

Committee Chair: _____ Date of Review: _____

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

Add separate paper if needed

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

Injured Employee Information

Name:		Job Title:	Contact Number:
Hire Date:	Volunteer: ☐ Yes ☐ No	Supervisor Name:	Contact Number:

Accident Details

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

Cause(s) of Accident

Hazardous conditions, safety management breakdowns, unsafe work behaviors

Corrective Action

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

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

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

Purpose:

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

Background

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

Best Practices

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

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

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

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

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

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

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

Mandatory Training

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

A. The health effects of wildfire smoke

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

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

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

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

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

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

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

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

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

iii. Texting and/or telephone conversations.

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

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

Appendix D- Employee Acknowledgment of the Injury and Illness Prevention Program



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

I have received and reviewed (IIPP) Date: _____

Employee Name: _____

Employee Signature: _____

Job Title: _____

Job site location: _____

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

Appendix E – Indoor Heat Illness Prevention Addendum

Purpose

This Addendum establishes procedures to prevent heat-related illness for employees working indoors when temperatures or heat conditions present a risk, in compliance with California Code of Regulations, Title 8 §3396 and related Cal/OSHA requirements.

This Addendum supplements iLEAD Schools' existing Outdoor Heat Illness and Wildfire Smoke programs.

Scope

This program applies to all indoor work locations, including:

- Classrooms
- Offices
- Kitchens and cafeterias
- Gymnasiums
- Multipurpose rooms
- Maintenance shops
- Storage rooms
- Portable classrooms
- Mechanical rooms

Responsible Persons

Implementation and oversight are assigned to:

- HR Director / IIPP Administrator
- Director of Facilities & Safety
- Site Administrator / School Director
- Site Safety Coordinator
- Maintenance Supervisor

Conditions Triggering This Program

This program applies when:

- Indoor temperatures reach 82°F or higher, or
- Employees report heat discomfort or symptoms, or
- Ventilation or cooling systems malfunction, or
- High radiant heat or humidity is present.

Access to Drinking Water

The following will be provided:

- Cool, potable drinking water at no cost
- Encouragement to drink water frequently
- Refill stations maintained
- Temporary bottled water if systems fail

Cooling Areas

When feasible, cooling areas will be made available:

- Air-conditioned rooms
- Areas with fans or improved ventilation
- Temporary cooling units
- Shaded indoor spaces

Employees shall be allowed to take recovery breaks in cooling areas as needed.

Acclimatization

New employees, returning employees, or employees assigned to hotter areas will:

- Be monitored during their first 14 days
- Receive gradual workload increases
- Be checked for symptoms by supervisors

Work Modifications

When heat conditions exist, iLEAD may implement:

- Rotating staff
- Rescheduling tasks
- Reduced physical exertion
- Increased rest breaks
- Temporary relocation
- Early dismissal of non-essential tasks
- HVAC repair escalation

Monitoring & Reporting

Supervisors shall:

- Monitor indoor temperatures when heat risk exists
- Respond to employee reports promptly
- Document corrective actions
- Notify Facilities for HVAC issues
- Escalate unsafe conditions immediately

Employees are encouraged to report:

- Symptoms
- Hot conditions
- Equipment failures
- Ventilation issues

No retaliation is permitted.

Signs & Symptoms of Heat Illness

Employees will be trained to recognize:

Heat Exhaustion:

- Dizziness
- Heavy sweating
- Headache
- Nausea
- Weakness

Heat Stroke (Medical Emergency):

- Confusion
- Fainting
- Hot or dry skin
- Slurred speech

Call 911 immediately if heat stroke is suspected.

Emergency Response

If symptoms appear:

1. Move employee to a cooler area
2. Provide water
3. Loosen clothing
4. Apply cool compresses
5. Call 911 for severe symptoms
6. Notify site leadership and HR
7. Document incident

Training

Training will be provided:

- At hire
- Annually
- When hazards change
- To supervisors

Topics include:

- Indoor heat hazards
- Prevention measures
- Symptoms
- Reporting procedures
- Emergency response
- Acclimatization

Recordkeeping

iLEAD shall maintain:

- Temperature monitoring logs (when applicable)
- HVAC service requests
- Employee complaints
- Training records
- Incident reports
- Corrective actions

Records will be retained per Cal/OSHA requirements.

Coordination with Other Programs

This Addendum integrates with:

- Outdoor Heat Illness Prevention
- Wildfire Smoke Program
- WVPP
- Emergency Action Plan
- Facilities Work Order Systems

Annual Review

This Addendum shall be reviewed:

- Annually
- After heat-related incidents
- After HVAC failures
- When regulations change

IIPP Updates- January 2026

- Updated to reflect current Cal/OSHA Title 8 §3203 requirements (pp. 1–2, 4)
- Integrated coordination with the Workplace Violence Prevention Plan (WVPP) (pp. 2, 7)
- Expanded Facilities & Safety Team oversight (pp. 7)
- Transitioned all safety training to ADP using Keenan training modules (pp. 6, 9–11)
- Implemented monthly site inspections using the SARC FIT tool (p. 8)
- Strengthened hazard identification, correction, and documentation procedures (pp. 8–9, 12)
- Clarified roles and responsibilities for school leadership and staff (pp. 4–6)
- Enhanced safety communication systems, including non-retaliation protections (pp. 6–7, 11–12)
- Expanded environmental health protections (indoor heat, air quality, disease exposure) (pp. 8, 11, Appendix E)
- Improved recordkeeping practices to ensure compliance and audit readiness (p. 12)
- Standardized forms and appendices for hazard reporting and incident investigation (Appendices A–E)

