MEETING AGENDA - Empower Generations 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 28, 2026
Start Time	5:30 PM
End Time	7:00 PM
Location	Address: 44236 10th Street West, Suite 105, Lancaster, CA 93534
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

- Minutes-2026-03-17-v1.pdf

2. Public Comments

2.1. Public Comments

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

3. Action Items

3.1. Injury and Illness Prevention Plan

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

Due date:

Documents

- IIPP - Empower Generations 2026.pdf
- IIPP Updates- January 2026 (5).pdf

3.2. Workplace Violence Prevention Plan

Discuss and take action regarding the Workplace Violence Prevention Plan.

Due date:

Documents

- Empower Generations WVPP-2026.pdf
- WPVP Updates-January 2026 (4) (1).pdf

3.3. 2025-2026 2nd Interim and Revised Budget

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

Due date:

Documents

- Empower Generations 25.26 2nd interim alt form .xlsx - Alternative Form (1) (1).pdf

3.4. Board Member Terms

Discuss and take action to extend Tapau Osborne's three-year term.

Due date:

3.5. Board Member Roles

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

Due date:

3.6. Appointment of Surrogate Parent for Special Education Students Policy

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

Due date:

Documents

- Empower_Appointment _Surrogate_SpeciaEducationStudent_Policy (2).pdf
- Empower Generations Board Recommendation (1) (1).pdf

4. Consent Items

4.1. Personnel Report

Resolution #:

Documents

- 4.28.26_EG_PersonnelReport.pdf

4.2. Check Registers

Resolution #:

Documents

- eg_payment_register_20260422.pdf

5. Board Comments

5.1. Board Comments

6. Closing Items

6.1. Graduation Date

Graduation ceremony Thursday June 4th, 2026 at 6:00 pm @ Empower Generations.

6.2. Next Meeting Date

May 19, 2026 @ 5:30pm.

Board Members mark their calendars and confirm quorum.

6.3. Adjournment

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

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

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

MEETING MINUTES - Empower Generations Board

Meeting

Date	Tuesday, March 17, 2026
Started	5:34 PM
Ended	5:53 PM
Location	Address: 44236 10th Street West, Suite 105, Lancaster, CA 93534
Purpose	Regular scheduled meeting
Chaired by	Keisha Como
Recorder	Roselia Calderon

Minutes

1. Opening Items

1.1. Call The Meeting To Order

The Meeting was called to order at 5:34 p.m

Status: Completed

1.2. Roll Call

Keisha- Present

Laura- Present

Tapau- Absent

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.

Motion: Laura

Second: Keisha

Unanimously Approved

Tapau Absent

Resolution #:

Status: Carried

1.5. Board Meeting Minutes

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

Motion: Keisha

Second: Laura

Unanimously Approved

Tapau Absent

Resolution #:

Status: Carried

Documents

- Minutes-2026-02-17-v2.pdf

2. Public Comments

2.1. Public Comments

The public may address the Empower Generations 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 Comments were made to the Board.

Status: Completed

3. Action Items

3.1. 2025-2026 Annual Audit Agreement

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

Kelly O'Brien, iCA Support Provider presented the 2025-2026 Annual Audit Agreement.

Motion: Laura

Second: Keisha

Unanimously Approved

Tapau Absent

Due date:

Status: Completed

Documents

- Empower Generations Audit & Tax Engagement Letter 2026-2028.pdf

3.2. SB 153 - Model Referral Protocols Board Policies

Discuss and take action regarding SB 153 - Model Referral Protocols Board Policies.

Kimberly Humphries, iCA Support Provider, presented the SB 153- Model Referral Protocols Board Policies.

Motion: Laura

Second: Keisha

Unanimously Approved

Tapau Absent

Due date:

Status: Completed

Documents
- Empower Generations - SB 153 - Model Referral Protocols Board Policy - DRAFT.pdf

4. Discussion and Reports

4.1. School Director Report

Sajae presented the School Director Report and answered questions of the Board.

Status: Completed

4.2. Board Member Resignation

Discuss the recent resignation of Annaliisa from the Board.

The Board accepted Annaliisa's resignation from the Board.

Status: Completed

5. Consent Items

5.1. Check Registers

Motion: Laura

Second: Keisha

Unanimously Approved

Tapau Absent

Resolution #:

Status: Carried

Documents
- EG Payment Register_20260311.pdf
- EG Payment Register Summary_20260311.pdf

6. Board Comments

6.1. Board Comments

Keisha said thank you for all the hard work! I see it and it shows with all the college acceptances! You're in step with what California wants to see! Laura said, Echo, echo!!

