



Memorandum of Understanding

iLEAD Online And *iLEAD Hybrid/iCC1*

March 3rd, 2026

This service contract sets forth the terms and conditions under which **iLEAD Hybrid/iLEAD California Charters 1 (iCC1)** serving as the **Fiscal Agent**, and **iLEAD Online** (Charter School) serving as a **Partner Agency**, will work together to meet the deliverables of the California Community Colleges Chancellor's Office K12 Strong Workforce Program (SWP).

This K-12 SWP grant is a regional collaborative project. Its purpose is to establish partnerships with local community colleges, school districts, charter schools, and business and community partners from throughout the South Central Coast region to improve career and technical education services to high school and community college students.

As a partner in this project, the Partner Agency agrees to:

- A. Engage in regional efforts to align workforce, employment, and education services.
- B. Offer high-quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of career technical education courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation.
- C. Provide pupils with quality career exploration and guidance.
- D. Provide pupils support services, including counseling and leadership development.
- E. Provide skilled teachers or faculty and support professional development opportunities for those teachers or faculty members.
- F. Report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.

- G. Abide by all guidelines, policies and procedures of the iCC1 as set forth in this Service Contract and the CDE General Assurance and Certifications unless otherwise stated.

Partner Agency Responsibilities

The Partner Agency assumes the following responsibilities:

- Provide the staff, supervision, and facilities for all project-related activities to be conducted at Partner Agency;
- Participate in required grant meetings and activities including Leadership Team meetings, curriculum alignment meetings, Kick-off activities, and end-of-year awards.
- Ensure that all equipment and supplies purchased through the grant are inventoried and tracked and that all facilities used by the project are safely maintained;
- Ensure that the instructional activities to take place at Partner Agency Schools are implemented as described in the project application;
- Identify and report sources of the required match for the project budget (2:1 for the final allocation), contributing local Partner Agency funds to support and sustain the project as described in the budget narrative;
- Identify CTE specific work in the Local Control and Accountability Plan (LCAP);
- Provide oversight of the recruitment, selection, and retention efforts of the program at the Partner Agency Schools to ensure access of all students including low income students, English learners, students with disabilities, and any other underrepresented students;
- Appropriately schedule students to ensure project success;
- Implement counseling services as described in the application;
- Maintain and provide supporting documentation for all expenditures related to grant activities;
- Collect and report participant data to iCC1;
- Sign an MOU with Cal-PASS Plus to facilitate the sharing of data with the CALPASS Plus data system
- Collect and report fiscal match data to the iCC1;
- Maintain all records for five years after final grant documents have been submitted to CDE upon completion of the project.

Fiscal Agent Responsibilities

iCC1 assumes the following responsibilities:

- Process grant-related expenses for Partner Agencies;
- Provide oversight of the recruitment, selection, and retention efforts of Partner Agencies to ensure access of all students including low income students, English learners, students with disabilities, and any other underrepresented students;
- Convene regional curriculum development meetings to assist with post-secondary articulation, concurrent, and dual-enrollment activities;
- Complete and submit all fiscal reporting to the CDE;
- Complete and submit all participant reporting to the CDE not collected via CALPASS Plus.

Terms and Conditions

The Partner Agency agrees to the following terms and conditions of the Service Contract relative to:

- Acceptable Expenditures
- Record Keeping and Reporting
- Performance Outcome Measures
- Data Collection and Reporting

Record Keeping

The Partner Agency shall ensure that comprehensive records are maintained for all grant expenditures as described above. All records must be maintained for five years after the final grant documents have been submitted to CDE upon completion of the project.

Performance Outcome Measures

The long-term measure of success for the K12 SWP is the number of participating students who enroll in a CTE pathway, complete high school, transition successfully into an aligned postsecondary program, graduate with a degree or credential in a high-demand field, and successfully secure employment.

Program data will be collected through a state-wide tracking system that is designed to document progress toward this goal by tracking student momentum points throughout the career pathways program. Data will be collected on an ongoing basis and reported to CAL-PASS Plus.

