



MEETING AGENDA - iLEAD California Charters 1 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 resource center between 9:00 am and 3:30 pm.

Meeting

Meeting Date	Wednesday, December 1, 2021
Start Time	5:45 PM
End Time	7:00 PM
Location	Due to social distancing, this meeting will be held virtually. You may join us on ZOOM at: Zoom Meeting: https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Regularly Scheduled Meeting

Agenda

1. Opening Items

1.1. Call The Meeting To Order

1.2. Roll Call

1.3. Pledge Of Allegiance

1.4. Approve Agenda

Due date: 12/1/2021

1.5. Approve Minutes

Due date: 12/1/2021

Documents

- 1.5 iCA Minutes-2021-11-03-v1 (1).pdf
-

2. Curriculum Moment

2.1. Curriculum Moment

3. Public Comments

3.1. Public Comments

The public may address the iLEAD CA Charters 1 governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board,



please complete a public comment card. Comments for the public will be limited to 3 minutes.

4. Consent Items

4.1. Personnel Report

Due date: 12/1/2021

Documents

- 4.1 Personnel Report Expl-AV 11.23.21.pdf
 - 4.1 Personnel Report_iLEAD CA 11.23.21.pdf
-

4.2. Check Register

Due date: 12/1/2021

Documents

- 4.2 iCC1 Payment Register_20211123.pdf
-

4.3. AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements

Request approval of required Analysis of AB 361 Emergency Legislation regarding the ability of the Board and public to meet safely in person given measures to promote social distancing.

Due date: 12/1/2021

Documents

- 4.3 iLEAD CA - AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements (1).pdf
-

5. Discussion And Reports

5.1. Learner Board Ambassador Report

5.2. iLEAD Hybrid School Directors' Reports

Documents

- 5.2 AV Exploration Director Board Report (1).pdf
 - 5.2 AV Site Director Board Report 12_1.pdf
 - 5.2 Exploration Directors' Report December Board Meeting.pdf
-

5.3. COVID - 19 Update

6. Action Items

6.1. Revised 2021 - 2022 Budget

Request approval of the revised 2021-2022 budget based on current enrollement, revenue, and expenditures.

Due date: 12/1/2021

Documents

- iLEAD Hybrid Budget Revise FY2122_December2021_Board1stInterim.pdf
-

6.2. Revised Title IX Policy



Request approval of Revised Title IX Policy recommended legal counsel based on new laws in place by the Office of Civil Rights and the U.S. Department of Education for all schools receiving federal funds.

Due date: 12/1/2021

Documents

- 6.2 iLEAD Hybrid - Title IX Policy for Sexual Harassment and Grievance Procedures(5560371.1).pdf
-

6.3. Equity Policy

Request approval of the Equity Policy which is required by the Federal Government due to the receipt of Federal Funding (Title I, Title II, Title IV)

Due date: 12/1/2021

Documents

- 6.3 Equity Policy - iLEAD Hybrid.pdf
-

6.4. Revised IEE Procedures

Request approval of Revised IEE document to reflect changes in pricing due to current industry standards.

Due date: 12/1/2021

Documents

- 6.4 Redline iLEAD HYBRID IEE Procedure and Criteria.pdf
-

6.5. Educator Effectiveness Plan

Request approval of the Educator Effectiveness Plan as one time staff development funding to be used through 2025-2026.

Due date: 12/1/2021

Documents

- 6.5 iLEAD Hybrid 2021 Educator Effectiveness Block Grant DRAFT Plan.docx (2).pdf
-

6.6. iLEAD CA Lease - Synergy Hasley Canyon

Request approval of this continued lease for office space at the Hasley Canyon Synergy Space.

Due date: 12/1/2021

Documents

- 6.6 1st Amendment to Lease iLEAD California 11.17.2021.pdf
-

6.7. Records Retention and Disposal Policy

Request approval of School Records and Disposal Policy to follow legally required and allowable storage and purge processes.

Due date: 12/1/2021

Documents

- 6.7 iLEAD Hybrid - School Records Retention and Disposal Policy .pdf
-

6.8. Learner Records Maintenance, Retention, and Destruction Policy

Request approval of Educational Records and Learner Information Policy to follow legally required and allowable storage and purge processes.



Due date: 12/1/2021

Documents

- 6.8 iLEAD Hybrid - Learner Records Retention and Destruction Policy.docx.pdf
-

7. Comments

7.1. Board Comments

7.2. CEO Comments

8. Closed Session

8.1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2) - One Case

8.2. Report Of Closed Session

9. Closing Items

9.1. 2022 Board Retreat Dates

January 28 and 29, 2022 - Registration Is Open

9.2. Next Meeting Date - February 2, 2022

Wednesday, February 2, 2022

9.3. 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 - iLEAD California Charters 1 Board

Meeting

Date	Wednesday, November 3, 2021
Started	5:31 PM
Ended	7:00 PM
Location	Address: 29477 The Old Rd, Castaic Address: 2850 Fairview Rd, Costa Mesa Address: 2110 W Ave K, Lancaster Zoom Meeting: https://zoom.us/j/5395735793 Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
Purpose	Regular scheduled meeting
Chaired by	John Vescovo
Recorder	Julie Basse

Minutes

1. Opening Items

1.1. Call The Meeting To Order

Meeting was called to order at 5:31 pm

Status: Completed

1.2. Roll Call

John Vescovo - Present

Cheri Bradford - Present

Kenchy Ragsdale - arrived at 5:32 pm

Pat Hill - Present

Kenneth Scott - Present

Status: Completed

1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

Status: Completed

1.4. Approve Agenda

Motioned: Pat Hill

Seconded: Kenchy Ragsdale

Unanimously Approved

Due date:



Status: Completed

1.5. Approve Minutes

Motioned: Cheri Bradford

Seconded: Kenneth Scott

Unanimously approved

Due date:

Status: Completed

Documents

- iCA Minutes-2021-10-06-v2.pdf
-

2. Curriculum Moment

2.1. Curriculum Moment

Terri Budke, Tina Toval, Megan Hernandez and two Learners from AV's Exploration program presented the Curriculum Moment and answered questions of the Board.

Status: Completed

3. Public Comments

3.1. Public Comments

The public may address the iLEAD CA Charters 1 governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

No public comment(s) made.

Status: Completed

4. Consent Items

4.1. Personnel Report

Motioned: Kenchy Ragsdale

Seconded: Cheri Bradford

Unanimously approved

Due date:

Status: Completed

Documents

- Personnel Report_iLEAD CA 10.29.21-2.pdf
 - Personnel Report Expl-AV 10.29.21-2.pdf
-

4.2. AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements



Request approval of required Analysis of AB 361 Emergency Legislation regarding the ability of the Board and public to meet safely in person given measures to promote social distancing.

The board decided to continue with Hybrid meetings.

Motioned: Kenchy Ragsdale

Seconded: Cheri Bradford

Unanimously approved

Due date:

Status: Completed

Documents

- iLEAD CA - AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements.pdf
-

4.3. Check Register

Motioned: Kenchy Ragsdale

Seconded: Cheri Bradford

Unanimously approved

Due date:

Status: Completed

Documents

- ICC1 Payment Register_20211029.pdf
-

5. Discussion And Reports

5.1. iLEAD Hybrid School Directors' Reports

Julia Kim, Terri Budke and Talaya Coleman presented their Reports and answered questions of the Board.

Pat Hill requested that future reports include updated enrollment information including the number of learners that enrolled and disenrolled.

Status: Completed

Documents

- iLEAD Exploration November Director Report.pdf
 - iAV ExplorationSite Director Board Report.docx.pdf
 - AV Site Director Board Report 10_29.pdf
-

6. Action Items

6.1. Revised iCA Special Education MOU

Request approval of iCA Special Education with the removal of Counselors who work directly for the schools and are not a shared resource.

Amber Jones, iLEAD Support Provider, presented the Special Education MOU and answered questions of the Board.



Motioned: Kenchy Ragsdale

Seconded: Cheri Bradford

Unanimously approved

Due date:

Status: Completed

Documents

- 21-22 SPED RESOURCE SHARING (2).pdf
-

6.2. PE Policy

Request approval of the PE Policy which is required by the Federal Government due to the receipt of Federal Funding (Title I, Title II, Title IV)

Kim Lytle, iLEAD Support Provider, presented the PE Policy and, along with Dawn Evenson and Amanda Fischer, answered questions of the Board.

Motioned: Pat Hill

Seconded: Cheri Bradford

Unanimously approved

Due date:

Status: Completed

Documents

- iLEAD Hybrid Physical Education Policy.pdf
-

6.3. LA County Arts Advancement Grant

Request approval of this LA County Grant which will support ongoing arts programs at Empower Generations and iLEAD Lancaster again this year.

Sara McDaniels, iLEAD Support Provider, presented the Arts Grant MOU and answered questions of the Board.

Motioned: Kenchy Ragsdale

Seconded: Cheri Bradford

Unanimously approved

Due date:

Status: Completed

Documents

- AG-21 5510_ iLead CA Charters - executed.pdf
-

6.4. iCA and iLEAD Lancaster Arts Grant MOU & iCA and EG Arts Grant MOU

Request approval of Art Grant MOUs with Empower Generations and iLEAD Lancaster to allow the LA County Grant to continue an arts program again this school year.

Sara McDaniels, iLEAD Support Provider, presented the Arts Grant MOU and answered questions of the Board.



Motioned: Kenchy Ragsdale

Seconded: Cheri Bradford

Unanimously approved

Due date:

Status: Completed

Documents

- FY2122 iLEAD LANCASTER iPERFORM MOU with iCC1.pdf
 - FY2122 Empower Generations iPERFORM MOU with iCC1.pdf
-

7. Comments

7.1. Board Comments

Kenchy Ragsdale thanked the Board for the flowers

John Vescovo is glad to be moving forward with trainings and POLs

Cheri Bradford expressed appreciation for the Directors' Reports and the wonderful Curriculum Moment

Kenneth Scott stated AV's Fall Festival and POL were both a big success

Status: Completed

7.2. CEO Comments

Dawn Evenson provided these updates:

*Empower Generations completed their WASC visit

*Staff Retreat was successful providing connection and fun; feedback has been positive

*Grateful for Talaya Coleman's leadership at AV

*Expressed thanks for Julia Kim's synchronous instruction

Dawn requested a Closed Session. Nothing was reported out of Closed Session.

Status: Completed

8. Closing Items

8.1. 2022 Board Retreat Dates

January 28 and 29, 2022

Status: Completed

8.2. Next Meeting Date - December 1, 2021

Status: Completed

8.3. Adjournment

Meeting was adjourned at 6:46 pm



Status: Completed

EMPLOYMENT – NEW HIRES

iLEAD AV - Exploration

N/A

iLEAD Hybrid - AV

N/A

iLEAD Hybrid - Exploration

Malia Griffice - Educational Facilitator Substitute - 11/15/21
Spring Cooke - Educational Facilitator - 11/15/21

RESIGNATIONS/TERMINATIONS

iLEAD AV - Exploration

N/A

iLEAD Hybrid - AV

N/A

iLEAD Hybrid - Exploration

Sarah Squire - Educational Facilitator - 10/29/21
Samantha Brandt - Educational Facilitator - 10/29/21
Valerie Lam - Vision Therapist - 11/1/21
Jodi Aden - Student Support - Ed Specialist - 11/4/21
Kim Janclaes - Educational Facilitator - 11/8/21
Mina Chang - Educational Facilitator - 11/18/21

STATUS CHANGE

iLEAD AV - Exploration

N/A

iLEAD Hybrid - AV

N/A

iLEAD Hybrid - Exploration

Nicole Knutsen - part time to full time - Educational Facilitator - 11/1/21

Sanam Dabir - Educational Facilitator to Educational Facilitator Substitute - 11/1/21

EMPLOYMENT – NEW HIRES

Michael Kruger - Student Support - School Psychologist - 11/1/21

RESIGNATIONS/TERMINATIONS

Brianna Bern - Student Support - Speech and Language Pathologist Assistant - 10/25/21

Jillian Yudin - Student Support - Speech and Language Pathologist Assistant - 11/1/21

STATUS CHANGE

N/A

Company Name: iLEAD California
Report Name: Payment Register
Report Title 2: iLEAD California Charters 1
Footer Text: 10/28/2021-11/22/2021
Created On: 11/23/21
Location: iCC1--iLEAD California Charters 1