Status: Completed

7. Closing Items

7.1. Graduation Date

June 4, 2026 at 6:00 p.m.

The Board was invited to the Empower's graduation on June 4, 2026 at 6:00 p.m.

Status: Completed

7.2. 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.

The Board was invited to the 2026 Board Development Dinner and they were asked to RSVP.

Status: Completed

7.3. Annual Form 700

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

Jordan Pereyra, iCA Support Provider, reminded the Board of the Annual Form 700. She offered to help if needed.

Status: Completed

7.4. Next Meeting Date: April 28, 2026 @5:30 p.m.

Board Members mark their calendars and confirm quorum.

Status: Completed

7.5. Adjournment

The Meeting was adjourned at 5:53 p.m.

Status: Completed

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Empower Generations

Updated: January 2026

29477 The Old Rd Castaic, CA 91384

Empower Generations

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 Empower Generations 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 Empower Generations. Hazards associated with workplace violence are addressed through Empower Generations'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 Empower Generations 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 Empower Generations 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 Empower Generations 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 **Empower Generations** 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 Empower Generations 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
- ☐ Hazarad 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 Empower Generations 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 Empower Generations.

- ☐ 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 Empower Generations.

Records associated with the Workplace Violence Prevention Plan for Empower Generations, 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 (*Attach additional page if necessary):*	
Proposed corrective action:	

Corrective Action

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

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: *(be specific - building, room #, lab, field, etc.)*:
Description of Injury/Illness *(sprained right ankle, cut left hand, allergic reaction, needle stick, etc.):*		
Describe accident *(tasks performed, events before accident, equipment/ tools, work conditions, other relevant details):*		
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 at 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)

Empower Generations

Workplace Violence Prevention Plan (WVPP)

Date: January 2026

Authority and Scope

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

Scope: This Plan applies to all Empower Generations 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

Empower Generations 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). Empower Generations 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.Empower Generations 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. Empower Generations 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. Empower Generations 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	Sajae Davison	Work phone: (661) 429-3264 Cellphone: (424) 278-8481
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 Empower Generations 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 Empower Generations policies that may mitigate the potential for workplace violence.
- Be familiar with Empower Generations' policies for evacuation and sheltering in place.

Plan Review and Update

This Plan will be reviewed at least annually and:

- Whenever workplace policies of Empower Generations 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 Empower Generations 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 Empower Generations 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 Empower Generations. (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
Empower Generations 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
Empower Generations 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 exit point.
Unmanned Gates	Entry Gates	Control site entry points	Lock gates and reduce to 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
Empower Generations 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.

W*orkplace 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 Empower Generations 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:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting;
    - Attack with a weapon or an object, including, but not limited to, a firearm, a knife, or another object;
    - Threat of physical force or threat of the use of a weapon or another object;
    - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact;
    - Animal attack; *and*
    - 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 Empower Generations 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 Empower Generations 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 Empower Generations' 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 Empower Generations facilities to ensure emergency response protocols, reporting procedures, and relevant safety expectations are communicated and understood.

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.

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

Charter School Name: Empower Generations
CDS #: 19-75309-0134619
Charter Approving Entity: Acton-Agua Dulce Unified School Dsitrict
County: Los Angeles
Charter #: 1836