Workplace Violence Prevention Plan Update

January 2026

- **Expanded Scope & Legal Compliance (Page 3)**
Covers all off-site activities and aligns with SB 553 and Labor Code §6401.9.
- **Stronger Prevention & Accountability (Page 7–8)**
Site-specific hazard assessments, correction timelines, and tracking of safety issues.
- **Improved Communication & Emergency Response (Page 8–9)**
New communication system and alignment with CSSP; clear emergency authority established.
- **Enhanced Training & Employee Protections (Page 3, 11–12)**
Annual training through ADP/Keenan, employee participation, and anti-retaliation protections.
- **Data Tracking & Continuous Improvement (Page 10–13)**
Incident investigations, annual trend review, improved recordkeeping, and contractor coordination.

iLEAD Agua Dulce



Workplace Violence Prevention Plan (WVPP)

Date: January 2026

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Authority and Scope

Authority: California Senate Bill (SB) No. 553; **California Labor Code §6401.9**

Scope: This Plan applies to all iLEAD Agua Dulce employees and other personnel conducting business at iLEAD school sites, iLEAD offices, community-based programs, after-school programs, field studies, and any off-site location where employees perform work-related duties.

Policy Statement

iLEAD Agua Dulce is concerned about and committed to our employees' safety and health. We have a policy of zero tolerance for violence in the workplace and will make every effort to prevent violent incidents from occurring through the implementation of this Workplace Violence Prevention Plan (Plan). This Workplace Violence Prevention Plan is maintained as a standalone program and is incorporated by reference into the Injury and Illness Prevention Program (IIPP). iLEAD Agua Dulce will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All employees, supervisors, and site directors are responsible for implementing and maintaining this Plan. **Employees shall be provided opportunities to participate in the development, implementation, and annual review of this Plan through the safety team, surveys, hazard reporting, and post-incident reviews.** iLEAD Agua Dulce ensures meaningful employee participation in the development, implementation, and review of this Workplace Violence Prevention Plan. Employee participation includes representation on site-based Safety Teams, annual employee safety survey, opportunities to provide input during staff meetings, hazard reporting systems, and post-incident debriefs. **Feedback provided by employees will be documented and considered during hazard assessments, incident investigations, and annual plan reviews.** iLEAD Agua Dulce requires prompt and accurate reporting of all violent incidents, whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

Procedures are in place for accepting reports of workplace violence from employees. Employees reporting violent activity will do so without fear of retaliation. iLEAD Agua Dulce **strictly prohibits retaliation against any employee who reports workplace violence concerns, participates in incident investigations, or exercises any rights under this Plan or applicable law. Any acts of retaliation will be addressed promptly and may result in disciplinary action.**

A copy of this Plan is readily available to all employees and supervisors from the Plan/Site Administrator, and can also be found on ADP.

Our program ensures all employees, including supervisors/site directors, adhere to work practices that are designed to make the workplace more secure and do not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace employee security are clearly communicated and understood by all employees. Supervisors/Site directors are expected to enforce the rules fairly and uniformly.

Plan Authority/Designee

Table 100 provides the roles and contact information for the Administration of the California Workplace Violence Prevention Plan.

Table 100: Personnel Contact Information

Function	Name/Title	Contact Information
Plan/Site Administrator review/investigate reported incidents of workplace violence	Wendy Maxwell	Work phone:(661) 268-6386 Cellphone:(818) 512-3236
Executive Director of Human Resources	Rick Crunelle	Work phone: (661) 434-1755
Plan Designee, Risk Management & Safety Coordinator- plan maintenance & updates- review for compliance and record retention	April Cauthron	Cell phone: (818) 631-1095

Plan/Site Administrator/Designee.

The Plan/Site Administrator/Designee is responsible for completing and updating the Workplace Violence Prevention Plan as required and ensuring that the Plan is accessible to all iLEAD Agua Dulce personnel. In addition, the Plan/Site Administrator/Designee ensures that:

- Workplace violence hazard assessments are conducted in accordance with this Plan, and employees are provided opportunities to participate in the hazard identification and evaluation process
- Procedures are in place to correct workplace violence hazards in the facility.
- Employees may contact appropriate law enforcement or emergency services at any time during work shifts in the event of a workplace violence emergency.
- Procedures are in place for documenting and communicating workplace violence matters to employees.
- The violent incident log is maintained for every workplace violence incident.
- Procedures are in place for incident response and investigation.
- Any workplace violence incident that meets Cal/OSHA reporting thresholds will be reported in accordance with applicable regulations and the School's Injury and Illness Prevention Program (IIPP).
- All necessary records are retained.

Supervisor.

Supervisors must:

- Communicate employee safety concerns to the Plan Administrator/Designee.
- Assist with preparation, review, and update of the hazard assessments.
- Implement and enforce applicable provisions of the Workplace Violence Prevention Plan.
- Be ready to defuse and/or respond to potential workplace violence situations.
- Communicate the occurrence of all workplace violence incidents to the Program Administrator/Designee.
- Assist with the completion of the Violent Incident Log when needed.

Employees.

Employees must:

- Conduct themselves in a way that will contribute to an environment that is free of violence, intimidation, and threat.
- Report all incidents of workplace violence to a Supervisor/Site Director.
- Take all threats seriously, and be ready to defuse and/or respond to potential workplace violence situations
- Complete all required safety and workplace violence prevention training assigned through ADP/Keenan upon hire and annually thereafter, or as otherwise required.
- Be familiar with all iLEAD Agua Dulce policies that may mitigate the potential for workplace violence.
- Be familiar with iLEAD Agua Dulce' policies for evacuation and sheltering in place.