Date	Vendor	Method	Amount
10/28/21	BARN001--Barnabas Robotics Inc [S]	Bill.com EFT	2,700.00
10/28/21	CLUB002--Club SciKidzlabs LLC	Bill.com EFT	597.06
10/28/21	HOME000--Home Science Tools [P]	Bill.com EFT	18.64
10/28/21	MOVI000--Moving Beyond the Page	Bill.com EFT	1,187.72
10/28/21	OFFI000--Office Depot [P]	Bill.com EFT	1,495.59
10/28/21	OFFI000--Office Depot [P]	Bill.com EFT	2,060.81
10/28/21	OFFI000--Office Depot [P]	Bill.com EFT	2,808.30
10/28/21	TEAC004--Teaching Textbooks Inc [P]	Bill.com EFT	43.08
10/29/21	AACA000--AACA REL	Bill.com EFT	17,120.69
10/29/21	ACTI001--Activities For Learning Inc [P]	Bill.com EFT	99.83
10/29/21	AIN001--Diane Lewis	Bill.com EFT	1,203.75
10/29/21	AKJE000--AKJ Wholesale, LLC.	Bill.com EFT	149.45
10/29/21	ALLA000--All About Learning Press Inc [P]	Bill.com EFT	236.65
10/29/21	AMAZ100--Amazon Capital Services (iCA)	Bill.com EFT	887.44
10/29/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	281.00
10/29/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	1,089.68
10/29/21	AMER005--American Tiger Karate, Inc.	Bill.com EFT	1,007.00
10/29/21	ARTO000--AoPS Incorporated	Bill.com EFT	8,100.00
10/29/21	AVER000--Averyboo Arts [S]	Bill.com EFT	650.00
10/29/21	BALL005--Ballard, Kanatinia	Bill.com EFT	350.00
10/29/21	BASU000--Basurto Music & Academics	Bill.com EFT	420.00
10/29/21	BEEB000--Beebe, Melinda J.	Bill.com EFT	480.00
10/29/21	BLAC006--Blackbird & Co.	Bill.com EFT	607.21
10/29/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	347.91
10/29/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	1,061.06
10/29/21	BLUE001--Blue Buoy Swim School [S]	Bill.com EFT	2,525.00
10/29/21	BONN001--Bonnie Andre [S]	Bill.com EFT	920.00
10/29/21	BOOK000--BookShark LLC	Bill.com EFT	23.99
10/29/21	BOOK000--BookShark LLC	Bill.com EFT	900.44
10/29/21	BOOK000--BookShark LLC	Bill.com EFT	2,759.46
10/29/21	BRAV000--Brave Writer, LLC [P]	Bill.com EFT	239.00
10/29/21	BURB001--Burbank Music Academy [S]	Bill.com EFT	525.00
10/29/21	BUTT000--Butterworth, Jamie [S]	Bill.com EFT	397.50
10/29/21	BYUI000--BYU Continuing Education	Bill.com EFT	2,300.00
10/29/21	C3CL000--C3 Classes, LLC	Bill.com EFT	1,120.83
10/29/21	CAPA000--Capalbo, Laurie [S]	Bill.com EFT	1,950.00
10/29/21	CHEF000--Chef Tech Cooking School [S]	Bill.com EFT	1,250.00
10/29/21	CLUB002--Club SciKidzlabs LLC	Bill.com EFT	494.29
10/29/21	CMSC000--CM School Supply [P]	Bill.com EFT	228.84
10/29/21	CODE000--Codepops Inc	Bill.com EFT	419.40

10/29/21	COLL006--Collaborative Learning Solutions	Bill.com EFT	35,200.00
10/29/21	COLO001--Colosky's Math Academy	Bill.com EFT	26.97
10/29/21	COOK002--Cook, Emily	Bill.com EFT	39.95
10/29/21	CORD000--Cordero, Efrain	Bill.com EFT	232.00
10/29/21	COUL001--Could It Be Dyslexia, Inc.	Bill.com EFT	90.00
10/29/21	CREA003--Creative Creatures & Co	Bill.com EFT	1,408.50
10/29/21	CREA008--Creative Learning Place Inc.	Bill.com EFT	1,276.95
10/29/21	DEFI000--Define Dance Space, LLC.	Bill.com EFT	400.00
10/29/21	EMP0437	Bill.com EFT	25.04
10/29/21	EMP0474	Bill.com EFT	173.55
10/29/21	EMP1158	Bill.com EFT	92.74
10/29/21	EMP1581	Bill.com EFT	86.46
10/29/21	EMP1784	Bill.com EFT	35.67
10/29/21	ESSE000--Stephens Educational Services LLC	Bill.com EFT	189.00
10/29/21	EVAN009--Evans, Laurel	Bill.com EFT	926.00
10/29/21	EVER004--EverWild LA [S]	Bill.com EFT	892.00
10/29/21	FASH000--Fashion Camp - Create Design Sew LLC [S]	Bill.com EFT	138.40
10/29/21	FILM000--Film School 4 Teens	Bill.com EFT	150.00
10/29/21	FIRE001--M4L Training LLC	Bill.com EFT	4,495.00
10/29/21	FORT000--FortePiano Music School	Bill.com EFT	318.00
10/29/21	GALL003--Gallagher, Angila	Bill.com EFT	300.00
10/29/21	GAME003--Gamez, Ava	Bill.com EFT	696.25
10/29/21	GENE003--Generation Genius, Inc.	Bill.com EFT	175.00
10/29/21	GLEE000--Glee Music Academy	Bill.com EFT	358.00
10/29/21	GOST000--GoStrengths Inc.	Bill.com EFT	197.00
10/29/21	GRAC003--Gracie Barra San Clemente	Bill.com EFT	380.00
10/29/21	GRAY002--Shanelle Gray Studios, Inc	Bill.com EFT	1,260.00
10/29/21	GREE003--Greenwave Surf, Inc. [S]	Bill.com EFT	2,085.00
10/29/21	GREE007--Green Kid Crafts	Bill.com EFT	348.46
10/29/21	GRUN000--Grunt, Gretchen Marie	Bill.com EFT	30.00
10/29/21	GUAR002--Guardino, Briana	Bill.com EFT	540.00
10/29/21	HALV000--Halvorson, Marlene [S]	Bill.com EFT	450.00
10/29/21	HAND004--Hands 4 Building LLC	Bill.com EFT	305.98
10/29/21	HANR000--Hanrahan, Amie	Bill.com EFT	1,245.50
10/29/21	HIST001--Hauris, Elizabeth	Bill.com EFT	98.90
10/29/21	HIVE000--Hive Online Presence Management LLC	Bill.com EFT	414.82
10/29/21	HIVE000--Hive Online Presence Management LLC	Bill.com EFT	456.10
10/29/21	HOLI001--Holiday, Amanda	Bill.com EFT	1,540.25
10/29/21	HOME000--Home Science Tools [P]	Bill.com EFT	95.15
10/29/21	HOME000--Home Science Tools [P]	Bill.com EFT	254.93
10/29/21	HOME000--Home Science Tools [P]	Bill.com EFT	387.90
10/29/21	HONE000--Honest History Co	Bill.com EFT	162.12
10/29/21	HUCK000--HuckleBerry Center for Creative Learning [S]	Bill.com EFT	12,945.05
10/29/21	HUST000--Huston Performing Arts, LLC	Bill.com EFT	410.00
10/29/21	IRWI000--Irwin, Pamela Rae	Bill.com EFT	160.00
10/29/21	JACK000--JacKris Publishing [P]	Bill.com EFT	37.98

10/29/21	JACK000--JacKris Publishing [P]	Bill.com EFT	112.81
10/29/21	JACK000--JacKris Publishing [P]	Bill.com EFT	163.24
10/29/21	JEWE000--Jewel, Nataly	Bill.com EFT	650.00
10/29/21	JOHN023--Johnson, Robin	Bill.com EFT	943.43
10/29/21	JOOB000--Joobilo LLC	Bill.com EFT	29,750.18
10/29/21	KANO000--Kanor Driving School, Inc.	Bill.com EFT	29.95
10/29/21	KIDS004--KidsArt-Los Angeles, CA Inc [S]	Bill.com EFT	420.00
10/29/21	KIDS011--Kids Connections Developmental Therapy Center	Bill.com EFT	918.00
10/29/21	KIDS013--Kids In Motion Pediatric Therapy	Bill.com EFT	325.00
10/29/21	KIDS014--KidsArt Claremont Inc	Bill.com EFT	111.00
10/29/21	KING003--King, Jessica [S]	Bill.com EFT	395.00
10/29/21	KIWI000--KIWICO [P]	Bill.com EFT	104.30
10/29/21	KIWI000--KIWICO [P]	Bill.com EFT	513.56
10/29/21	LAIT000--Laity Institute of the Arts	Bill.com EFT	210.00
10/29/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	75.74
10/29/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	153.93
10/29/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	271.53
10/29/21	LAUR001--Laurel, Melody	Bill.com EFT	975.00
10/29/21	LEAR000--Learn Beyond The Book LLC [S]	Bill.com EFT	11,531.15
10/29/21	LEAR004--Learning Without Tears	Bill.com EFT	135.55
10/29/21	LEAR012--Learn and Create Inc.	Bill.com EFT	558.97
10/29/21	LEAR012--Learn and Create Inc.	Bill.com EFT	1,368.19
10/29/21	LEEA000--Leeacton, LLC	Bill.com EFT	12,409.28
10/29/21	LORI000--Lorie Susan Suntree [S]	Bill.com EFT	221.25
10/29/21	LOSA001--Los Angeles County Office of Education (LACOE)	ACH	431,299.89
10/29/21	MADD000--Kotoff, Julianne	Bill.com EFT	103.54
10/29/21	MATH002--Math-U-See, Inc [S]	Bill.com EFT	41.00
10/29/21	MATH002--Math-U-See, Inc [S]	Bill.com EFT	212.93
10/29/21	MCGR000--McGraw-Hill Education Holdings Inc [P]	Bill.com EFT	100.46
10/29/21	MCRU000--McRuffy Press, LLC	Bill.com EFT	121.15
10/29/21	MELB000--Melvin Booker Jr	Bill.com EFT	115.00
10/29/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	229.29
10/29/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	305.72
10/29/21	MEMO000--Memoria Press [P]	Bill.com EFT	150.65
10/29/21	MEMO000--Memoria Press [P]	Bill.com EFT	243.69
10/29/21	MICH002--Liem, Michele	Bill.com EFT	320.00
10/29/21	MONE000--Money Munchkids	Bill.com EFT	70.70
10/29/21	MORE000--Moreys Music [P]	Bill.com EFT	29.81
10/29/21	MOVI000--Moving Beyond the Page	Bill.com EFT	121.48
10/29/21	MOVI000--Moving Beyond the Page	Bill.com EFT	992.06
10/29/21	MOVI000--Moving Beyond the Page	Bill.com EFT	1,426.02
10/29/21	MOXI000--MoxieBox Art	Bill.com EFT	40.48
10/29/21	MUSI006--Musician's Friend, Inc [P]	Bill.com EFT	218.99
10/29/21	MYST002--Mystery Science	Bill.com EFT	8,100.00
10/29/21	NEWM002--New Modern Music School	Bill.com EFT	375.56
10/29/21	NICO000--Nicole the Math Lady, LLC	Bill.com EFT	99.00

10/29/21	OAKC000--Oak Creek Corral	Bill.com EFT	540.00
10/29/21	OAKM000--Oak Meadow Inc [P]	Bill.com EFT	184.72
10/29/21	OCAL001--OC All-Stars Cheer & Dance - Foothill Ranch	Bill.com EFT	707.60
10/29/21	OFFI000--Office Depot [P]	Bill.com EFT	464.93
10/29/21	OFFI000--Office Depot [P]	Bill.com EFT	922.59
10/29/21	OFFI000--Office Depot [P]	Bill.com EFT	1,132.27
10/29/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	251.00
10/29/21	PASA000--Pasadena Conservatory of Music	Bill.com EFT	280.00
10/29/21	PASC000--Pascual, Arthur	Bill.com EFT	400.00
10/29/21	PEAC002--Peace Hill Classical Co-Op LLC	Bill.com EFT	2,267.50
10/29/21	PERF004--The Performers Academy	Bill.com EFT	225.00
10/29/21	PICA000--Paula S. Bradley	Bill.com EFT	135.00
10/29/21	PLAY002--Play Your Part INC [S]	Bill.com EFT	90.00
10/29/21	PLAY003--Bowen, Timothy D.	Bill.com EFT	60.00
10/29/21	PLAY008--Play-Based Learning Academy [S]	Bill.com EFT	211.00
10/29/21	PORT001--Navah, Jilla	Bill.com EFT	337.50
10/29/21	PORT002--Hickok, Grace	Bill.com EFT	710.00
10/29/21	PREM003--Premier Martial Arts & Mentorship	Bill.com EFT	357.00
10/29/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	116.06
10/29/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	487.35
10/29/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	2,358.69
10/29/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	3,265.72
10/29/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	3,782.81
10/29/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	4,474.38
10/29/21	REDD000--Red Dragon Karate, Inc.	Bill.com EFT	448.00
10/29/21	ROWE000--Rowell, Grace	Bill.com EFT	1,260.00
10/29/21	SATO000--Sato, Beth	Bill.com EFT	930.00
10/29/21	SAVV000--Savvas Learning Company LLC	Bill.com EFT	87.39
10/29/21	SAVV000--Savvas Learning Company LLC	Bill.com EFT	302.28
10/29/21	SCHO009--School Pathways Holdings, LLC	Bill.com EFT	5,175.80
10/29/21	SHAP000--Shape America	Bill.com EFT	239.84
10/29/21	SIGP000--SIG Property Management	Bill.com EFT	4,721.17
10/29/21	SLAT001--Slatespot	Bill.com EFT	666.00
10/29/21	SOMM001--Bio Box Labs	Bill.com EFT	251.05
10/29/21	SOMM001--Bio Box Labs	Bill.com EFT	1,688.83
10/29/21	SORO000--Sorola, Rosemary L.	Bill.com EFT	145.00
10/29/21	SOTE000--Soteric Academy [S]	Bill.com EFT	1,973.25
10/29/21	SOUN000--Soundcheck Music School	Bill.com EFT	325.50
10/29/21	STAP001--Staples Advantage	Bill.com EFT	133.60
10/29/21	STAR003--Star Dance Center [S]	Bill.com EFT	72.00
10/29/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	321.57
10/29/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	357.83
10/29/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	491.11
10/29/21	STUD006--Studica, Inc.	Bill.com EFT	9,639.00
10/29/21	SUPE000--Supercharged Science [P]	Bill.com EFT	481.00
10/29/21	TALK000--TalkBox.Mom Inc	Bill.com EFT	175.20