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)
x	**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	1,202,856	1,489,527	1,370,853	501,870	1,370,853		1,370,853	0
Education Protection Account - Current Year	8012	14,502	17,450	16,565	6,639	16,565		16,565	0
State Aid - Prior Years	8019	0	0	0	0	0		0	0
Transfer of Charter Schools in Lieu of Property Taxes	8096	36,336	43,353	39,238	16,494	39,238		39,238	0
Other LCFF Transfers	8091, 8097	0	0	0	0	0		0	0
Total, LCFF Sources		**1,253,694**	**1,550,330**	**1,426,656**	**525,003**	**1,426,656**	**0**	**1,426,656**	**0**
2. Federal Revenues (see NOTE on last page)									
No Child Left Behind	8290	0	0	0	0			0	0
Special Education - Federal	8181, 8182	11,802	11,802	13,038	0		13,038	13,038	0
Child Nutrition - Federal	8220	0	0	0	0		0	0	0
Other Federal Revenues	8290	41,861	41,861	39,635	23,161	0	39,635	39,635	0
Total, Federal Revenues		**53,663**	**53,663**	**52,673**	**23,161**	**0**	**52,673**	**52,673**	**0**
3. Other State Revenues									
Special Education - State	StateRevSE	66,530	66,530	75,999	33,393		75,999	75,999	0
Child Nutrition Programs	8520	0	0	0	0			0	0
Mandated Costs Reimbursements	8550	4,141	3,865	3,865	3,865	3,865		3,865	0
Lottery - Unrestricted and Instructional Materials	8560	19,795	19,795	22,530	6,339	14,737	7,793	22,530	0
Low Performing Student Block Grant	8590	0	0	0	0	0	0	0	0
All Other State Revenues	StateRevAO	69,935	171,735	184,989	90,512		184,989	184,989	0
Total, Other State Revenues		**160,401**	**261,925**	**287,383**	**134,109**	**18,602**	**268,781**	**287,383**	**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	282,569	284,651	288,522	139,129	17,897	270,625	288,522	0
Total, Local Revenues		**282,569**	**284,651**	**288,522**	**139,129**	**17,897**	**270,625**	**288,522**	**0**
5. TOTAL REVENUES		**1,750,327**	**2,150,569**	**2,055,234**	**821,402**	**1,463,155**	**592,079**	**2,055,234**	**0**
B. EXPENDITURES									
1. Certificated Salaries									
Teachers' Salaries	1100	261,711	289,240	324,240	148,105	265,844	58,396	324,240	0
Certificated Pupil Support Salaries	1200	70,013	70,013	85,013	42,206	15,000	70,013	85,013	0
Certificated Supervisors' and Administrators' Salaries	1300	143,208	153,208	163,208	89,371	83,064	80,144	163,208	0
Other Certificated Salaries	1900	0	0	0	0	0	0	0	0
Total, Certificated Salaries		**474,932**	**512,461**	**572,461**	**279,682**	**363,908**	**208,553**	**572,461**	**0**
2. Non-certificated Salaries									
Instructional Aides' Salaries	2100	112,011	83,880	105,895	40,054	37,323	68,572	105,895	0
Non-certificated Support Salaries	2200	33,600	36,480	41,480	16,536	7,880	33,600	41,480	0
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0	0	0	0	0
Clerical and Office Salaries	2400	127,746	138,653	160,317	69,378	91,677	68,640	160,317	0
Other Non-certificated Salaries	2900	16,848	17,784	22,784	10,662	5,000	17,784	22,784	0
Total, Non-certificated Salaries		**290,205**	**276,797**	**330,476**	**136,630**	**141,880**	**188,596**	**330,476**	**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	90,712	101,722	102,318	51,714	62,484	39,834	102,318	0
PERS	3201-3202	0	0	0	0	0	0	0	0
OASDI / Medicare / Alternative	3301-3302	29,088	29,079	33,902	14,573	14,619	19,283	33,902	0
Health and Welfare Benefits	3401-3402	45,254	45,254	45,254	29,058	10,740	34,514	45,254	0
Unemployment Insurance	3501-3502	3,826	3,841	3,849	3,051	2,004	1,845	3,849	0
Workers' Compensation Insurance	3601-3602	6,651	6,651	7,751	4,920	2,967	4,784	7,751	0
Retiree Benefits	3701-3702	0	3,600	3,600	2,100	3,600	0	3,600	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		**175,531**	**190,147**	**196,674**	**105,416**	**96,414**	**100,260**	**196,674**	**0**
4. Books and Supplies									
Approved Textbooks and Core Curricula Materials	4100	6,632	7,689	7,689	2,139	7,689	0	7,689	0
Books and Other Reference Materials	4200	250	250	250	21	250	0	250	0
Materials and Supplies	4300	15,700	16,384	16,742	10,380	0	16,742	16,742	0
Non Capitalized Equipment	4400	44,357	109,540	109,540	52,942	70,070	39,470	109,540	0
Food	4700	0	0	0	0	0	0	0	0
Total, Books and Supplies		**66,939**	**133,863**	**134,221**	**65,481**	**78,009**	**56,212**	**134,221**	**0**
5. Services and Other Operating Expenditures									
Sub Agreements for Services	5100								
Travel and Conferences	5200	10,540	28,482	9,849	6,843	0	9,849	9,849	0
Dues and Memberships	5300	5,600	5,600	5,600	2,228	5,600	0	5,600	0
Insurance	5400	14,856	14,856	14,856	9,499	14,856	0	14,856	0
Operations and Housekeeping Services	5500	18,989	18,989	18,989	9,548	18,989	0	18,989	0
Rentals, Leases, Repairs, and Noncap. Improvements	5600	189,438	199,627	199,627	114,381	199,627	0	199,627	0
Professional/Consulting Services and Operating Expend.	5800	454,307	519,914	514,362	236,586	485,753	28,609	514,362	0
Communications	5900	2,409	2,898	2,409	932	2,409	0	2,409	0