Plan Review and Update

This Plan will be reviewed at least annually and:

- Whenever workplace policies of iLEAD Agua Dulce change;
- The Violent Incident Log will be reviewed at least annually to identify trends, recurring risk opportunities for factors, and corrective action.
- Whenever regulations or Cal/OSHA guidance changes;
- After a workplace violence incident, *or*
- When a new previously unrecognized hazard is identified;
- When it can be demonstrated that the Plan is not effective.
- Plan effectiveness will be reviewed by Safety Team and Best Practices.
- Any necessary updates to the Plan resulting from a Plan review will be made by the Plan Administrator/Designee.

Last Reviewed: January 2026

Next Schedule Review: January 2027

Plan Access

The Plan is located on ADP and is accessible to employees and employee representatives at all times. Access to the Plan is also available by contacting the Plan/Site Administrator/Designee and the HR Department.

Definitions

Emergency: An unanticipated circumstance that can be life-threatening or pose a risk of significant injuries to the patient, staff, or public, requiring immediate action.

Threat of violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, online posts, or any behavioral or physical conduct that conveys an intent, that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm and that serves no legitimate purpose.

Work practice controls: Procedures, rules, and staffing that are used to effectively reduce workplace violence hazards.

Workplace violence: Any act of violence or threat of violence that occurs in a place of employment that includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - *Type 1 Violence:* Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime;
 - *Type 2 Violence:* Workplace violence directed at employees by vendors, parents, learners, or visitors;
 - *Type 3 Violence:* Workplace violence against an employee by a present or former employee, supervisor, or site director
 - *Type 4 Violence:* Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.
- *Workplace violence does not include lawful acts of self-defense or the defense of other.*

Hazard Assessment

The Plan Administrator/Designee, in conjunction with the supervisors, will periodically conduct a workplace violence hazard assessment for each work area. The hazard assessment will include a review of records and workplace security to identify risk factors for workplace violence at iLEAD Agua Dulce Sites. Workplace Violence Hazard Assessment, [See Attachment D](#).

The workplace violence hazard assessment must be conducted when the Plan; is established and it is reviewed and updated on an annual basis and;

- Annually for each site and program
- After each workplace violence incident, *and*
- When the employer becomes aware of a new or previously unrecognized hazard.

Procedures for Correcting Workplace Violence Hazards iLEAD Agua Dulce will correct identified workplace violence hazards in a timely manner based on the severity of the hazard.

- Imminent hazards will be corrected immediately, or operations will be suspended until corrected.
- Serious hazards will be corrected within 24-72 hours.
- Non-serious hazards will be addressed within a reasonable timeframe.

The Plan Administrator/Designee will track all identified hazards, corrective actions, and completion status. Documentation of hazard corrections will be maintained in accordance with recordkeeping requirements.

Hazard assessments must be completed and signed for each individual iLEAD school site and for high-risk programs, including Special Education, after-school programs, and community-based programs.

Records review

As part of the hazard assessment, the following types of records may be reviewed to help identify workplace violence risk factors at:

- OSHA illness and injury logs and incident reports for the most recent 3 years
- Violence incident log entries
- Accident and incident investigation reports
- Employee hazard reports and complaints related to violence
- Training records
- Police reports related to incidents occurring on school property, if applicable

Workplace Violence Hazard Assessments

Workplace violence hazard assessments will be conducted when this Plan is established, at least annually thereafter, following any workplace violence incident, and whenever new or previously unrecognized hazards are identified. The assessment will include a review of physical security measures, work practices, incident trends, and other relevant risk factors. Employees will be provided opportunities to offer input during the hazard assessment process through hazard reporting systems, Safety Team discussions, and post-incident reviews.

Employee safety concerns

Employees are encouraged to report to their supervisors, site director, or the Plan Administrator/Designee at any time any situations in which they feel unsafe or circumstances that may have the potential for violent incidents. No employee will be subjected to reprisal, retaliation, or disciplinary action for such reports.

Workplace Violence Risk Factors

The following are the risk factors for workplace violence identified in the most recent hazard assessment of iLEAD Agua Dulce.([See Attachment A](#)—Workplace Violence Hazard Assessment for the most recent hazard assessment)

Table 200: Risk Factors

Risk Factor	Job Title Affected	Potential Violent Act or Condition
Disgruntled Staff, Parents	All	Verbal threats, confrontational behavior, or physical assault
Disgruntled employees	All staff	Verbal threats, intimidation, or physical assault
Interaction with parents, visitors, and community members	Front office staff, School Directors, support staff, all staff	Aggressive behavior, threats, or physical altercations
Intruders or unauthorized individuals	All	Aggressive visitors, verbal threats of violence, physical assault
Learner behavioral escalation (including Special Education settings)	Directors, Facilitators, CareTeam, Special Ed Facilitators	Physical aggression, attempts to strike, bite, push or other unintended injury during behavioral incidents

Work Practices and Procedures

iLEAD Agua Dulce implements physical security measures, policies, and workplace practices to reduce the risk of workplace violence. These controls are reviewed and updated by the Plan Administrator or designee as needed to address identified hazards or incidents.

- Each time the hazard assessment is reviewed and updated, *and*
- In response to employee concerns or a workplace violence incident.