10/29/21	TANG000--Tangible Play Inc	Bill.com EFT	85.41
10/29/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	224.76
10/29/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	592.22
10/29/21	TERR001--Terra Art Foundation [S]	Bill.com EFT	15,719.03
10/29/21	THEA003--The ARTree Community Arts Center	Bill.com EFT	176.78
10/29/21	THED001--The Denhardt Group	Bill.com EFT	10,998.30
10/29/21	THER003--Therapro, Inc.	Bill.com EFT	165.00
10/29/21	thin007--Think Outside, LLC	Bill.com EFT	153.80
10/29/21	TIMB000--Timberdoodle [P]	Bill.com EFT	1,280.61
10/29/21	TIMB000--Timberdoodle [P]	Bill.com EFT	2,244.04
10/29/21	TYNK000--Tynker	Bill.com EFT	3,960.00
10/29/21	UPSF000--UPS	ACH	318.63
10/29/21	URBA002--Automotive Technology Group INC.	Bill.com EFT	4,000.00
10/29/21	URBA003--Urban Scholar Academy [S]	Bill.com EFT	360.00
10/29/21	USAC000--USA Custom Pad Corp	Bill.com EFT	2,390.09
10/29/21	USBO000--Educational Development Corporation	Bill.com EFT	64.81
10/29/21	VANH002--Van Houten, Holly	Bill.com EFT	785.00
10/29/21	VANL000--Van Leuven, Amy	Bill.com EFT	1,430.00
10/29/21	VIBE000--Vibe Performing Arts [S]	Bill.com EFT	275.00
10/29/21	VTKD000--Victory TKD, Inc.	Bill.com EFT	159.00
10/29/21	Wagn002--Wagner, Leonara	Bill.com EFT	345.00
10/29/21	WATE000--Watersafe Swim School, Inc.	Bill.com EFT	1,954.25
10/29/21	WEES000--Weesner, Judylyn	Bill.com EFT	66.25
10/29/21	WRIT000--Kaser, Nancy	Bill.com EFT	343.00
10/29/21	WRIT003--WriteShop, Inc.	Bill.com EFT	127.31
10/29/21	ZERK000--Lodestone Academy	Bill.com EFT	906.25
11/1/21	EMP0082	Bill.com EFT	1,880.81
11/1/21	KARI001--Karina's Jumpers	Void	-420.00
11/1/21	LEGA003--Legal Shield	Bill.com EFT	24.40
11/1/21	LEGA003--Legal Shield	Bill.com EFT	82.20
11/3/21	123R000--Moscat, Marcos [S]	Bill.com EFT	540.00
11/3/21	ABBY000--Lai, Abigail	Bill.com EFT	2,841.26
11/3/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	96.91
11/3/21	BAY100A--Bay Alarm Company 8772	Bill.com EFT	532.32
11/3/21	BAY100B--Bay Alarm Company 0872	Bill.com EFT	1,127.42
11/3/21	BAY103A--Bay Alarm Company 3072	Bill.com EFT	568.74
11/3/21	BION000--Bionerds	Bill.com EFT	336.00
11/3/21	BOOK000--BookShark LLC	Bill.com EFT	879.29
11/3/21	BREA002--Breakthrough Sports	Bill.com EFT	1,885.12
11/3/21	COLB000--The Colburn School [P]	Bill.com EFT	530.01
11/3/21	DHME000--D H MECHANICAL	Bill.com EFT	3,593.00
11/3/21	DODS000--Dodson, Holly	Bill.com EFT	247.00
11/3/21	DUNN000--Dunn-Edwards Paints	Bill.com EFT	1,687.44
11/3/21	EDTE000--EdTech 101	Bill.com EFT	5,272.57
11/3/21	EMP0083	Bill.com EFT	121.73
11/3/21	EMP0281	Bill.com EFT	30.00

11/3/21	EMP0853	Bill.com EFT	236.24
11/3/21	EMP1027	Bill.com EFT	449.51
11/3/21	FRES004--Fresh ED	Bill.com EFT	700.00
11/3/21	HESS000--Hess and Associates Inc	Bill.com EFT	2,087.50
11/3/21	HOME000--Home Science Tools [P]	Bill.com EFT	73.92
11/3/21	JWKI000--JW Kibler Group	Bill.com EFT	5,500.00
11/3/21	LAC103A--LA County Waterworks 3272	Bill.com EFT	372.66
11/3/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	310.11
11/3/21	MAKE000--Maker Learning Network	Bill.com EFT	13,581.39
11/3/21	MAKE000--Maker Learning Network	Bill.com EFT	122,232.54
11/3/21	MCGR000--McGraw-Hill Education Holdings Inc [P]	Bill.com EFT	7.21
11/3/21	MINN001--Minnesota UI	Bill.com EFT	1,500.00
11/3/21	MONA000--Monarchs National Gymnastics Training Center [S]	Bill.com EFT	413.00
11/3/21	MUSI007--Musical Theatre Orange County [S]	Bill.com EFT	320.00
11/3/21	MYST002--Mystery Science	Bill.com EFT	89.00
11/3/21	NATI001--Nationwide	Bill.com EFT	127.40
11/3/21	NATI001--Nationwide	Bill.com EFT	170.02
11/3/21	ONLY000--Only By The Numbers LLC	Bill.com EFT	23,750.00
11/3/21	PASC000--Pascual, Arthur	Bill.com EFT	400.00
11/3/21	QUIL000--Quill [P]	Bill.com EFT	27.51
11/3/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	394.74
11/3/21	REME000--Remedia Publications. Inc [P]	Bill.com EFT	64.59
11/3/21	REST000--Restorative Equity Partnership	Bill.com EFT	14,800.00
11/3/21	RIVE003--Riverside Insights	Bill.com EFT	3,502.51
11/3/21	SCHO009--School Pathways Holdings, LLC	Bill.com EFT	40,692.96
11/3/21	SCOT006--Kenneth Scott	Bill.com EFT	64.00
11/3/21	SHUL000--Shultz, Anna C.	Bill.com EFT	53.00
11/3/21	SING000--Singapore Math Inc [P]	Bill.com EFT	199.33
11/3/21	STAP001--Staples Advantage	Bill.com EFT	16.35
11/3/21	STAP001--Staples Advantage	Bill.com EFT	20.79
11/3/21	STAP001--Staples Advantage	Bill.com EFT	62.84
11/3/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	65.59
11/3/21	SYLV012--Sylvan Learning Centers	Bill.com EFT	196.00
11/3/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	279.49
11/3/21	TIMB000--Timberdoodle [P]	Bill.com EFT	355.97
11/3/21	TKSM000--TKS Martial Arts	Bill.com EFT	322.50
11/3/21	ULTI000--UltimateSLP	Bill.com EFT	660.99
11/3/21	VALE006--Valencia Fulfillment Inc	Bill.com EFT	2,532.80
11/3/21	VALE011--Valenzuela, Patricia	Bill.com EFT	80.00
11/5/21	ACOR000--Acorn Naturalists [P]	Bill.com EFT	26.06
11/5/21	AMAZ100--Amazon Capital Services (iCA)	Bill.com EFT	4.18
11/5/21	AMAZ100--Amazon Capital Services (iCA)	Bill.com EFT	106.72
11/5/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	78.48
11/5/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	209.52
11/5/21	ANAH000--Anaheim Ballet [S]	Bill.com EFT	431.00
11/5/21	AQUA003--Aqua Doc Pool & Spa Service	Bill.com EFT	1,000.00

11/5/21	ARTS001--Wishmill Corp	Bill.com EFT	129.99
11/5/21	BENE000--Benedict, Christine [S]	Bill.com EFT	125.00
11/5/21	BERE000--Berens, Candis	Bill.com EFT	750.00
11/5/21	BFOR000--B for B LLC	Bill.com EFT	207.82
11/5/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	327.56
11/5/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	757.30
11/5/21	BLOO000--Bloom School of Music and Dance	Bill.com EFT	72.00
11/5/21	BOOK000--BookShark LLC	Bill.com EFT	295.22
11/5/21	BOOK000--BookShark LLC	Bill.com EFT	390.23
11/5/21	BRAI002--Brain Builders STEM Education Inc	Bill.com EFT	2,727.34
11/5/21	BRAV000--Brave Writer, LLC [P]	Bill.com EFT	537.50
11/5/21	CHAV001--Chavez, Candi	Bill.com EFT	715.50
11/5/21	CONE001--Conejo Recreation and Park District [S]	Bill.com EFT	204.00
11/5/21	CRIT000--The Critical Thinking Comp [P]	Bill.com EFT	114.17
11/5/21	DISC000--Discount School Supply [P]	Bill.com EFT	247.89
11/5/21	EDI110S--Southern California Edison 0155	Bill.com EFT	390.53
11/5/21	EMP1027	Bill.com EFT	55.50
11/5/21	EMP1067	Bill.com EFT	405.53
11/5/21	ERIN000--Chianese, Inc. [S]	Bill.com EFT	724.61
11/5/21	EVAN002--Evan-Moor Educational Publishers [P]	Bill.com EFT	363.68
11/5/21	GENE003--Generation Genius, Inc.	Bill.com EFT	175.00
11/5/21	GLIS000--Glissando Music School, LLC.	Bill.com EFT	210.00
11/5/21	GREE007--Green Kid Crafts	Bill.com EFT	177.06
11/5/21	HAGA000--Hagan, Bob	Bill.com EFT	560.50
11/5/21	HANR000--Hanrahan, Amie	Bill.com EFT	165.50
11/5/21	HEWI001--Hewitt Learning	Bill.com EFT	59.70
11/5/21	HOLL003--Maestro Performance Products	Bill.com EFT	281.00
11/5/21	HOME000--Home Science Tools [P]	Bill.com EFT	192.43
11/5/21	HOME000--Home Science Tools [P]	Bill.com EFT	590.53
11/5/21	HORS000--Kim Wineland (Horse ETC)	Bill.com EFT	90.00
11/5/21	INST001--Institute for Excellence in Writing [P]	Bill.com EFT	42.99
11/5/21	JOYF000--Makinto Enterprises LLC	Bill.com EFT	320.00
11/5/21	KIDS010--KidsArt, Inc. - Los Angeles	Bill.com EFT	444.00
11/5/21	KING001--King Harbor Boating Foundation [S]	Bill.com EFT	1,190.00
11/5/21	KIWI000--KIWICO [P]	Bill.com EFT	1,124.50
11/5/21	KIWI000--KIWICO [P]	Bill.com EFT	1,567.40
11/5/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	40.05
11/5/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	143.05
11/5/21	LEAR012--Learn and Create Inc.	Bill.com EFT	273.75
11/5/21	LEAR012--Learn and Create Inc.	Bill.com EFT	556.47
11/5/21	LIPP001--Miss Ayla Music, LLC.	Bill.com EFT	180.00
11/5/21	LITT000--Little Passports [P]	Bill.com EFT	100.92
11/5/21	LITT001--Little School of Music [S]	Bill.com EFT	2,089.00
11/5/21	LITZ000--Litz, Megan	Bill.com EFT	300.00
11/5/21	MADD000--Kotoff, Julianne	Bill.com EFT	99.53
11/5/21	MCGR000--McGraw-Hill Education Holdings Inc [P]	Bill.com EFT	68.94

11/5/21	MCRU000--McRuffy Press, LLC	Bill.com EFT	35.20
11/5/21	MCRU000--McRuffy Press, LLC	Bill.com EFT	107.20
11/5/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	229.29
11/5/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	840.73
11/5/21	MEMO000--Memoria Press [P]	Bill.com EFT	13.38
11/5/21	MEMO000--Memoria Press [P]	Bill.com EFT	29.66
11/5/21	MISS010--Miss Melodee Studios	Bill.com EFT	143.00
11/5/21	MOVI000--Moving Beyond the Page	Bill.com EFT	1,770.86
11/5/21	MOVI000--Moving Beyond the Page	Bill.com EFT	4,766.35
11/5/21	MRDM001--Mr. D Math, LLC	Bill.com EFT	788.00
11/5/21	MUSI006--Musician's Friend, Inc [P]	Bill.com EFT	267.39
11/5/21	MYGY000--Children in Motion Two, LLC	Bill.com EFT	60.00
11/5/21	MYGY001--Children in Motion	Bill.com EFT	119.00
11/5/21	MYST002--Mystery Science	Bill.com EFT	89.00
11/5/21	NICO000--Nicole the Math Lady, LLC	Bill.com EFT	79.00
11/5/21	OFFI000--Office Depot [P]	Bill.com EFT	1,635.04
11/5/21	OFFI000--Office Depot [P]	Bill.com EFT	1,918.34
11/5/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	364.00
11/5/21	PAND000--Pandia Press [P]	Bill.com EFT	73.99
11/5/21	PANO000--Panorama Education	Bill.com EFT	18,500.00
11/5/21	PETT001--Petty, Tiffany	Bill.com EFT	33.99
11/5/21	QUIL000--Quill [P]	Bill.com EFT	135.11
11/5/21	QUIL000--Quill [P]	Bill.com EFT	216.97
11/5/21	QUIL000--Quill [P]	Bill.com EFT	407.92
11/5/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	119.79
11/5/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	4,136.42
11/5/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	4,215.01
11/5/21	ROBE000--Roberts, Mary C.	Bill.com EFT	1,300.00
11/5/21	ROSS003--Ross, Lauren [S]	Bill.com EFT	320.00
11/5/21	SING000--Singapore Math Inc [P]	Bill.com EFT	133.60
11/5/21	SING000--Singapore Math Inc [P]	Bill.com EFT	342.53
11/5/21	SOMM001--Bio Box Labs	Bill.com EFT	470.46
11/5/21	SOUT005--South County Dance [S]	Bill.com EFT	318.25
11/5/21	STAP001--Staples Advantage	Bill.com EFT	26.60
11/5/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	65.60
11/5/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	358.50
11/5/21	TALE001--Talenz Inc	Bill.com EFT	556.00
11/5/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	86.79
11/5/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	608.45
11/5/21	TEAC004--Teaching Textbooks Inc [P]	Bill.com EFT	220.69
11/5/21	THEA002--The Animation Course, Inc [S]	Bill.com EFT	262.50
11/5/21	thin007--Think Outside, LLC	Bill.com EFT	421.45
11/5/21	TIMB000--Timberdoodle [P]	Bill.com EFT	1,722.16
11/5/21	UPSF000--UPS	ACH	475.89
11/5/21	VER1023--Verizon 0003	Bill.com EFT	53.39
11/5/21	VER1024--Verizon 0004	Bill.com EFT	310.12