Data Collection and Reporting

The K12 Strong Workforce Program Metrics measure the following student-level outcomes:

- Completed 2+ CTE courses in high school in the same program of study
- Completed 2+ CTE courses in high school in the same program of study that include:
 - early college credit, work-based learning, or third-party certification
- Graduated high school
- Enrolled in a California Community College within one year of leaving secondary school
- Entered registered apprenticeship after participation in high school pre-apprenticeship program
- Enrolled in another form of job training (other than California Community College)
- Completed 9+ CTE units in first year of California Community College
- Attained a California Community College certificate/degree or journey level status
- Transferred to a four-year institution after exiting California Community College
- Employed in a job closely related to field of study after exiting California Community College
- Median annual earnings of students after exiting California Community College
- Attained a living wage after exiting California Community College

The statewide tracking systems used may include the California Longitudinal Pupil Achievement Data System (CALPADS), and Cal-PLUS Plus.

To meet data collection and reporting requirements, the **Partner Agency** agrees to:

- Enter into data sharing agreements with the iCC1 on behalf of its participating schools;
- Adhere to data entry timelines and reporting requirements delineated in the data sharing agreements;
- Designate staff to collect and report student data;
- Participate in training programs provided by iCC1 relative to data collection and reporting;
- Meet reporting deadlines.

Term

The term of this service contract is from January 1st, 2026 – June 30, 2029, subject to all terms and conditions set forth herein.

Termination

Either party may terminate this contract at any time for any reason by providing 30 days written notice. In the event of termination under this paragraph, the Partner Agency will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract.

Termination due to Cessation of State Funding

iCC1 shall have the right to terminate this Contract upon three (3) days written notice in the event that the receipt by iCC1 of funds from the State government and/or Chancellor's Office for this program is reduced, suspended or eliminated for any reason. The Partner Agency hereby expressly waives any and all claims against iCC1 for damages arising from the termination, suspension or reduction of the funds provided by the State government and/or Chancellor's Office to iCC1 for the program under which this Service Contract is made, or of the portion thereby delegated by this Service Contract.

Insurance

The Partner Agency shall be fully responsible for all insurance coverage, including general liability and employee workers compensation. The Partner Agency shall provide a certificate of insurance, naming the iCC1 as additional insured upon request of iCC1.

Indemnification and Hold Harmless

The Partner Agency agrees to indemnify, defend and hold harmless iCC1, its Board of Trustees, their officers, employees and volunteers from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Service Contract, and from any and all claims and losses resulting to any person, firm, corporation which may be injured or damaged by the service provider in the performance of this service contract. The Partner Agency agrees to waive all rights of subrogation against iCC1 for losses arising directly or indirectly from the activities and/or work covered by this Service Contract.

iCC1 agrees to indemnify, defend and hold harmless the Partner Agency, its Board of Directors, their officers, employees and volunteers from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Service Contract, and from any and all claims and losses resulting to any person, firm, corporation, which may be injured or damaged by the service provider in the performance of this Service Contract.

Notices

Any amendments or changes to this service contract should be submitted in writing and addressed to the following:

TO: iLEAD Hybrid/iLEAD California Charters 1
ATT: Amanda Fischer
29477 THE OLD ROAD
CASTAIC, CA 91384

PARTNER AGENCY INFORMATION

TO: iLEAD Online
ATT: Kate Wolfe and Rigo Ortega
3720 SIERRA HWY UNIT B,
ACTON, CA 93510

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons or departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

Compliance with Laws

Each party to this contract will comply with all applicable laws.

Construction of Covenants and Conditions

Each term and each provision of this contract will be construed to be both a covenant and a condition.

IN WITNESS WHEREOF the parties hereto have executed this Contract.

SIGNATURES

PARTNER AGENCY:

_____ Signature	_____ Date
--------------------	---------------

_____ Name	_____ Title
---------------	----------------

ICC1:

_____ Signature	_____ Date
--------------------	---------------

_____ Name	_____ Title
---------------	----------------