Workplace Violence Communication System

iLEAD Agua Dulce maintains effective systems to communicate workplace violence matters to employees. Communication methods include ParentSquare alerts, email notifications, staff meetings, safety briefings, and direct supervisor communication. Employees may report workplace violence concerns or incidents verbally, in writing, or through designated reporting channels without fear of retaliation. Reports may be made to a supervisor, Site Director, Human Resources, or the Plan Administrator/Designee.

In emergency situations, employees are authorized to contact law enforcement or emergency services (911) without delay.

Physical Security Measures

Table 300 lists the physical security measures in place to reduce workplace violence risks identified during the hazard assessment.

Table 300: Physical Security Measures

Risk Factor	Work Area	Control	Control Procedure
Visitors	Site Entrances	Visitor screening and visitor badges	Screen visitors and provide a visitor pass, retrieve pass at the exit point.
Unmanned Gates	Entry Gates	Control site entry points	Lock gates and reduce to a single point of entry access when classes are in session. Manned open gates at school start time.
Intruder	All Sites	Parent Square	Issue an alert should an intruder gain access to the site.

Administrative Controls and Work Practices

iLEAD Agua Dulce has instituted the following administrative controls and workplace violence control practices to reduce or eliminate the risk factors for workplace violence identified in the Workplace Violence Hazard Assessment.

Workplace violence prevention courses have been added to the annual mandatory safety training courses on ADP through Keenan. Site Directors will review and enforce the single point of entry and the locking of gates best practices.

Incident Response

Incident response procedures are aligned with the Comprehensive School Safety Plan (CSSP), emergency operations plans, and site-specific emergency protocols.

Authority to issue evacuation, lockdown, or shelter-in-place orders rests with the Site Director or designee.

It is the responsibility of all employees and other personnel conducting business on iLEAD Agua Dulce property to conduct themselves in a way that will contribute to an environment that is free of violence, intimidation, and threat. No one will be subjected to reprisal, retaliation, or disciplinary action for reporting acts pursuant to these guidelines.

Initial Response Procedure

Employees noticing any signs of potential workplace violence will take immediate steps to defuse the situation or will notify a supervisor/site director. The employee or supervisor/site director will:

- Remain calm and continue to speak in a moderate tone of voice.
- Show respect to people even when they become upset.
- Focus on the problem by asking for details about the situation and going over possible solutions.
- Alert a coworker or colleague with a prearranged danger signal if it is believed the person may become violent or the situation generates a sense of fear for personal safety or the safety of others. The coworker or colleague will immediately report to security and/or the police.

In the event of a workplace violence incident, employees may be alerted to the presence, location, and nature of the workplace violence incident. Parent Square may be deployed at the site and ICA/HR will be notified of the threat.

Under certain circumstances, employees may be directed to either evacuate or shelter in place. The Site Director will issue instructions for evacuation or shelter-in-place command.

Response Procedure for Injured Person(s)

In the event of a workplace violence incident that results in one or more person being injured:

- Anyone involved in a violent attack or who witnesses an attack resulting in an injury that requires more than first aid will contact emergency services.
- Injured persons will receive prompt and appropriate medical care. The injured will be transported to medical care facilities.
- The incident will be reported to police and other authorities as required by law.
- The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- The Violent Incident Log will be prepared.
- Injured persons, witnesses to the incident, and other affected employees will be provided psychological assistance and counseling to reduce trauma and stress.

Incident Reporting

Employees must report all workplace violence incidents and potential workplace violence incidents to a supervisor as soon as possible. The supervisor will alert the site director. Please note that if this is a **life threatening event call 911**. The incident will be recorded on the workplace violence incident log.

The Plan Administrator/Designee will ensure any Cal/OSHA recordable incident is recorded and reported as required by Cal/OSHA regulations.

Incident Investigation

After each workplace violence incident, the Plan Administrator/Designee, in coordination with the Site Director and Director of Facilities & Safety (or designee), will investigate the incident using appropriate investigation procedures and best practices. The investigation will include documenting the scene as appropriate, gathering relevant information, identifying root causes, and implementing corrective actions. Detailed records of the investigation and any related meetings will be maintained.

The Plan Administrator will prepare a written evaluation report of the incident and will make recommendations to prevent similar incidents from occurring, including revisions to the Plan when necessary.

The Plan Administrator will inform all employees of the corrective actions taken as a result of the incident investigation.

Violent Incident Report & Log

For each incidence of violence in the workplace, a supervisor or the Plan Administrator/Designee will finalize the Violent Incident Report, which must include the following information:

- Date, time, and location of the incident;
- Workplace violence type(s) (i.e., Type 1 violence, Type 2 violence, Type 3 violence, or Type 4 violence. See Definitions for a description of each type.);
- Detailed description of the incident;
- Classification of who committed the violence (e.g., visitor, parent, learner, community member, family, friend, stranger, supervisor, etc.);
- Classification of circumstances at the time of the incident (e.g., whether the employee was completing usual job duties, working in a poorly lit area, rushed, working alone, etc.);
- A classification of where the incident occurred (e.g., in the workplace, parking lot, or other area outside the workplace);
- The type of incident, including, but not limited to, whether it involved any of the following:
 - o Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting;
 - o Attack with a weapon or an object, including, but not limited to, a firearm, a knife, or another object;
 - o Threat of physical force or threat of the use of a weapon or another object;
 - o Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact;
 - o Animal attack; *and*
 - o Other.
 - Consequences of the incident, including, but not limited to, whether security or law enforcement was contacted, and any actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident; *and*
 - Information about the person completing the log (name, job title, date of log entry)

The information recorded in the Violent Incident Report will be entered into the Workplace Violence Tracking Log see [Attachment C](#), based on information obtained from the employees who experienced the workplace violence, on witness statements, and on investigation findings. Any information sufficient to allow identification of any person involved in a violent incident (e.g., person's name, address, e-mail address, telephone number, Social Security number, etc.) must be omitted from the Violent Incident Report. ([See Attachment B— Sample of the Violent Incident Report](#))

The Plan Administrator/Designee, in coordination with the Site Director and Director of Facilities & Safety (or designee), will review the Violent Incident Report, determine root causes, and implement corrective actions as needed. The incident will be documented in the Violent Incident Log, which will be reviewed at least annually to identify trends and opportunities for prevention.