11/5/21	VIVA001--Viva Online, LLC	Bill.com EFT	23.00
11/5/21	WELL003--Well Trained Mind Press [P]	Bill.com EFT	84.54
11/5/21	WITC000--Witczak, Lilli	Bill.com EFT	200.00
11/5/21	WOMP000--Womple Studios LLC	Bill.com EFT	272.55
11/5/21	WRIT000--Kaser, Nancy	Bill.com EFT	2,845.75
11/5/21	WRIT000--Kaser, Nancy	Bill.com EFT	17,863.25
11/5/21	YAMA001--JCS Charis Corp.	Bill.com EFT	1,171.00
11/5/21	ZAKB000--Zak Barnett Studios Inc	Bill.com EFT	262.50
11/5/21	ZITZ000--Zitzelberger, Donna	Bill.com EFT	140.00
11/10/21	DISC000--Discount School Supply [P]	Bill.com EFT	16.17
11/10/21	DISC000--Discount School Supply [P]	Bill.com EFT	38.79
11/10/21	HOUG000--Houghton Mifflin Harcourt [P]	Bill.com EFT	115.25
11/10/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	169.79
11/10/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	395.46
11/10/21	LEAR004--Learning Without Tears	Bill.com EFT	29.19
11/10/21	LEAR004--Learning Without Tears	Bill.com EFT	42.81
11/10/21	LEAR004--Learning Without Tears	Bill.com EFT	63.53
11/10/21	LEAR004--Learning Without Tears	Bill.com EFT	71.53
11/10/21	QUIL000--Quill [P]	Bill.com EFT	12.88
11/10/21	QUIL000--Quill [P]	Bill.com EFT	43.79
11/10/21	QUIL000--Quill [P]	Bill.com EFT	49.26
11/10/21	QUIL000--Quill [P]	Bill.com EFT	242.72
11/10/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	204.73
11/10/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	525.38
11/10/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	1,354.54
11/10/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	2,374.29
11/10/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	2,653.65
11/10/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	4,604.87
11/10/21	SING000--Singapore Math Inc [P]	Bill.com EFT	215.96
11/10/21	SING000--Singapore Math Inc [P]	Bill.com EFT	279.77
11/10/21	STAP001--Staples Advantage	Bill.com EFT	49.05
11/10/21	USBO000--Educational Development Corporation	Bill.com EFT	37.58
11/10/21	USBO000--Educational Development Corporation	Bill.com EFT	186.77
11/12/21	ABRI000--A Brighter Child [P]	Bill.com EFT	29.44
11/12/21	ABRI000--A Brighter Child [P]	Bill.com EFT	126.65
11/12/21	ACAD004--Academics in a Box Inc. [P]	Bill.com EFT	167.70
11/12/21	ACTI001--Activities For Learning Inc [P]	Bill.com EFT	364.15
11/12/21	ADRI000--Adriene Madden Publishing LLC [S]	Bill.com EFT	1,190.00
11/12/21	AKJE000--AKJ Wholesale, LLC.	Bill.com EFT	52.99
11/12/21	ALLA000--All About Learning Press Inc [P]	Bill.com EFT	768.59
11/12/21	AMAZ100--Amazon Capital Services (iCA)	Bill.com EFT	115.71
11/12/21	AMAZ100--Amazon Capital Services (iCA)	Bill.com EFT	128.06
11/12/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	10.76
11/12/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	97.24
11/12/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	258.94
11/12/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	3,034.91

11/12/21	AMIE000--Johnson, Amie	Bill.com EFT	200.00
11/12/21	ANNE000--Annette Termini	Bill.com EFT	50.00
11/12/21	ARCH002--ArcheryChamps	Bill.com EFT	572.50
11/12/21	ARTH001--The Art House S. Corp	Bill.com EFT	260.00
11/12/21	ARTO000--AoPS Incorporated	Bill.com EFT	57.00
11/12/21	BART000--Bartling, Kathrine	Bill.com EFT	68.75
11/12/21	BEAU000--Beautiful Feet Books [P]	Bill.com EFT	305.46
11/12/21	BERT000--Bertrand's Music [S]	Bill.com EFT	12.71
11/12/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	407.88
11/12/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	1,045.01
11/12/21	BOOK000--BookShark LLC	Bill.com EFT	808.79
11/12/21	BOWM000--Bowman, Stephanie	Bill.com EFT	205.46
11/12/21	CAPA000--Capalbo, Laurie [S]	Bill.com EFT	690.00
11/12/21	CENT015--Center for Mathematics and Teaching, Inc	Bill.com EFT	430.20
11/12/21	CLEA002--Clear Water Press Inc	Bill.com EFT	140.64
11/12/21	CODE000--Codepops Inc	Bill.com EFT	167.70
11/12/21	COLV001--Da Capo LLC	Bill.com EFT	115.00
11/12/21	CONR001--Palmdale School of Music Inc.	Bill.com EFT	120.00
11/12/21	COOK002--Cook, Emily	Bill.com EFT	99.90
11/12/21	COOP001--Cooper, Biff [S]	Bill.com EFT	510.00
11/12/21	DANC002--Dance 1 [S]	Bill.com EFT	280.00
11/12/21	DEXT000--Dexter Creative	Bill.com EFT	990.00
11/12/21	DRIV000--Drivers ED Direct, LLC [S]	Bill.com EFT	78.00
11/12/21	DRIV000--Drivers ED Direct, LLC [S]	Bill.com EFT	218.00
11/12/21	DUNN000--Dunn-Edwards Paints	Bill.com EFT	37.85
11/12/21	EART000--Earthroots Field School	Bill.com EFT	1,664.00
11/12/21	ESSE000--Stephens Educational Services LLC	Bill.com EFT	134.50
11/12/21	EVAN002--Evan-Moor Educational Publishers [P]	Bill.com EFT	82.07
11/12/21	GENE003--Generation Genius, Inc.	Bill.com EFT	125.00
11/12/21	GENE003--Generation Genius, Inc.	Bill.com EFT	175.00
11/12/21	GIGI000--GIGIL, LLC	Bill.com EFT	441.66
11/12/21	GIGI000--GIGIL, LLC	Bill.com EFT	558.95
11/12/21	GLOB002--Global Student Network [P]	Bill.com EFT	239.00
11/12/21	GUAR002--Guardino, Briana	Bill.com EFT	1,575.00
11/12/21	HAGA000--Hagan, Bob	Bill.com EFT	323.74
11/12/21	HARL001--Harline, Jenna [S]	Bill.com EFT	76.00
11/12/21	HBCO000--HBCO LLC	Bill.com EFT	368.06
11/12/21	HOME000--Home Science Tools [P]	Bill.com EFT	128.44
11/12/21	HOME000--Home Science Tools [P]	Bill.com EFT	179.97
11/12/21	INSI000--Inside SCV Magazine	Bill.com EFT	135.00
11/12/21	INST001--Institute for Excellence in Writing [P]	Bill.com EFT	59.16
11/12/21	INST003--Institute of Art, Music & Science [S]	Bill.com EFT	70.00
11/12/21	IVYK000--Ivy Kids LLC [P]	Bill.com EFT	1,487.45
11/12/21	IVYK000--Ivy Kids LLC [P]	Bill.com EFT	3,256.40
11/12/21	IVYK000--Ivy Kids LLC [P]	Bill.com EFT	6,640.55
11/12/21	JYU000--Jiyu Martial Arts and Fitness	Bill.com EFT	480.00

11/12/21	JOEF000--Joe Ferrante Music Academy	Bill.com EFT	340.00
11/12/21	JOOB000--Joobilo LLC	Bill.com EFT	158.76
11/12/21	JOOB000--Joobilo LLC	Bill.com EFT	186.15
11/12/21	JORI000--Jorian, Ruth	Bill.com EFT	960.00
11/12/21	KARE001--Karen Smith [S]	Bill.com EFT	600.00
11/12/21	KESH000--Keshav Education	Bill.com EFT	465.00
11/12/21	KIWI000--KIWICO [P]	Bill.com EFT	239.66
11/12/21	KIWI000--KIWICO [P]	Bill.com EFT	585.87
11/12/21	KIWI000--KIWICO [P]	Bill.com EFT	608.24
11/12/21	LAMO001--Star Struck Dance Studio	Bill.com EFT	130.00
11/12/21	LANT000--Lanterns Global	Bill.com EFT	3,136.90
11/12/21	LEAR012--Learn and Create Inc.	Bill.com EFT	146.42
11/12/21	LEAR012--Learn and Create Inc.	Bill.com EFT	515.68
11/12/21	LEES000--Lee, Sue Yeon	Bill.com EFT	200.00
11/12/21	LITT000--Little Passports [P]	Bill.com EFT	271.42
11/12/21	LOFT000--The LOFT US	Bill.com EFT	3,555.00
11/12/21	MARI002--Marich, Valerie G	Bill.com EFT	60.00
11/12/21	MART009--Martin-Carloz, Sophia	Bill.com EFT	125.00
11/12/21	MATH002--Math-U-See, Inc [S]	Bill.com EFT	117.03
11/12/21	MCCA001--McCandliss, Dorothy [S]	Bill.com EFT	250.00
11/12/21	MCGR000--McGraw-Hill Education Holdings Inc [P]	Bill.com EFT	95.09
11/12/21	MCPH000--McPhaul, Delina	Bill.com EFT	49.99
11/12/21	MCRU000--McRuffy Press, LLC	Bill.com EFT	103.20
11/12/21	MEDI000--Media City School of Music [S]	Bill.com EFT	490.00
11/12/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	458.58
11/12/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	535.01
11/12/21	MEMO000--Memoria Press [P]	Bill.com EFT	47.63
11/12/21	MEMO000--Memoria Press [P]	Bill.com EFT	215.29
11/12/21	MISS006--Look N Weak 11 LLC	Bill.com EFT	159.00
11/12/21	MORE000--Moreys Music [P]	Bill.com EFT	27.38
11/12/21	MORE000--Moreys Music [P]	Bill.com EFT	29.81
11/12/21	MOVI000--Moving Beyond the Page	Bill.com EFT	179.74
11/12/21	MOVI000--Moving Beyond the Page	Bill.com EFT	211.03
11/12/21	MOVI000--Moving Beyond the Page	Bill.com EFT	2,732.86
11/12/21	MOXI000--MoxieBox Art	Bill.com EFT	165.97
11/12/21	MOXI000--MoxieBox Art	Bill.com EFT	165.97
11/12/21	MUSI006--Musician's Friend, Inc [P]	Bill.com EFT	43.99
11/12/21	MUSI006--Musician's Friend, Inc [P]	Bill.com EFT	164.27
11/12/21	MUSI009--Music Vault Academy [S]	Bill.com EFT	146.00
11/12/21	NANN000--Nannette Keller LLC	Bill.com EFT	85.00
11/12/21	NICO000--Nicole the Math Lady, LLC	Bill.com EFT	118.00
11/12/21	OFFI000--Office Depot [P]	Bill.com EFT	228.28
11/12/21	OFFI000--Office Depot [P]	Bill.com EFT	1,070.89
11/12/21	OFFI000--Office Depot [P]	Bill.com EFT	1,221.37
11/12/21	OFFI000--Office Depot [P]	Bill.com EFT	2,443.35
11/12/21	OFFI000--Office Depot [P]	Bill.com EFT	2,663.36