Total, Services and Other Operating Expenditures		**696,139**	**790,366**	**765,692**	**380,017**	**727,234**	**38,458**	**765,692**	**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	0
Buildings and Improvements of Buildings	6200	0	0	0	0	0	0	0	0
Books and Media for New School Libraries or Major	6300	0	0	0	0	0	0	0	0
Expansion of School Libraries				0	0	0			
Equipment	6400	0	0	0	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6900	29,820	29,820	29,820	0	29,820	0	29,820	0
Total, Capital Outlay		**29,820**	**29,820**	**29,820**	**0**	**29,820**	**0**	**29,820**	**0**
7. Other Outgo									
Tuition to Other Schools	7110-7143	0	0	0	0	0	0	0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0	0	0	0	0	0	0	0
All Other Transfers	7280-7299	0	0	0	0	0	0	0	0
Debt Service:									
Interest	7438	0	0	0	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0	0	0	0
Total, Other Outgo		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
8. TOTAL EXPENDITURES		**1,733,566**	**1,933,454**	**2,029,344**	**967,226**	**1,437,265**	**592,079**	**2,029,344**	**0**
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		16,761	217,115	25,890	(145,824)	25,890	0	25,890	(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)
D. OTHER FINANCING SOURCES / USES									
1. Other Sources	8930-8979	0	0	0	0	0	0	0	0
2. Less: Other Uses	7630-7699	0	0	0	0	0	0	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0	0	0	0			0	0
4. TOTAL OTHER FINANCING SOURCES / USES		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		16,761	217,115	25,890	(145,824)	25,890	0	25,890	(0)
F. FUND BALANCE, RESERVES									
1. Beginning Fund Balance									
a. As of July 1	9791	320,636	399,986	399,986		399,986	0	399,986	0
b. Adjustments/Restatements to Beginning Balance	9793, 9795	30,118	0					0	0
c. Adjusted Beginning Balance		350,754	399,986	399,986		399,986	0	399,986	
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		**367,515**	**617,101**	**425,876**		**425,876**	**0**	**425,876**	
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	367,515	617,101	425,876		425,876		425,876	
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**	

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, Empower Generations

Date: April 28, 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 28.

2. Background / Rationale

In accordance with federal and state requirements, Empower Generations 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.

EMPLOYMENT – NEW HIRES

N/A

RESIGNATIONS/TERMINATIONS

Hutson, Eva	Custodian	4/13/2026

STATUS CHANGE

N/A

Empower Generations - Payment Register

Location: 115--Empower Generations
Period: 03/12/2026 - 04/23/2026
Created on: 04/22/2026

Date	Vendor ID	Vendor Name	Amount
03/13/26	CIGN000	Cigna Healthcare	$323.89
03/13/26	PSAD000	PS Administrators	$7.90
03/13/26	ILEA300	iLEAD California	$12,225.14
03/13/26	ILEA300	iLEAD California	$417.16
03/13/26	ILEA300	iLEAD California	$388.96
03/13/26	ILEA300	iLEAD California	$419.64
03/13/26	ILEA300	iLEAD California	$309.58
03/13/26	ILEA300	iLEAD California	$501.00
03/13/26	ILEA300	iLEAD California	$3,487.90
03/13/26	ILEA300	iLEAD California	$1,262.00
03/13/26	ILEA300	iLEAD California	$463.54
03/13/26	ILEA300	iLEAD California	$10,859.20
03/13/26	ILEA300	iLEAD California	$424.24
03/13/26	ILEA300	iLEAD California	$11,835.87
03/13/26	ILEA300	iLEAD California	$343.01
03/13/26	ILEA300	iLEAD California	$197.00
03/13/26	ILEA300	iLEAD California	$538.00
03/13/26	ILEA300	iLEAD California	$593.00
03/13/26	ILEA300	iLEAD California	$1,433.00
03/13/26	ILEA300	iLEAD California	$843.00
03/13/26	ILEA300	iLEAD California	$42.00
03/13/26	ILEA300	iLEAD California	$602.00
03/18/26	CIGN001	Cigna Healthcare	$91.45
03/18/26	IRVI000	Holy Renaissance	$225.00
03/18/26	MUTU001	Mutual of Omaha Insurance Company	$407.78
03/18/26	NATI000	National Benefit Services	$300.00
03/18/26	ILEA300	iLEAD California	$14,142.09
03/18/26	ILEA300	iLEAD California	$14,895.89
03/18/26	ILEA300	iLEAD California	$15,010.49
03/20/26	CIGN003	Cigna Health and Life Insurance Company	$1,401.22
03/20/26	PSAD000	PS Administrators	$570.00
03/26/26	EBON000	Ebony's Safe Space	$30,000.00
03/31/26	CHRI006	Christy White, Inc,	$1,365.00
03/31/26	IRVI000	Holy Renaissance	$225.00
03/31/26	IMAG001	Image 2000, Inc	$81.70
03/31/26	KAIS000	Kaiser Foundation Health Plan	$2,662.64
03/31/26	LOSA001	Los Angeles County Office of Education (LACOE)	$12,108.16
03/31/26	MUTU001	Mutual of Omaha Insurance Company	$499.50
03/31/26	NONS000	Nonstop Administration & Insurance Services, Inc.	$1,546.03
03/31/26	DAVI000	Sajae Davison.	$432.13
03/31/26	VENB000	Venbrook Insurance Services	$151.00