TRAINING

Workplace violence prevention training shall be provided:

- At the time of hire
- Annually thereafter
- When new or previously unrecognized hazards are identified
- When changes are made to this Plan

Employee Training

HR will ensure all new employees complete workplace violence prevention training upon hire through the assigned Keenan training modules in ADP.

Initial employee training will include:

- A review and definition of workplace violence.
- Employee rights under California Labor Code §6401.9, **including the right to report workplace violence concerns, participate in the Plan, and do so without fear of retaliation.**
- An explanation of the Workplace Violence Prevention Plan, including how to obtain a copy and participate in hazard identification;
- Instructions on how to report all workplace violence incidents, including threats and verbal abuse;
- Methods of recognizing and responding to workplace security hazards;
-
- Information about how to identify potential workplace security hazards (e.g., inadequate lighting in the parking lot while leaving late at night, unknown person loitering outside the building);
-
- Review of measures that have been instituted at iLEAD Agua Dulce to prevent workplace violence, including:
 - Use of security equipment and procedures,
 - How to attempt to defuse hostile or threatening situations, *and*
 - How to summon assistance to prevent or respond to violence.
- How to complete the Violent Incident Report and how to obtain copies.
- Post-incident procedures, including medical follow-up and the availability of counseling and referral;

Employees may direct questions regarding workplace violence prevention to HR, their Site Director, or the Plan Administrator/Designee. Employees may provide feedback through direct communication with Human Resources.

Specialized Training

The Plan Administrator/Designee will ensure that employees who may be exposed to elevated workplace violence risks as part of their job duties receive additional training appropriate to their work assignments located in ADP through Keenan Trainings. This may include staff working with learners who exhibit behavioral challenges, staff interacting with parents or the public, and staff working in isolated or higher-risk environments.

Refresher Training

The Plan Administrator/Designee will ensure refresher training is provided annually or more frequently as determined by iLEAD Agua Dulce incidents of violence.

Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the Plan.

A general review of the training program will be conducted annually. It will be updated to reflect any changes to this Plan.

Record Keeping

The following records are maintained electronically and/or in hard copy by the Plan Administrator/Designee through the Human Resources / Risk Management Office for a period of five (5) years:

- Records of workplace violence hazard assessments and related practices and procedures implemented to reduce the risk of workplace violence and employee injury;
- Violent incident logs; *and*
- Workplace violence incident investigation reports.

Workplace violence training records are maintained by the Plan Administrator/Designee at iCA/HR Office for a period of one (1) year and include:

- Training dates,
- The contents or a summary of the training sessions,
- The names and qualifications of the trainers, *and*
- The names and job titles of all persons attending the training sessions.

All records will be made available to employees and their representatives upon request and at no cost for examination and copying within (15) days of the request.

Cal/OSHA Recordkeeping and Reporting Any workplace violence incident that results in a Cal/OSHA recordable injury will be recorded and reported in accordance with iLEAD Agua Dulce' Injury and Illness Prevention Program (IIPP) and applicable Cal/OSHA regulations.

Coordination with Contractors and Outside Service Providers

The Plan Administrator/Designee will coordinate workplace violence prevention procedures with other employers whose employees perform work at iLEAD Agua Dulce facilities to ensure emergency response protocols, reporting procedures, and relevant safety expectations are communicated and understood.



Appointment of Surrogate Parent for Special Education Student Policy

Board Approved:

Conditions Necessitating a Surrogate

The School Director or designee shall appoint a surrogate parent to represent a student with disabilities under one or more of the following circumstances: (Government Code 7579.5; 20 USC 1415(b)(2); 34 CFR 300.519)

1. No parent/guardian for the student can be identified.
2. The LEA, after reasonable efforts, cannot discover the location of a parent or legal guardian of the student.
3. The student is adjudicated a dependent or ward of the court pursuant to Welfare and Institutions Code 300, 601 or 602 and all of the following conditions are satisfied:
 - a. The court has referred the student for special education and related services or the student has a valid individualized education program (IEP)
 - b. The court has specifically limited the right of the parent/guardian to make educational decisions for their child
 - c. The student has no responsible adult to represent them pursuant to Welfare and Institutions Code 361 or 726 or Education Code 56055
4. The student is an unaccompanied homeless youth not in the custody of a parent/guardian, as defined in 42 USC 11434a
5. The student has reached the age of majority but has been declared incompetent by a court of law

Appointment of Surrogate Parents

Upon a determination that a student needs a surrogate parent, the School Director or designee shall make reasonable efforts to ensure that the surrogate is appointed within 30 days. (20 USC 1412(b)(2)(B))

When appointing a surrogate parent, the School Director or designee shall give first preference to a relative caretaker, foster parent or court-appointed special advocate, provided any of these individuals exists and is willing and able to serve. If none of these individuals is willing or able to act as a surrogate parent, the School Director or designee shall select the surrogate parent of their choice. If the student is moved from the home of the relative caretaker or foster parent who was appointed as the student's surrogate parent, the School Director or designee shall appoint another surrogate parent if a new appointment is necessary to ensure adequate representation of the student. (Government Code 7579.5)

The School Director or designee shall ensure that individuals to be appointed as surrogate parents have passed a criminal background check and have demonstrated interest and skill in working with students with disabilities.