11/12/21	ORTE004--Ortega, Reymundo	Bill.com EFT	2,750.00
11/12/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	72.00
11/12/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	532.00
11/12/21	PAHE000--Pahed, Brian	Bill.com EFT	375.00
11/12/21	PEAC002--Peace Hill Classical Co-Op LLC	Bill.com EFT	850.00
11/12/21	PIPE000--Piper Learning, Inc [P]	Bill.com EFT	316.05
11/12/21	PLAY011--Playa Music Lessons, LLC	Bill.com EFT	191.67
11/12/21	POWE007--Powell, Fabiola	Bill.com EFT	35.00
11/12/21	ROOT000--Rooted In Language, LLC.	Bill.com EFT	44.90
11/12/21	RSRP000--Rancho Simi Recreation & Park District	Bill.com EFT	841.00
11/12/21	SANT017--Santa Clarita In Home Tutoring	Bill.com EFT	130.00
11/12/21	SATO000--Sato, Beth	Bill.com EFT	190.00
11/12/21	SAVV000--Savvas Learning Company LLC	Bill.com EFT	239.54
11/12/21	SCHO004--School Nurse Supply Inc	Bill.com EFT	143.44
11/12/21	SCHO021--Mathnasium of Laguna Niguel	Bill.com EFT	633.00
11/12/21	SCHW003--Schwartz, David (House of Tennis) [S]	Bill.com EFT	680.00
11/12/21	SEGE000--Segerstrom Center for the Arts [S]	Bill.com EFT	255.00
11/12/21	SENA001--Sena, Derek Thomas	Bill.com EFT	470.00
11/12/21	SONG000--Song, Jinhee	Bill.com EFT	175.00
11/12/21	SOUT007--South Coast Repertory [S]	Bill.com EFT	676.49
11/12/21	STEW000--Stewart, Lotus	Bill.com EFT	197.00
11/12/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	33.02
11/12/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	227.09
11/12/21	SUPE000--Supercharged Science [P]	Bill.com EFT	750.41
11/12/21	SUPE000--Supercharged Science [P]	Bill.com EFT	1,416.41
11/12/21	TALK000--TalkBox.Mom Inc	Bill.com EFT	526.69
11/12/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	3.25
11/12/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	23.00
11/12/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	313.14
11/12/21	TEAC004--Teaching Textbooks Inc [P]	Bill.com EFT	98.53
11/12/21	TEAC004--Teaching Textbooks Inc [P]	Bill.com EFT	295.77
11/12/21	THEH000--The Hidden Dojo	Bill.com EFT	1,070.00
11/12/21	THIN000--Thinkwell Corporation	Bill.com EFT	212.93
11/12/21	THIN000--Thinkwell Corporation	Bill.com EFT	250.00
11/12/21	thin007--Think Outside, LLC	Bill.com EFT	123.80
11/12/21	thin007--Think Outside, LLC	Bill.com EFT	455.40
11/12/21	THOM006--Stacy Thompson [S]	Bill.com EFT	60.00
11/12/21	THom008--Thompson, Brigid E.	Bill.com EFT	1,797.19
11/12/21	THRI000--Thrive Academics, Inc [S]	Bill.com EFT	100.00
11/12/21	TIMB000--Timberdoodle [P]	Bill.com EFT	165.47
11/12/21	TIME001--Time4Learning [S]	Bill.com EFT	10,721.60
11/12/21	TIME003--Time 4 Writing [P]	Bill.com EFT	119.00
11/12/21	TOPO000--Top Out Climbing [S]	Bill.com EFT	675.00
11/12/21	WEST000--West Coast Music Academy [S]	Bill.com EFT	2,115.00
11/12/21	WHAA000--White Hall Arts Academy	Bill.com EFT	315.00
11/12/21	WRIT001--WriteAtHome, Inc.	Bill.com EFT	179.00

11/15/21	APPL000--Apple Inc	Bill.com EFT	3,235.61
11/15/21	BAY100B--Bay Alarm Company 0872	Bill.com EFT	225.00
11/15/21	BAY100S--Bay Alarm Company 6372	Bill.com EFT	140.13
11/15/21	EDI100A--Southern California Edison 7947	Bill.com EFT	97.75
11/15/21	EDTE000--EdTech 101	Bill.com EFT	1,111.03
11/15/21	EMP0082	Bill.com EFT	3,480.28
11/15/21	EMP0204	Bill.com EFT	177.74
11/15/21	EMP1027	Bill.com EFT	303.30
11/15/21	EMP1121	Bill.com EFT	203.62
11/15/21	GAS100S--SoCalGas 2205	Bill.com EFT	17.00
11/15/21	MCRO000--McRory Pediatric Services, Inc.	Bill.com EFT	55.00
11/15/21	NCSP000--NCS Pearson Inc	Bill.com EFT	1,203.99
11/15/21	QUIL000--Quill [P]	Bill.com EFT	146.69
11/15/21	TMOB000--T-Mobile	Bill.com EFT	64.81
11/16/21	EMP1988	Void	-168.67
11/16/21	SKYW000--Skyward Technical Solutions	Void	-19,691.10
11/17/21	ABCG000--ABC Guidance	Bill.com EFT	711.79
11/17/21	ACAD004--Academics in a Box Inc. [P]	Bill.com EFT	119.85
11/17/21	ACAD004--Academics in a Box Inc. [P]	Bill.com EFT	167.70
11/17/21	ACAD004--Academics in a Box Inc. [P]	Bill.com EFT	167.70
11/17/21	ACTI001--Activities For Learning Inc [P]	Bill.com EFT	99.83
11/17/21	ACTI001--Activities For Learning Inc [P]	Bill.com EFT	107.07
11/17/21	AKJE000--AKJ Wholesale, LLC.	Bill.com EFT	17.28
11/17/21	AKJE000--AKJ Wholesale, LLC.	Bill.com EFT	104.22
11/17/21	ALLA000--All About Learning Press Inc [P]	Bill.com EFT	327.07
11/17/21	ALLA000--All About Learning Press Inc [P]	Bill.com EFT	535.36
11/17/21	AMAA000--American Martial Arts Academy [S]	Bill.com EFT	1,931.00
11/17/21	AMAZ100--Amazon Capital Services (iCA)	Bill.com EFT	209.45
11/17/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	176.04
11/17/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	962.51
11/17/21	ANNW000--Ann Williams Group [P]	Bill.com EFT	114.70
11/17/21	APPL004--Applied Music Studio [S]	Bill.com EFT	277.33
11/17/21	ARTE000--Art Experience Studio [S]	Bill.com EFT	270.00
11/17/21	ARTH001--The Art House S. Corp	Bill.com EFT	1,020.00
11/17/21	ARTI001--ARTime, LLC.	Bill.com EFT	140.00
11/17/21	ARTO000--AoPS Incorporated	Bill.com EFT	286.03
11/17/21	ARTS001--Wishmill Corp	Bill.com EFT	227.32
11/17/21	BARN001--Barnabas Robotics Inc [S]	Bill.com EFT	55.10
11/17/21	BARR000--Barrett, Stephanie	Bill.com EFT	200.00
11/17/21	BASU000--Basurto Music & Academics	Bill.com EFT	840.00
11/17/21	BEAU000--Beautiful Feet Books [P]	Bill.com EFT	12.49
11/17/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	143.67
11/17/21	BRAV000--Brave Writer, LLC [P]	Bill.com EFT	258.00
11/17/21	BRAV000--Brave Writer, LLC [P]	Bill.com EFT	498.95
11/17/21	BREN000--Brenda Harp [S]	Bill.com EFT	1,640.00
11/17/21	CARO002--Carol Simoneau Professional Development, LLC	Bill.com EFT	7,584.25

11/17/21	CAUS001--Caustics Digital Academy [S]	Bill.com EFT	205.70
11/17/21	CCSA000--California Charter School Association	Bill.com EFT	34,000.00
11/17/21	CEGM000--CEG Martial Arts [S]	Bill.com EFT	2,088.00
11/17/21	CENT015--Center for Mathematics and Teaching, Inc	Bill.com EFT	68.00
11/17/21	CHEF001--Chef 2 Go LLC	Bill.com EFT	250.00
11/17/21	CJFU000--CJ's Functional Fitness & Self-Defense LLC	Bill.com EFT	400.00
11/17/21	CMSC000--CM School Supply [P]	Bill.com EFT	238.50
11/17/21	CODE000--Codepops Inc	Bill.com EFT	251.70
11/17/21	CRIT000--The Critical Thinking Comp [P]	Bill.com EFT	111.47
11/17/21	DINI000--Diniakos, Michelle	Bill.com EFT	810.00
11/17/21	DISC000--Discount School Supply [P]	Bill.com EFT	56.39
11/17/21	DISC000--Discount School Supply [P]	Bill.com EFT	80.71
11/17/21	DOMI003--Dominguez, Yazmin	Bill.com EFT	100.00
11/17/21	EAT2000--Eat2Explore, Inc	Bill.com EFT	132.25
11/17/21	ECHE001--Echeverri, Christine	Bill.com EFT	210.50
11/17/21	EDI103A--Southern California Edison 0180	Bill.com EFT	3,007.14
11/17/21	EIDE000--BIg Life Journal, Inc.	Bill.com EFT	52.95
11/17/21	ELEM000--Elementalscience [P]	Bill.com EFT	68.18
11/17/21	EMHS000--EMH Sports USA, Inc [S]	Bill.com EFT	505.00
11/17/21	EMP0026	Bill.com EFT	255.92
11/17/21	EMP0082	Bill.com EFT	750.00
11/17/21	EMP0319	Void	-512.83
11/17/21	EMP0319	Bill.com EFT	512.83
11/17/21	EMP0319	Bill.com EFT	512.83
11/17/21	EMP0755	Bill.com EFT	166.21
11/17/21	EMP1322	Bill.com EFT	159.93
11/17/21	EMP1988	Bill.com EFT	168.67
11/17/21	EVAN002--Evan-Moor Educational Publishers [P]	Bill.com EFT	78.13
11/17/21	EVAN002--Evan-Moor Educational Publishers [P]	Bill.com EFT	99.99
11/17/21	FERR001--Ferrante, Pamela Dawn	Bill.com EFT	540.00
11/17/21	GAS103A--SoCalGas 8430	Bill.com EFT	297.28
11/17/21	GENE003--Generation Genius, Inc.	Bill.com EFT	175.00
11/17/21	GENE003--Generation Genius, Inc.	Bill.com EFT	295.00
11/17/21	GYMJ000--GymJam [S]	Bill.com EFT	1,185.40
11/17/21	HAGA000--Hagan, Bob	Bill.com EFT	787.37
11/17/21	HAND004--Hands 4 Building LLC	Bill.com EFT	152.99
11/17/21	HBCO000--HBCO LLC	Bill.com EFT	101.97
11/17/21	HBCO000--HBCO LLC	Bill.com EFT	160.00
11/17/21	HOLA000--Hola Amigo	Bill.com EFT	44.26
11/17/21	HORS000--Kim Wineland (Horse ETC)	Bill.com EFT	360.00
11/17/21	HOUG000--Houghton Mifflin Harcourt [P]	Bill.com EFT	11.43
11/17/21	INST001--Institute for Excellence in Writing [P]	Bill.com EFT	176.99
11/17/21	INTR000--Depoian, Jon	Bill.com EFT	1,790.00
11/17/21	IRON000--Iron Fist Martial Arts [S]	Bill.com EFT	441.00
11/17/21	IVYK000--Ivy Kids LLC [P]	Bill.com EFT	215.70
11/17/21	IVYK000--Ivy Kids LLC [P]	Bill.com EFT	1,012.35

11/17/21	JACK000--JacKris Publishing [P]	Bill.com EFT	216.53
11/17/21	JAFF000--The Vivid Canvas Art Studio	Void	-445.00
11/17/21	JENN002--Jenny Jee-El Park [S]	Bill.com EFT	805.00
11/17/21	JOOB000--Joobilo LLC	Bill.com EFT	2,563.52
11/17/21	KANO000--Kanor Driving School, Inc.	Bill.com EFT	29.95
11/17/21	KELL011--KEL Learning	Bill.com EFT	980.00
11/17/21	KIDS006--Drawn2Art - Northridge	Bill.com EFT	734.01
11/17/21	KIMD000--Kim, David	Bill.com EFT	60.00
11/17/21	KIWI000--KIWICO [P]	Bill.com EFT	114.71
11/17/21	KIWI000--KIWICO [P]	Bill.com EFT	1,337.43
11/17/21	KIWI000--KIWICO [P]	Bill.com EFT	3,454.58
11/17/21	LAIT000--Laity Institute of the Arts	Bill.com EFT	210.00
11/17/21	LAMO001--Star Struck Dance Studio	Bill.com EFT	65.00
11/17/21	LAND003--Around the World Stories (Matthew Landin)	Bill.com EFT	135.00
11/17/21	LAUR000--Wu, Lauren	Bill.com EFT	619.00
11/17/21	LEAR004--Learning Without Tears	Bill.com EFT	177.30
11/17/21	LEAR012--Learn and Create Inc.	Bill.com EFT	146.42
11/17/21	LEAR012--Learn and Create Inc.	Bill.com EFT	156.60
11/17/21	LEGO000--Lego Education [P]	Bill.com EFT	616.83
11/17/21	LEON001--Legacy of Valor & Excellence	Bill.com EFT	1,610.00
11/17/21	LITT000--Little Passports [P]	Bill.com EFT	1,013.69
11/17/21	LITT008--Little Justice Leaders LLC	Bill.com EFT	151.31
11/17/21	MACI000--Slick, Macie	Bill.com EFT	70.00
11/17/21	MATH002--Math-U-See, Inc [S]	Bill.com EFT	59.18
11/17/21	MATH002--Math-U-See, Inc [S]	Bill.com EFT	173.01
11/17/21	MATH013--Weiss Math Centers 1, LLC	Bill.com EFT	129.00
11/17/21	MCGR000--McGraw-Hill Education Holdings Inc [P]	Bill.com EFT	383.07
11/17/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	229.29
11/17/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	229.29
11/17/21	MEMO000--Memoria Press [P]	Bill.com EFT	205.03
11/17/21	MIKH000--Mikhail, Nancy	Bill.com EFT	22.00
11/17/21	MISS003--Mission: Renaissance Inc.	Bill.com EFT	195.00
11/17/21	MOLI000--Molina, Chantel	Bill.com EFT	40.00
11/17/21	MONA000--Monarchs National Gymnastics Training Center [S]	Bill.com EFT	384.00
11/17/21	MOUL000--Mouldsdale, Caroline	Bill.com EFT	126.00
11/17/21	MOVI000--Moving Beyond the Page	Bill.com EFT	64.62
11/17/21	MOVI000--Moving Beyond the Page	Bill.com EFT	1,450.66
11/17/21	MOVI000--Moving Beyond the Page	Bill.com EFT	3,940.26
11/17/21	MULT002--Multiriver Studios, LLC.	Bill.com EFT	2,297.50
11/17/21	MUSI006--Musician's Friend, Inc [P]	Bill.com EFT	508.18
11/17/21	MUSI009--Music Vault Academy [S]	Bill.com EFT	292.00
11/17/21	MYST002--Mystery Science	Bill.com EFT	69.00
11/17/21	N2Y0000--N2Y LLC	Bill.com EFT	582.24
11/17/21	NATI000--National Benefit Services	Bill.com EFT	2,400.00
11/17/21	NATI000--National Benefit Services	Bill.com EFT	2,450.00
11/17/21	NATI000--National Benefit Services	Bill.com EFT	2,475.00