Date	Vendor ID	Vendor Name	Amount
03/31/26	ZOOM000	Zoom Video Communications Inc	$31.69
04/01/26	IRVI000	Holy Renaissance	$225.00
04/01/26	TOTA000	Totally Promotional	$880.90
04/03/26	CIGN003	Cigna Health and Life Insurance Company	$1,401.22
04/07/26	AMAZ100	Amazon Capital Services (iCA)	$2,500.30
04/07/26	COSM000	Cosm Hollywood Park LLC	$1,150.00
04/07/26	HOUG000	HMH Education Company	$2,000.00
04/07/26	PURE000	Pure Oasis Water	$28.75
04/07/26	GAS115C	SoCalGas 3237	$66.64
04/07/26	EDI115B	Southern California Edison 9022.	$865.02
04/07/26	THEA008	The Abbey Company	$15,869.97
04/10/26	CIGN000	Cigna Healthcare	$323.89
04/10/26	IRVI000	Holy Renaissance	$225.00
04/10/26	SCHO009	School Pathways LLC	$783.14
04/12/26	RAMP115	Ramp	$642.49
04/16/26	VENB000	Venbrook Insurance Services	$713.01
04/20/26	AMAZ100	Amazon Capital Services (iCA)	$64.74
04/20/26	GOAB001	GoAbove Inc	$900.00
04/20/26	NATI000	National Benefit Services	$300.00
04/20/26	NONS000	Nonstop Administration & Insurance Services, Inc.	$1,546.03
04/20/26	PSAD000	PS Administrators	$7.90
04/20/26	PURE000	Pure Oasis Water	$26.50
04/20/26	SCHO009	School Pathways LLC	$2,441.78
04/22/26	AVEX000	Antelope Express	$1,815.00
04/22/26	CITY003	City of Lancaster	$130.00
Total			**$178,571.08**

Empower Generations - Payment Register Summary

Location: 115--Empower Generations
Period: 03/12/2026 - 04/23/2026
Created on: 04/22/2026

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	$6,131.83
3402	Health & Welfare Benefits - Classified positions	$1,839.38
4110	Core Curriculum - Texts, Workbooks, etc	$2,000.00
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	$2,259.83
4325	Custodial Supplies	$143.13
4340	Office Supplies	$217.33
4430	IT Equipment & Supplies	$81.70
5210	Travel for PD, Conferences, & School Development	$432.13
5310	Professional Dues, Memberships, and Subscriptions	$31.69
5410	Liability Insurance	$9,649.90
5510	Utilities - Electricity	$865.02
5520	Utilities - Gas	$66.64
5610	Rent - Facilities Rent and CAM Charges	$15,869.97
5801	Professional Services - Service Fees	$34,936.01
5804	Professional Services - Auditing & Tax Preparation	$1,365.00
5805	Professional Services - Payroll Fees	$2,766.13
5806	Professional Services - Consultant Fees	$30,000.00
5830	Operating Expenditures - Marketing & Advertising	$880.90
5850	Student Services Expenditures - Student Information System	$3,224.92
5852	Student Services Expenditures - Special Education Contracted Services	$44,048.47
5853	Student Services Expenditures - Student & Group Activities	$3,995.00
5854	Student Services Expenditures - Electives & Enrichment	$900.00
9310	Prepaid Expenditures (Expenses)	$3,515.45
9535	Retirement Liability	$12,108.16
9536	403b Payable	$600.00
9548	Credit Card Payable - EG	$642.49
Total		**$178,571.08**