Duties of Surrogate Parent

The surrogate parent shall have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to 20 USC 1400-1482 and 34 CFR 300.1-300.818. The surrogate parent may represent the student in all matters relating to identification, assessment, instructional planning and development, educational placement, review and revision of the IEP, and in other matters relating to the provision of a free and appropriate public education. (Education Code 56050; Government Code 7579.5)

In addition, the representation of the surrogate parent shall include the provision of written consent to the IEP, including nonemergency medical services, mental health treatment services, and occupational or physical therapy services pursuant to Government Code 7570-7587. (Education Code 56050)

Surrogate parents shall volunteer their services to the LEA and serve without compensation.

Surrogate parents shall have access to the student's school records as necessary to fulfill their responsibilities as surrogate parents and in accordance with Board policy and administrative regulation.

Termination of Appointment

The School Director or designee shall terminate the appointment of a surrogate parent under the following conditions:

1. When the student is no longer in need of special education (Government Code 7579.5)
2. When the student reaches 18 years of age, unless they choose not to make education decisions for themselves or are deemed by a court to be incompetent (Government Code 7579.5)
3. Another responsible adult is appointed to make educational decisions for the student (Government Code 7579.5)
4. The right of the parent/guardian to make educational decisions for the student is fully restored (Government Code 7579.5)
5. When the surrogate parent no longer satisfies the requirements for appointment as a surrogate parent, as specified above

To: Board of Directors, iLEAD Agua Dulce

Date: April 21, 2026

Subject: Review and Adopt Policy-***Appointment of Surrogate Parent for Special Education Student***

1. Recommendation

It is recommended that the Board of Directors approve the adoption of the **Appointment of Surrogate Parent for Special Education Student Policy**, effective April 21.

2. Background / Rationale

In accordance with federal and state requirements, iLEAD Agua Dulce must ensure that students with disabilities are appropriately represented in educational decision-making when a parent or guardian is unavailable or unable to serve in that role.

This policy establishes clear procedures for the identification and timely appointment of surrogate parents in qualifying circumstances, including when a student is a ward of the court, an unaccompanied homeless youth, or when no parent or guardian can be identified or located. It also defines the qualifications, responsibilities, and authority of surrogate parents to represent students in all matters related to special education services, including participation in the development and review of Individualized Education Programs (IEPs).

Adoption of this policy ensures compliance with applicable laws and safeguards each student's right to a free and appropriate public education (FAPE) through appropriate advocacy and representation.

3. Legal References

This policy has been reviewed for compliance and is aligned with applicable federal and state laws, including:

- Individuals with Disabilities Education Act (IDEA), 20 USC 1400–1482 • 34 CFR 300.1–300.818 and 300.519
- California Government Code 7579.5
- California Education Code 56050 and 56055
- Welfare and Institutions Code 300, 601, 602, 361, and 726

The policy is consistent with California School Boards Association (CSBA) model guidance and applicable legal standards.

iLEAD Agua Dulce - Payment Register

Location: 118--iLEAD Agua Dulce

Period: 03/05/2026 - 04/15/2026

Created on: 04/15/2026



Date	Vendor ID	Vendor Name	Amount
03/06/26	AMAZ100	Amazon Capital Services (iCA)	\$125.18
03/06/26	KAIS000	Kaiser Foundation Health Plan	\$9,089.74
03/06/26	MUTU001	Mutual of Omaha Insurance Company	\$501.71
03/06/26	PSAD000	PS Administrators	\$195.00
03/06/26	USAD000	USA Dance AV Chapter #4037	\$450.00
03/06/26	WAS118A	WM Corporate Services, Inc 3008.	\$2,656.71
03/09/26	SAND005	Heather Sandberg	\$750.00
03/09/26	KAIS000	Kaiser Foundation Health Plan	\$11,385.14
03/09/26	NATI000	National Benefit Services	\$479.99
03/09/26	ILEA300	iLEAD California	\$2,720.74
03/09/26	ILEA300	iLEAD California	\$1,457.38
03/09/26	ILEA300	iLEAD California	\$2,634.48
03/09/26	ILEA300	iLEAD California	\$1,432.09
03/09/26	ILEA300	iLEAD California	\$2,634.48
03/09/26	ILEA300	iLEAD California	\$1,439.69
03/10/26	VENB000	Venbrook Insurance Services	\$2,008.27
03/11/26	MAXW000	Wendy Maxwell	\$295.89
03/12/26	AMAZ100	Amazon Capital Services (iCA)	\$110.40
03/12/26	CIGN000	Cigna Healthcare	\$1,019.87
03/12/26	CROW006	Crown Trophy of Santa Clarita	\$129.25
03/12/26	RAMP118	Ramp	\$2,214.86
03/13/26	AMAZ100	Amazon Capital Services (iCA)	\$235.84
03/13/26	PSAD000	PS Administrators	\$27.65
03/13/26	ILEA300	iLEAD California	\$30,641.20
03/13/26	ILEA300	iLEAD California	\$30,475.84
03/13/26	ILEA300	iLEAD California	\$115.78
03/13/26	ILEA300	iLEAD California	\$231.56
03/13/26	ILEA300	iLEAD California	\$1,429.26
03/13/26	ILEA300	iLEAD California	\$43,187.72
03/13/26	ILEA300	iLEAD California	\$115.78
03/13/26	ILEA300	iLEAD California	\$231.56
03/13/26	ILEA300	iLEAD California	\$1,308.07
03/13/26	ILEA300	iLEAD California	\$47,071.98
03/13/26	ILEA300	iLEAD California	\$115.78
03/13/26	ILEA300	iLEAD California	\$231.56
03/13/26	ILEA300	iLEAD California	\$1,057.60
03/13/26	ILEA300	iLEAD California	\$48,620.13
03/13/26	ILEA300	iLEAD California	\$1,479.01
03/13/26	ILEA300	iLEAD California	\$1,272.97
03/13/26	ILEA300	iLEAD California	\$1,602.25
03/13/26	ILEA300	iLEAD California	\$1,592.10