11/17/21	NATI000--National Benefit Services	Bill.com EFT	4,182.50
11/17/21	NATI000--National Benefit Services	Bill.com EFT	4,182.50
11/17/21	NATU000--Minds on Education, Inc.	Bill.com EFT	19.07
11/17/21	NATU000--Minds on Education, Inc.	Bill.com EFT	97.89
11/17/21	NICO000--Nicole the Math Lady, LLC	Bill.com EFT	59.00
11/17/21	NUES000--Nuestra Escuelita Spanish Academy	Bill.com EFT	169.00
11/17/21	OAKM000--Oak Meadow Inc [P]	Bill.com EFT	151.88
11/17/21	OFFI000--Office Depot [P]	Bill.com EFT	739.48
11/17/21	OFFI000--Office Depot [P]	Bill.com EFT	1,099.31
11/17/21	OFFI000--Office Depot [P]	Bill.com EFT	1,410.97
11/17/21	OFFI000--Office Depot [P]	Bill.com EFT	1,581.84
11/17/21	OFFI000--Office Depot [P]	Bill.com EFT	2,610.84
11/17/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	20.00
11/17/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	95.00
11/17/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	805.00
11/17/21	OWLC000--OwlCrate Enterprises, Inc.	Bill.com EFT	1,087.42
11/17/21	PAND000--Pandia Press [P]	Bill.com EFT	31.99
11/17/21	PARI000--Par, Inc.	Bill.com EFT	4,316.64
11/17/21	PASA000--Pasadena Conservatory of Music	Bill.com EFT	80.00
11/17/21	PEDI000--Logic of English, Inc.	Bill.com EFT	385.16
11/17/21	PLAY011--Playa Music Lessons, LLC	Bill.com EFT	563.45
11/17/21	QUIL000--Quill [P]	Bill.com EFT	188.46
11/17/21	QUIL000--Quill [P]	Bill.com EFT	309.16
11/17/21	QUIL000--Quill [P]	Bill.com EFT	421.11
11/17/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	137.13
11/17/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	576.03
11/17/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	2,779.29
11/17/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	3,097.64
11/17/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	3,365.58
11/17/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	3,998.75
11/17/21	RBGA000--RBG Academy	Bill.com EFT	87.50
11/17/21	ROCK006--Rocketology, LLC	Bill.com EFT	646.00
11/17/21	ROWL000--Rowland, Veronica Anne	Bill.com EFT	100.00
11/17/21	RUWE000--Ruwe, Lauren	Bill.com EFT	100.00
11/17/21	SANC005--Nancy's Little Learners	Bill.com EFT	320.00
11/17/21	SCHO006--School Specialty	Bill.com EFT	5,700.00
11/17/21	SHMO000--Shmoop University, Inc	Bill.com EFT	5,600.00
11/17/21	SIKO000--Sikora, Kimberly Noreen	Bill.com EFT	4,496.67
11/17/21	SING000--Singapore Math Inc [P]	Bill.com EFT	118.53
11/17/21	SING000--Singapore Math Inc [P]	Bill.com EFT	228.50
11/17/21	SING000--Singapore Math Inc [P]	Bill.com EFT	242.54
11/17/21	SING000--Singapore Math Inc [P]	Bill.com EFT	465.74
11/17/21	SKYW000--Skyward Technical Solutions	Bill.com EFT	19,691.10
11/17/21	SMIT000--Smith and June Media	Bill.com EFT	1,500.00
11/17/21	SPAR001--Sparkletts	Bill.com EFT	95.37
11/17/21	SPEC003--Specialized Therapy Services	Bill.com EFT	1,765.00

11/17/21	SPEE001--Speech Language & Educational Associates	Bill.com EFT	982.00
11/17/21	STAP001--Staples Advantage	Bill.com EFT	21.05
11/17/21	STAP001--Staples Advantage	Bill.com EFT	25.58
11/17/21	STAP001--Staples Advantage	Bill.com EFT	365.87
11/17/21	STAP001--Staples Advantage	Bill.com EFT	580.95
11/17/21	STAR004--Starfall Education	Bill.com EFT	35.00
11/17/21	STEP002--Stepping Stones Therapy, Inc. [S]	Bill.com EFT	1,550.00
11/17/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	32.27
11/17/21	SYLV003--DKM Learning, LLC	Bill.com EFT	150.00
11/17/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	95.15
11/17/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	170.32
11/17/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	203.77
11/17/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	337.13
11/17/21	TEAC004--Teaching Textbooks Inc [P]	Bill.com EFT	67.08
11/17/21	TEAC004--Teaching Textbooks Inc [P]	Bill.com EFT	362.09
11/17/21	TEAC004--Teaching Textbooks Inc [P]	Bill.com EFT	366.38
11/17/21	THED001--The Denhardt Group	Bill.com EFT	5,333.13
11/17/21	THER001--Therapy in Action	Bill.com EFT	110.00
11/17/21	THIN000--Thinkwell Corporation	Bill.com EFT	125.00
11/17/21	THIN000--Thinkwell Corporation	Bill.com EFT	125.00
11/17/21	TIMB000--Timberdoodle [P]	Bill.com EFT	3,542.02
11/17/21	TRIG000--Trigger Memory Co. [P]	Bill.com EFT	48.90
11/17/21	UCSC000--UC Scout	Bill.com EFT	399.00
11/17/21	USBL000--USBA LLC	Bill.com EFT	185.00
11/17/21	USBO000--Educational Development Corporation	Bill.com EFT	75.87
11/17/21	VER1025--Verizon 0005	Bill.com EFT	511.82
11/17/21	WAS103A--Waste Management 3006	Bill.com EFT	434.96
11/17/21	WILD001--Wild Learning LLC	Bill.com EFT	30.00
11/17/21	WILL021--Williams, Josie	Bill.com EFT	512.00
11/17/21	WOND001--Wonder Crate LLC	Bill.com EFT	176.65
11/17/21	WORL003--Guo's Elite, Inc.	Bill.com EFT	584.00
11/17/21	WRIT003--WriteShop, Inc.	Bill.com EFT	12.82
11/17/21	YORK000--York, Jacqueline	Bill.com EFT	858.57
11/18/21	JAFF000--The Vivid Canvas Art Studio	Bill.com EFT	445.00
11/18/21	STAP001--Staples Advantage	Bill.com EFT	63.24
11/19/21	ABRI000--A Brighter Child [P]	Bill.com EFT	67.22
11/19/21	ACOR000--Acorn Naturalists [P]	Bill.com EFT	259.92
11/19/21	AMAZ102--Amazon Capital Services (Exp)	Bill.com EFT	5.46
11/19/21	ARTO000--AoPS Incorporated	Bill.com EFT	96.00
11/19/21	BEAU000--Beautiful Feet Books [P]	Bill.com EFT	335.70
11/19/21	BERT000--Bertrand's Music [S]	Bill.com EFT	52.80
11/19/21	BLAC006--Blackbird & Co.	Bill.com EFT	110.68
11/19/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	527.05
11/19/21	BRAV000--Brave Writer, LLC [P]	Bill.com EFT	129.00
11/19/21	EAT2000--Eat2Explore, Inc	Bill.com EFT	170.70
11/19/21	ELEM000--Elementalscience [P]	Bill.com EFT	188.18

11/19/21	EMP1949	Bill.com EFT	1,341.78
11/19/21	EVAN002--Evan-Moor Educational Publishers [P]	Bill.com EFT	88.00
11/19/21	HERR001--Outside the Box Creation	Bill.com EFT	134.82
11/19/21	HIST001--Hauris, Elizabeth	Bill.com EFT	925.23
11/19/21	HONE000--Honest History Co	Bill.com EFT	288.96
11/19/21	JACK000--JacKris Publishing [P]	Bill.com EFT	32.99
11/19/21	JACK000--JacKris Publishing [P]	Bill.com EFT	90.82
11/19/21	KREU000--Kreutz, Farah	Bill.com EFT	1,837.88
11/19/21	LAKE000--Lakeshore Learning Materials	Bill.com EFT	893.34
11/19/21	LEAR004--Learning Without Tears	Bill.com EFT	43.52
11/19/21	LEAR012--Learn and Create Inc.	Bill.com EFT	99.65
11/19/21	LEAR012--Learn and Create Inc.	Bill.com EFT	382.73
11/19/21	LEGO000--Lego Education [P]	Bill.com EFT	306.29
11/19/21	MCGR000--McGraw-Hill Education Holdings Inc [P]	Bill.com EFT	51.11
11/19/21	MELS000--MEL Science U.S., LLC	Bill.com EFT	33.97
11/19/21	MEYE002--Meyers, Rachel	Bill.com EFT	118.00
11/19/21	MOVI000--Moving Beyond the Page	Bill.com EFT	939.77
11/19/21	MOVI000--Moving Beyond the Page	Bill.com EFT	16,668.76
11/19/21	OFFI000--Office Depot [P]	Bill.com EFT	317.20
11/19/21	OFFI000--Office Depot [P]	Bill.com EFT	705.38
11/19/21	OUTS000--Outschool, Inc [S]	Bill.com EFT	45.00
11/19/21	PEDI000--Logic of English, Inc.	Bill.com EFT	488.96
11/19/21	QUIL000--Quill [P]	Bill.com EFT	59.14
11/19/21	QUIL000--Quill [P]	Bill.com EFT	108.77
11/19/21	QUIL000--Quill [P]	Bill.com EFT	168.03
11/19/21	QUIL000--Quill [P]	Bill.com EFT	276.02
11/19/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	10.33
11/19/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	778.03
11/19/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	4,178.95
11/19/21	RAIN000--Rainbow Resource Center Inc [P]	Bill.com EFT	4,344.65
11/19/21	ROYA000--Royal Fireworks Publishing Co. [P]	Bill.com EFT	37.00
11/19/21	SAVV000--Savvas Learning Company LLC	Bill.com EFT	157.46
11/19/21	SAVV000--Savvas Learning Company LLC	Bill.com EFT	440.12
11/19/21	SCHO000--Scholastic Inc	Bill.com EFT	92.82
11/19/21	SING000--Singapore Math Inc [P]	Bill.com EFT	818.12
11/19/21	STEP002--Stepping Stones Therapy, Inc. [S]	Bill.com EFT	460.00
11/19/21	STEP002--Stepping Stones Therapy, Inc. [S]	Bill.com EFT	2,300.00
11/19/21	STEV000--Really Good Stuff, LLC.	Bill.com EFT	101.88
11/19/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	65.29
11/19/21	STUD003--Studies Weekly, Inc. [P]	Bill.com EFT	163.38
11/19/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	26.00
11/19/21	TIMB000--Timberdoodle [P]	Bill.com EFT	1,096.02
11/20/21	MOXI000--MoxieBox Art	Void	-165.97
11/20/21	MOXI000--MoxieBox Art	Void	-165.97
11/22/21	BLIC000--Blick Art Materials [P]	Bill.com EFT	55.01
11/22/21	BRAV000--Brave Writer, LLC [P]	Bill.com EFT	23.90

11/22/21	CCSA000--California Charter School Association	Bill.com EFT	4,000.00
11/22/21	CHAV001--Chavez, Candi	Bill.com EFT	540.50
11/22/21	CHOU001--Chou, Ling	Bill.com EFT	480.00
11/22/21	CRIT000--The Critical Thinking Comp [P]	Bill.com EFT	104.98
11/22/21	DANC004--Margo Arts, Inc.	Bill.com EFT	270.00
11/22/21	DANI002--Daniec, Magdalena	Bill.com EFT	220.00
11/22/21	ENCO003--Encore School of Music, Inc.	Bill.com EFT	266.00
11/22/21	FIRS007--First Dog Corp	Bill.com EFT	200.00
11/22/21	FRES004--Fresh ED	Bill.com EFT	1,000.00
11/22/21	GLEE000--Glee Music Academy	Bill.com EFT	895.00
11/22/21	GUER000--Guerrero, Laura A.	Bill.com EFT	590.00
11/22/21	HAMB000--Hamborg, Chapman	Bill.com EFT	270.00
11/22/21	IMAC000--IMACS	Bill.com EFT	515.67
11/22/21	JACK000--JackKris Publishing [P]	Bill.com EFT	32.99
11/22/21	KIWI000--KIWICO [P]	Bill.com EFT	339.03
11/22/21	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	Bill.com EFT	767.50
11/22/21	LAVI000--LaVine Equestrian	Bill.com EFT	660.00
11/22/21	OFFI000--Office Depot [P]	Bill.com EFT	172.49
11/22/21	PAHE000--Pahed, Brian	Bill.com EFT	525.00
11/22/21	PIAN003--The Piano Studio of Katy Beth Unger	Bill.com EFT	1,080.00
11/22/21	REME000--Remedia Publications. Inc [P]	Bill.com EFT	41.97
11/22/21	ROWL000--Rowland, Veronica Anne	Bill.com EFT	480.00
11/22/21	SEAS001--Seaside Learning Center [S]	Bill.com EFT	2,117.50
11/22/21	SING001--Robyn Miner	Bill.com EFT	135.00
11/22/21	SORO000--Sorola, Rosemary L.	Bill.com EFT	132.75
11/22/21	STAP001--Staples Advantage	Bill.com EFT	493.13
11/22/21	TEAC002--Teacher Synergy [P]	Bill.com EFT	102.89
11/22/21	THEH000--The Hidden Dojo	Bill.com EFT	1,320.00
11/22/21	TRIV000--Tri-Valley CS [S]	Bill.com EFT	1,630.75
11/22/21	TUST001--Tustin Dance and Music Center, LLC.	Bill.com EFT	138.00
11/22/21	VANH002--Van Houten, Holly	Bill.com EFT	460.00
11/22/21	WATE000--Watersafe Swim School, Inc.	Bill.com EFT	175.00
11/22/21	WILE000--Wileman, Gina M.	Bill.com EFT	45.00
11/22/21	YANG002--Yang, Kay	Bill.com EFT	896.25
Total			\$1,458,828.94



AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements Board Approved:

Whereas, the Governor signed an Executive Order Suspending the Brown Act until October 1, 2021,

Whereas, the Governor signed Emergency Legislation AB 361 in September 2021,

Whereas, according to AB 361, the public charter school Board may take advantage of additional flexibility in teleconference meetings so long as the school complies with the following:

- The public has access via internet and/or telephone to the Board meeting and can provide public comment in some electronic form,
- The charter school uses its sound discretion and makes reasonable efforts to adhere, as closely as possible, to the other provisions of the Brown Act in order to maximize transparency and provide public access.