Date	Vendor ID	Vendor Name	Amount
03/13/26	ILEA300	iLEAD California	\$5,352.00
03/13/26	ILEA300	iLEAD California	\$2,559.00
03/13/26	ILEA300	iLEAD California	\$593.00
03/13/26	ILEA300	iLEAD California	\$5,440.00
03/13/26	ILEA300	iLEAD California	\$3,487.90
03/13/26	ILEA300	iLEAD California	\$174.00
03/13/26	ILEA300	iLEAD California	\$2,125.00
03/13/26	ILEA300	iLEAD California	\$3,580.00
03/13/26	ILEA300	iLEAD California	\$2,046.00
03/13/26	ILEA300	iLEAD California	\$833.00
03/16/26	DISN000	Disney Resort Destinations	\$6,475.00
03/17/26	AMAZ100	Amazon Capital Services (iCA)	\$24.97
03/17/26	AMAZ100	Amazon Capital Services (iCA)	\$73.08
03/17/26	GRAD002	Graduation Club	\$120.00
03/17/26	LEGA003	Legal Shield	\$32.85
03/17/26	MCCA000	McCalla Company	\$578.43
03/18/26	AMAZ100	Amazon Capital Services (iCA)	\$871.79
03/18/26	CIGN001	Cigna Healthcare	\$280.80
03/18/26	HEAL005	Healthcare Staffing Professional, Inc	\$6,567.04
03/18/26	MUTU001	Mutual of Omaha Insurance Company	\$819.97
03/18/26	NATI000	National Benefit Services	\$475.25
03/18/26	PANT000	Panther Pest Control	\$225.00
03/18/26	PURE000	Pure Oasis Water	\$237.55
03/18/26	SCOO000	Scoot Education	\$676.00
03/18/26	ILEA300	iLEAD California	\$30,257.27
03/19/26	DANC007	Dancin' In Acton, Inc.	\$555.00
03/20/26	ACTO001	Acton Karate & Krav Maga	\$860.00
03/20/26	AMAZ100	Amazon Capital Services (iCA)	\$298.55
03/20/26	CIGN003	Cigna Health and Life Insurance Company	\$7,706.71
03/20/26	CIGN003	Cigna Health and Life Insurance Company	\$-26,973.30
03/20/26	CIGN003	Cigna Health and Life Insurance Company	\$26,973.30
03/23/26	UEAI000	Universal Electronic Alarms Inc.	\$54.95
03/24/26	WEST000	West Coast Music Academy [S]	\$552.00
03/24/26	WILE001	Wileman, Gina M	\$660.00
03/25/26	ACTO000	Acton-Agua Dulce Unified School District	\$128.12
03/25/26	AGUA001	Agua Dulce Hardware	\$19.20
03/25/26	AMAZ100	Amazon Capital Services (iCA)	\$637.92
03/25/26	AMER008	Ameritex Office Solutions	\$300.00
03/25/26	LEAR000	Learn Beyond The Book LLC [S]	\$499.00
03/25/26	NONS000	Nonstop Administration & Insurance Services, Inc.	\$6,431.39
03/25/26	PURE000	Pure Oasis Water	\$293.20
03/25/26	SCOO000	Scoot Education	\$676.00
03/25/26	EDI118A	Southern California Edison 9069	\$4,941.46
03/25/26	EDGE000	The Edge Martial Arts, Inc.	\$155.00
03/26/26	AGUA001	Agua Dulce Hardware	\$22.26

Date	Vendor ID	Vendor Name	Amount
03/26/26	AGUA000	Agua Dulce Women's Club	\$200.00
03/26/26	AMAZ100	Amazon Capital Services (iCA)	\$73.08
03/26/26	EDTE000	EdTech 101	\$305.97
03/26/26	KAIS000	Kaiser Foundation Health Plan	\$8,171.58
03/26/26	KESH000	Keshav Education Inc	\$720.00
03/26/26	KIWI000	KiwiCo Inc [P]	\$195.34
03/26/26	LAKE001	Lakeshore Learning Materials LLC	\$481.47
03/26/26	HOLL003	Maestro Performance Products	\$310.00
03/26/26	TAKE000	TAKE 1 ACTING STUDIOS LLC	\$500.00
03/30/26	AMAZ100	Amazon Capital Services (iCA)	\$910.87
03/30/26	FUNA001	Funatic Events & Entertainment LLC	\$620.00
03/30/26	HUGO000	Hugo's Gymfitness [S]	\$600.00
03/30/26	KIWI000	KiwiCo Inc [P]	\$18.61
03/30/26	MELB002	Mel Booker Music, Inc.	\$120.00
03/30/26	SCHO015	School Zone Transportation, Inc	\$800.00
03/31/26	AMAZ100	Amazon Capital Services (iCA)	\$109.93
03/31/26	LOSA001	Los Angeles County Office of Education (LACOE)	\$35,124.54
03/31/26	MUTU001	Mutual of Omaha Insurance Company	\$543.57
03/31/26	POUT002	Vivian Poutakoglou	\$38.00
04/02/26	AMAZ100	Amazon Capital Services (iCA)	\$1,700.12
04/02/26	SCHO015	School Zone Transportation, Inc	\$900.00
04/03/26	CIGN003	Cigna Health and Life Insurance Company	\$6,305.49
04/07/26	CIGN000	Cigna Healthcare	\$1,019.87
04/07/26	SPEC003	Specialized Therapy Services	\$934.14
04/10/26	ACTO001	Acton Karate & Krav Maga	\$1,160.00
04/10/26	AGUA001	Agua Dulce Hardware	\$50.43
04/10/26	AMAZ100	Amazon Capital Services (iCA)	\$2,667.61
04/10/26	AQUA001	Aquarium of the Pacific	\$150.00
04/10/26	CHAR118C	Charter Communication 1901	\$294.75
04/10/26	DANC007	Dancin' In Acton, Inc.	\$130.00
04/10/26	HUGO000	Hugo's Gymfitness [S]	\$1,500.00
04/10/26	JACQ000	Jacqueline So	\$241.60
04/10/26	KESH000	Keshav Education Inc	\$720.00
04/10/26	LAWO000	Law Offices of Young, Minney & Corr, LLP	\$127.50
04/10/26	MCCA000	McCalla Company	\$512.15
04/10/26	PURE000	Pure Oasis Water	\$261.40
04/10/26	RAIN000	Rainbow Resource Center Inc [P]	\$46.63
04/10/26	SANT003	Santa Clarita Athletic Independent League	\$1,590.00
04/10/26	SCHO015	School Zone Transportation, Inc	\$800.00
04/10/26	SCOO000	Scoot Education	\$676.00
04/10/26	DAUR000	Sean D'Auria	\$35.09
04/10/26	SPEC003	Specialized Therapy Services	\$1,254.48
04/10/26	TAKE000	TAKE 1 ACTING STUDIOS LLC	\$500.00
04/10/26	EDGE000	The Edge Martial Arts, Inc.	\$155.00
04/10/26	WAS118A	WM Corporate Services, Inc 3008.	\$2,656.71

Date	Vendor ID	Vendor Name	Amount
04/10/26	WEST000	West Coast Music Academy [S]	\$552.00
04/10/26	WILE001	Wileman, Gina M	\$550.00
04/12/26	RAMP118	Ramp	\$7,841.30
04/14/26	AMAZ100	Amazon Capital Services (ICA)	\$472.36
04/14/26	MEMO000	Memoria Press [P]	\$29.16
04/14/26	NATI000	National Benefit Services	\$479.62
04/14/26	RAIN000	Rainbow Resource Center Inc [P]	\$46.63
04/15/26	PSAD000	PS Administrators	\$27.65
04/15/26	SCHO009	School Pathways LLC	\$2,268.25
04/15/26	SCHO015	School Zone Transportation, Inc	\$1,050.00
04/15/26	POUT002	Vivian Poutakoglou	\$100.87
Total			\$443,119.94

iLEAD Agua Dulce - Payment Register Summary

Location: 118--iLEAD Agua Dulce

Period: 03/05/2026 - 04/15/2026

Created on: 04/15/2026



GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	\$26,598.59
3402	Health & Welfare Benefits - Classified positions	\$12,892.90
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	\$1,035.73
4315	Art Supplies	\$372.73
4325	Custodial Supplies	\$1,294.46
4330	Health & Safety	\$114.98
4335	Home Study Stipend	\$13,195.17
4340	Office Supplies	\$1,497.95
4345	Printing & Reproduction Supplies	\$300.00
4355	Facilities Supplies	\$938.82
4430	IT Equipment & Supplies	\$1,623.37
5210	Travel for PD, Conferences, & School Development	\$295.89
5220	Travel for Intersite Business - Mileage*	\$100.87
5240	Professional Development - Meetings & Collaborations	\$9.99
5410	Liability Insurance	\$26,189.90
5510	Utilities - Electricity	\$4,941.46
5540	Utilities - Trash	\$5,313.42
5560	Operations - Security	\$54.95
5630	Repairs & Maintenance - Facilities	\$225.00
5801	Professional Services - Service Fees	\$138,935.13
5805	Professional Services - Payroll Fees	\$9,741.26
5808	Professional Services - Legal Fees	\$127.50
5809	Professional Services - Shared/Leased Employees	\$13,360.88
5829	Operating Expenditures - Events	\$949.25
5850	Student Services Expenditures - Student Information System	\$2,268.25
5852	Student Services Expenditures - Special Education Contracted Services	\$100,129.97
5853	Student Services Expenditures - Student & Group Activities	\$15,052.74
5854	Student Services Expenditures - Electives & Enrichment	\$600.00
5855	Student Services Expenditures - Substitutes	\$2,028.00
5920	Internet Services	\$294.75
9310	Prepaid Expenditures (Expenses)	\$16,020.47
9535	Retirement Liability	\$35,124.54
9536	403b Payable	\$1,434.86
9544	Credit Card Payable - iAD	\$10,056.16
Total		\$443,119.94