Whereas, AB 361 states that:

- If there is a state of emergency proclaimed by the Governor, the same suspension of teleconferencing rules apply, if either state or local officials have imposed or recommended measures to promote social distancing or, by Board vote a finding imminent risk to health or safety of attendees.

Whereas, SB 361 requires:

- The Board must provide means of how public comment will be available (internet/by phone);
- If a technical disruption occurs, no action can be taken; and
- No early requirement for public comment will be set into place and the Board shall allow for “real time” comments during full public comment period; and
- The Board makes a finding every 30 days to continue teleconferencing.

Therefore, based on the Board’s 30-day reconsideration of the current circumstances of the State of Emergency and situations of the State of Emergency continues to directly impact the ability of members to meet safely in person, and/or the State or local officials continue to impose or recommend measures to promote social distancing;

The Board has determined that it will hold its next meeting in a hybrid mode allowing Board Members and the public to attend the meetings in person using social distancing requirements or virtually given individual needs and choice of the attendee.

iLEAD AV EXPLORATION
School Director's Report - Terri Budke
Dec. 1, 2021

Professional Learning/Staff Support

- All Site Based Exploration EF Meeting
- Weekly Pod meetings to discuss potential improvements in program
- Training on how to use our new Hub for ordering vendor services

School Celebrations/Events

- Multi-Cultural Celebrations
- First round of Workshops on site finished on 11/18
- Second round of workshops begins 12/1: Winter wonderland, Game school, Winter is Wonderous: Explore the outdoor wonders during the winter, and PE/physical fitness
- 1st Official POLs coming up on 12/15 @ 5:45-7pm
- Winter Program 12/15 5-7pm

Enrollment

Budgeted Enrollment - # 200

Enrollment Last Board Meeting - 138

Current Enrollment - #135

Total Learners on Wait List - #

Other

Summary

iLEAD AV Hybrid
School Director's Report – Talaya Coleman
November 3, 2021

Presentations of Learning

- Presentation of Learning: December 1st (Cohort A) & 2nd (Cohort B)
- 4th grade and middle school math class

Professional Learning/Staff Support

- Professional Development
 - PBL / Project Design Template
- Aero/Glider Project Schoolwide
 - Get an overview of the project
 - Discuss next steps to schedule and run the project at your site

School Celebrations/Events

- Implemented Extended Learning Opportunity
 - 1st and 3rd Saturday Workshops 9:00am – 12:15pm
 - Approximately 15 learners (35 signed up)
 - Art Contest
 - School Site Council (SSC) Elections
- Ambassador Club Elections
- Main Playground surface replaced
- Grass Field Maintenance – gopher relocation

iSupport Activities and Updates

- Meet on the 1st Thursday of each month – December 2nd @ 5:30pm
- Agenda items:
 - Community Fundraising

Enrollment

Budgeted Enrollment 315

Current Enrollment – 270 in Pathways

Pending/Left Learners

- 3 learners begin 11/29
- 5 learners enrollment process
- 2 learners left iLead
 - 1 traditional school (private)
 - 1 didn't like curriculum

iLEAD Hybrid Exploration

School Director's Report - Julia Kim & Amber Musick

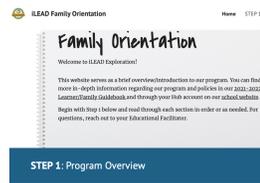
December 1, 2021

Presentations of Learning (Curriculum Moment)

- (iLEAD AV)

Professional Learning/Staff Support

Staff



- **DEI Training:** Completed part one of the Diversity, Equity and Inclusion training.
- **New Family Orientation Website:** Created a resource for new families that gives an overview of our program.
- **iDEAL Training:** Directors have met with Matt Watson to begin the initial stages of learning and using the iDEAL system.
- **WASC:** Leadership and key staff members met and formed groups for our WASC Mid-Cycle review.
- **MTSS:** Directors had their second meeting with Collaborative Learning Solutions and discussed current MTSS processes and next steps.
- **MTSS & SST:** Members of the school's SST team met to discuss current practices and concerns. Created an action plan for next steps.

School Celebrations/Events



- **Field Studies & Events:**
 - **Holes Book Club:** Learners read and discussed the book and completed accompanying activities.
 - **Legacy of Military Veterans Chat with Diallo Wallace:** Veteran Diallo Wallace spoke about the legacy that our Military Veterans.
 - **Invent-a-Con:** Learners in grades 3-8 spent a month brainstorming, developing, and finalizing an invention that solves a problem. Learners presented their invention to families and staff in-person at the OC Studio.
 - **Life Science Zoo Learn and Draw Class:** Learners learned facts about the turkey and how to draw one.



- **SLOganeer Gratitude Party:** Learners were introduced and taught our SLOganeer song, colored our SLO banners and talked about things that made us feel grateful.
- **State Park Virtual Tour - Desert Adaptations:** Many different plants and animals and their adaptations for survival were discussed with learners. They had the opportunity to make observations and think critically about life in the desert, and what it takes to call this habitat home.
- **Webinars:** Several webinars were offered over the month
 - Financial Aid: Merit
 - Concurrent Enrollment
 - Financial Aid: Need-Based

Advanced Placement Exams



- **Advanced Placement Exams:** Number of learners testing went up 7 to 22 testing (19 AP exams offered)

Enrollment

Budgeted Enrollment - 3,691

Enrollment Last Board Meeting -3,474

Current Enrollment - 3,522

Total Learners on Wait List - 36

Other



COVID-19 Testing

Our OC Studio is offering families the opportunity to test weekly on-site.

iLEAD HYBRID FY2021/2022 BUDGET

	<u>Preliminary Budget</u>	<u>Revised Budget (1st Interim)</u>
<u>REVENUE</u>		
8011 State Funding - Current Year LCFF	36,510,094	33,780,527
8012 State Funding - EPA	828,600	772,600
8096 State Funding - Property Taxes	1,756,549	1,804,060
8181 Federal Special Education - Entitlement	458,750	458,750
8220 Federal Child Nutrition Programs	47,581	47,581
8290 Federal Revenue - All Other Federal Revenue	1,331,674	1,936,734
8311 Other State Apportionments - Special Education	2,612,105	2,679,184
8312 Other State Apportionments - Special Education Mental Health	0	38,630
8520 State Child Nutrition	6,585	6,585
8550 State Mandated Costs	89,251	89,251
8560 State Lottery	705,821	768,737
8590 All Other State Revenues	2,238,984	2,238,984
TOTALS	46,585,994	44,621,623
<u>EXPENSE</u>		
1110 Credentialed Teacher Salaries		
1120 Credentialed Home Study Teacher Salaries	11,392,015	12,363,195
1130 Credentialed Education Specialist Salaries (SpEd)	1,687,525	1,739,176
1150 Credentialed Substitute Teacher Salaries	0	52,000
1190 Credentialed After School/Extra Duty Salaries	76,160	0
1210 Credentialed Psychologist & Counseling Services (SpEd)	497,460	234,720
1230 Credentialed Academic Counseling Salaries	195,000	155,900
1310 Credentialed Directors	427,000	396,000
1910 Credentialed Coaching & Curriculum Salaries	421,700	0
1930 Credentialed Other Support	500,000	0
Total Credentialed Staff	15,196,860	14,940,991
2110 Classified Elective Salaries	507,699	12,523
2120 Classified Classroom Aide Salaries	31,200	660,920
2210 Classified Ed Specialist Assistants & One on One Aides	585,796	127,053
2230 Classified Academic Counseling Salaries	0	66,000
2410 Classified Clerical, Technical, and Office Staff Salaries	1,244,742	915,967
2910 Classified CARE Team Yard Duty Salaries	0	84,067
2950 Classified Facilities/Maintenance Salaries	70,720	75,920
2990 Classified Health Office Support (Nurse)	0	32,413
Total Classified Staff	2,440,156	1,974,863
3101 State Teachers' Retirement System - Credentialed positions	2,571,309	2,468,165
3302 OASDI (Social Security) - Classified positions	113,896	105,624
3311 Medicare - Credentialed	220,354	216,644
3312 Medicare - Classified	41,182	28,636
3401 Health & Welfare Benefits - Credentialed positions	1,440,000	1,331,280
3402 Health & Welfare Benefits - Classified positions	439,200	266,400
3501 State Unemployment Insurance - Credentialed positions	34,286	102,381
3502 State Unemployment Insurance - Classified positions	90,448	22,568
3601 Worker Compensation Insurance - Credentialed positions	455,906	437,618
3602 Worker Compensation Insurance - Classified positions	73,205	54,108
3702 Retiree Benefits - Classified positions	146,409	111,624
Total H&W, Benefits	5,626,195	5,145,047
4110 Core Curriculum - Texts, Workbooks, etc	37,307	180,307
4120 Core Curriculum - Software & Programs	101,667	101,667
4130 Other Curriculum	2,035	2,035
4220 Other Books & References	1,500	1,500
4305 Educational Supplies (Classroom, Project, SpEd, Etc)	12,963	12,962

iLEAD HYBRID

4315	Art Supplies	93	93
4317	Assessment Supplies	11,038	11,038
4325	Custodial Supplies	9,000	9,000
4330	Health & Safety	14,659	14,659
4335	Home Study Stipend	10,128,682	11,137,000
4340	Office Supplies	38,386	38,386
4345	Printing & Reproduction Supplies	6,287	6,287
4355	Facilities Supplies	2,500	2,500
4410	Classroom Furniture & Equipment	1,500	1,500
4420	NonClassroom Furniture & Equipment	25,000	25,000
4430	IT Equipment & Supplies	400,000	400,000
4710	Vended Food Service	54,166	54,166
4720	Food Supplies	4,500	4,500
Total Books and Supplies		10,846,782	12,002,601
5210	Travel for PD, Conferences, & School Development	66,500	66,500
5220	Travel for Intersite Business - Mileage	2,867	2,867
5230	Conference & Workshop Registration Fees	5,403	5,403
5240	Professional Development - Meetings & Collaborations	30,000	30,000
5310	Professional Dues, Memberships, and Subscriptions	36,637	36,637
5410	Liability Insurance	158,000	119,191
5510	Utilities - Electricity	10,582	10,582
5520	Utilities - Gas	3,361	3,361
5530	Utilities - Water	6,314	6,314
5540	Utilities - Trash	3,605	3,605
5550	Operations - Janitorial Services	12,000	12,000
5560	Operations - Security	2,714	2,714
5610	Rent - Facilities Rent and CAM Charges	319,630	319,630
5630	Repairs & Maintenance - Facilities	18,402	18,402
5801	Professional Services - Service Fees	6,042,819	5,550,414
5802	Professional Services - District Oversight Fees	390,952	363,571
5803	Professional Services - Business Services	6,000	6,000
5804	Professional Services - Auditing & Tax Preparation	12,000	12,000
5805	Professional Services - Payroll Fees	4,694	4,694
5806	Professional Services - Consultant Fees	1,775	1,775
5807	Professional Services - BTSA	4,600	4,600
5808	Professional Services - Legal Fees	131,360	131,360
5809	Professional Services - Shared/Leased Employees	30,000	30,000
5822	Operating Expenditures - Licenses & Other Fees	11,405	11,405
5825	Operating Expenditures - Banking Charges & Fees	13,500	13,500
5826	Operating Expenditures - Interest	150,000	150,000
5829	Operating Expenditures - Events	110,000	9,339
5830	Operating Expenditures - Marketing & Advertising	30,000	30,000
5840	Operating Expenditures - Software Licenses	126,000	12,000
5850	Student Services Expenditures - Student Information System	158,791	158,791
5851	Student Services Expenditures - Student Assessment Services	41,451	41,451
5852	Student Services Expenditures - Special Education Contracted	3,093,131	3,093,131
5853	Student Services Expenditures - Student & Group Activities	9,661	9,661
5910	Telephone & Fax	50,830	50,830
5915	Cell Phones	23,860	23,860
5920	Internet Services	22,017	22,017
5925	Website/Communication Fees	17,656	17,656
5930	Freight Expense	1,000	1,000
5940	Postage Expense	4,988	4,988
Total Services and Operating Expenses		11,164,505	10,391,249

iLEAD HYBRID

TOTAL EXPENSE	45,274,498	44,454,751
NET INCOME	1,311,496	166,871

Note: Balanced budget at 1st Interim requires approximately \$667,000 of budget cuts.



Title IX Policy for Sexual Harassment

iLEAD Hybrid Charter School (“School”) is committed to maintaining a safe and respectful school environment that is free from discrimination and harassment. Title IX of the Education Amendment Act of 1972 (“Title IX”) prohibits discrimination on the basis of sex, including sexual harassment, in the School’s education programs and activities.

This Title IX Policy for Sexual Harassment (“Policy”) details the School’s commitment to maintain a learning environment that is free from sexual harassment and provides a grievance process for allegations of sexual harassment as defined under Title IX. Any individual can report sexual harassment at School to School staff (e.g., iLEAD Exploration School Director, iLEAD Antelope Valley School Director, facilitator, etc.), and the School will take appropriate action in accordance with this Policy.

Sexual harassment is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, gender identity or expression, or sexual orientation, and, for that reason, is a violation of state and federal laws and a violation of this Policy. The School considers sexual harassment to be a major offense which can result in the suspension or expulsion of learners and termination of employees.

Definition of Sexual Harassment Under California Law

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Under Education Code section 230, harassment and other discrimination on the basis of sex include, but are not limited to, the following: exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity; and exclusion from participation in, or denial of equivalent opportunity in, athletic programs. The full definition of discrimination and harassment based on sex from Education Code section 230 can be found here: http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=230.

The definition of sexual harassment under California law and the definition of Sexual Harassment under Title IX overlap in some areas. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on gender, sex, gender identity or expression, or sexual orientation are eligible to be investigated pursuant to the School's Uniform Complaint Procedures. However, if any complaints alleging sexual harassment constitute Sexual Harassment as defined under Title IX (see below), the complaints shall be investigated under the Title IX Grievance Procedures for Sexual Harassment. The School prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.

Sex Equity in Education Act Statement

Learners have all the rights set forth in Education Code section 221.8 (as applicable to School's programs). This includes the right to fair and equitable treatment, the right to a school environment without discrimination on the basis of sex, and right to be provided with an equitable opportunity to participate in all academic extracurricular activities. The description of all rights set forth in Education Code section 221.8 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=221.8.

For more information about Gender Equity/Title IX, please visit the following CDE website: <https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>.

Title IX Grievance Procedures for Sexual Harassment

I. Scope and Jurisdiction

This Policy's Title IX grievance procedures apply only to conduct that falls within the definition of "Sexual Harassment" under Title IX. School employees or learners may submit formal complaints of Sexual Harassment for investigation under this Policy. Sexual Harassment under Title IX means conduct on the basis of sex that falls within one or more of the following categories:

1. A School employee conditioning the provision of a school aid, benefit, or service on an individual's participation in unwelcomed sexual conduct.
2. Unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking (as those terms are defined in 34 CFR section 106.30(a)(3)).

II. Title IX Personnel

The School has designated the following individuals as its Title IX Coordinators to coordinate the investigation and resolution of Sexual Harassment formal complaints as outlined in this Policy.

For iLEAD Exploration:

Title: iLEAD Exploration School Director/Title IX Coordinator
Address: 3720 Sierra Hwy. Ste. A
Acton, CA 93510
Phone: (661) 755-6621
Email: info@iLEADexplorations.org

For iLEAD Antelope Valley:

Title: iLEAD Antelope Valley School Director/Title IX Coordinator
Address: 2110 W. Avenue K
Lancaster, CA 93536
Phone: (661) 494-7442
Email: info@iLEADantelopevalley.org

The Title IX Coordinators may designate other individual(s) to fulfill all or part of their duties. In addition to the Title IX Coordinators, the following Title IX Personnel are involved in the grievance process to address formal complaints:

- **Investigator:** The individual responsible for gathering all evidence related to the formal complaint. This individual will create an "Investigation Report" which will summarize the relevant evidence.

- Decision-Maker: The individual responsible for evaluating evidence in order to make a determination regarding the formal complaint. The Decision-Maker submits a written determination of findings to the parties. The Decision-Maker cannot be the Title IX Coordinator, the Investigator, or any individual involved in the investigation of the formal complaint.
- Title IX Appeals Officer: If applicable, this individual is responsible for evaluating an appeal of the final determination. The Title IX Appeals Officer cannot be the Title IX Coordinator, Investigator, Decision-Maker, or any individual involved in the investigation of the formal complaint.

All Title IX Personnel (i.e., the Title IX Coordinators, Investigator, Decision-Maker, Appeals Officer, and any person who facilitates an informal resolution process) will receive training in accordance with Title IX requirements. The Title IX Coordinator must ensure individuals responsible for investigating a formal complaint are neutral.

III. Reporting Allegations of Sexual Harassment

Any individual (e.g., a learner or employee who is alleged to be a victim of Sexual Harassment or a parent/guardian of a learner who is alleged to be a victim of Sexual Harassment), may report Sexual Harassment directly to the School’s Title IX Coordinators, or to any other available School employee who shall immediately inform a Title IX Coordinator. Reports of Sexual Harassment can be made in-person, by mail, by telephone, by electronic mail, or by any other means that result in the Title IX Coordinator receiving the person’s verbal or written report.

IV. The School’s Initial Response to a Report of Sexual Harassment

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator or designee will take the following steps. These steps are offered regardless of whether the complainant submits a formal written complaint:

1. Contact Complainant and Determine Need for Supportive Measures: The Title IX Coordinator will contact the complainant and respondent¹ to discuss the availability of supportive measures to stop the harassment, protect learners, and ensure access to the educational program. If a formal complaint was not filed, the Title IX Coordinator shall explain to complainant the right to file a formal complaint and the process for filing a formal complaint. A formal complaint is one that contains the complainant’s physical or digital signature, and it may be filed at any time with the Title IX Coordinator in person, by mail, or by email. A complainant may use the attached Title IX form to submit a formal complaint to the Title IX Coordinator.
 - a. Supportive measures are nondisciplinary and nonpunitive and shall be available at any point during the Title IX investigation. Supportive measures may include, but

¹ The “complainant” is the individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. The “respondent” refers to the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment. If a parent or guardian has a legal right to act on behalf of a complainant or respondent, this right applies throughout all aspects of the Title IX matter, including the grievance process.

are not limited to: wellness check-ins, counseling services, extension of deadlines or course-related adjustments, modifications of work or class schedules, changes in work locations, or leaves of absences. The Title IX Coordinator is responsible for implementing the supportive measures.

2. Determine Need for Emergency Removal: The Title IX Coordinator will review the facts to determine whether the respondent (either learner or staff) may need to be removed from an educational program or activity to prevent any further sexual harassment and/or maintain the safety of learners and staff.
 - a. The School may determine that removal from the educational program is justified due to an immediate threat to the physical health or safety of any learner or other individual arising from the allegations. The School will conduct an individualized safety and risk analysis before the removal. The School shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.
 - b. If the respondent is a learner, the School is subject to applicable laws and School policies regarding involuntary removals, suspensions, and expulsions.
 - c. If the respondent is an employee, the employee may be placed on administrative leave during the formal complaint investigation.
3. Consider Use of Informal Resolution Process: At any time after an informal or formal complaint has been filed, but before reaching a determination regarding the allegation, the School may offer an informal resolution process (such as a mediation) to the complainant and respondent. However, the informal resolution process is not available where the complainant alleges that an employee sexually harassed a learner.

V. Initial Review of Formal Complaint:

If a formal complaint is filed, the Title IX Coordinator will review the complaint to determine whether it raises allegations that fall within the definition of Sexual Harassment under Title IX as described above. The School may consolidate multiple formal complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances.

If it does, the Title IX Coordinator will follow this Policy's grievance procedures for formal complaints. If it does not, the Title IX Coordinator will determine whether the complaint should be dismissed (as explained below) and/or investigated pursuant to another applicable School policy (e.g., Uniform Complaint Procedures).

VI. Mandatory or Permissive Dismissal of Formal Complaint:

Under certain circumstances, a complaint must or should be dismissed by the Title IX Coordinator. The Title IX Coordinator will endeavor to make this determination no more than **ten (10) calendar days** from the date they receive the formal complaint.

1. Mandatory Dismissal: The Title IX Coordinator must dismiss the formal complaint if they determine any of the following:
 - a. The alleged conduct would not constitute Sexual Harassment as defined under Title IX even if proved;
 - b. The alleged conduct did not occur in the School’s education program or activity; or
 - c. The Alleged conduct did not occur against an individual in the United States.

2. Permissive Dismissal: The Title IX Coordinator may dismiss a formal complaint if they determine any of the following:
 - a. The complainant has notified the School, in writing, that they would like to withdraw the complaint or any allegations in the complaint;
 - b. The respondent is no longer enrolled in, or employed by, the School; or
 - c. Specific circumstances prevent the School from gathering evidence to reach a determination with regard to the complaint.

Written Notice of Dismissal: If the Title IX Coordinator dismisses the complaint, they must send written notice of the dismissal simultaneously to both parties (complainant and respondent) as follows:

- The written notice should state the reason(s) for the dismissal and inform the parties of their right to appeal in accordance with the procedures described in the “Appeals” section below.
- If the Title IX Coordinator determines another School grievance procedure (e.g., Uniform Complaint Procedures) is the appropriate grievance procedure for the complainant’s allegation(s), the written notice shall inform the parties (complainant and respondent) of the School’s intent to investigate the complaint through that grievance procedure.

VII. Title IX Grievance Procedures

If the Title IX Coordinator does not dismiss the formal complaint, the School will initiate the following Title IX Grievance Procedures and issue a Written Decision. The School will endeavor to complete its investigation and issue a Written Decision within **sixty (60) calendar days of receipt of the formal complaint.**

1. Send Written Notice of Formal Complaint

The Title IX Coordinator must provide the parties (complainant and respondent) with a Notice of Formal Complaint. The Title IX Coordinator will endeavor to provide this Notice within **ten (10) calendar days of receipt of the formal complaint.** The notice shall include: (1) a copy of

this Policy; (2) a description of the allegations potentially constituting Sexual Harassment with sufficient details known at the time; (3) a statement that the respondent is presumed not responsible for conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; (4) a statement informing the parties of the opportunity to have an advisor of their choice throughout the grievance process and the ability to inspect and review evidence; and (5) a statement informing the parties that they must not knowingly make false statements or submit false information.

2. Investigator Conducts Investigation

The Investigator will gather and review evidence related to the allegations. This can include, but is not limited to, interviewing parties or witnesses, as well as reviewing relevant evidence. The Investigator will not require, request, or rely upon any information protected under a legally recognized privilege, unless the person holding such privilege has waived it.

Written notice of all investigative interviews or other meetings must be provided to any individual whose participation is invited or expected to be provided with sufficient time for the individual to prepare to participate. Notice must include the date, time, location, participants, and purpose of the meeting. Attendees of such meetings will have the right to be accompanied by an advisor of their choice.

3. Investigator Provides Parties Equal Opportunity to Review Gathered Evidence

The Investigator will provide both the complainant and respondent with an equal opportunity to review the evidence that is directly related to the allegations raised in the formal complaint. The parties will have a period of at least **10 calendar days** before the Investigative Report is provided to the parties to review the evidence, ask the Investigator additional questions, and provide or suggest additional evidence to be considered by the Investigator.

4. Investigator Prepares and Shares Investigative Report

The Investigator will prepare an Investigative Report summarizing the relevant evidence. The Investigative Report is not the School's final Written Decision. The Investigator will send the Investigative Report to the parties and their advisors, if any, for their review and written response at least **10 calendar days** before issuance of the Written Decision. The School will inform the parties in writing that they may submit to the Decision-Maker written, relevant questions that the parties want asked of any party or witness. The Decision-Maker is responsible for providing the responses (if any) to these questions to both parties.

5. Decision-Maker Issues Written Decision

The Decision-Maker will endeavor to issue the Written Decision within **sixty (60) calendar days from the receipt of the formal complaint**. The Decision-Maker will issue a Written Decision to both parties simultaneously. The Decision-Maker uses the "preponderance of evidence" standard (i.e., it is more likely than not that the respondent committed the alleged conduct). The Written Decision will include all of the following:

- a. Identification of the allegations potentially constituting Sexual Harassment.

- b. A description of the procedural steps taken by the School during the investigation process (e.g., notifications to the parties, interviews with the parties and witnesses, site visits, or methods used to gather other evidence).
- c. Findings of fact supporting the determination.
- d. Conclusions regarding the application of the School's policies to the facts.
- e. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's educational program will be provided by the School to the complainant.
- f. The School's procedures and permissible bases for either party to appeal the decision.

6. Remedies

If the School determines that the respondent engaged in Sexual Harassment, the School will provide remedies to the complainant, as appropriate. This may include supportive measures. Remedies may also include: transfer from a class; parent/learner conference(s); positive behavior support; warnings; detention; and/or formal discipline, such as suspension and expulsion. When an employee is found to have committed Sexual Harassment, the School will take appropriate disciplinary action, up to and including termination, in accordance with School policies and as permitted by law.

VIII. Appeals

Either party may appeal the School's Written Decision, or its dismissal of a formal complaint or any allegation in the complaint, within **five (5) calendar days of the decision**. An appeal may be made on any of the following grounds:

1. A procedural irregularity affected the outcome.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
3. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainant or respondent that affected the outcome of the matter.

Upon receipt of an appeal, the School will provide a written notification to the other party about the appeal that gives both parties a reasonable, equal opportunity to submit a written statement in support of/challenging the appeal.

The Title IX Appeals Officer (not Decision-Maker, Title IX Coordinator, or Investigator) shall issue a written decision of an appeal, including the rationale for the result, to both parties

simultaneously. The Title IX Appeals Officer will endeavor to issue their decision within **thirty (30) calendar days from the receipt of the appeal.**

IX. Record Keeping

The School will maintain for a period of seven (7) years records pertaining to Title IX Sexual Harassment allegations in accordance with 34 CFR section 106.45(b)(10), as well as all material used to train Title IX Personnel.

Title IX Sexual Harassment Complaint Form

Instructions: This form can be completed by any individual who has knowledge of a sexual harassment conduct occurring within the education program or activity of iLEAD Hybrid Charter School (“School”). Please complete the information below. Should you need additional space or would like to provide documentation to support the allegations in the complaint, you can attach those to this complaint form. If you have any questions, please contact one of the School’s Title IX Coordinators listed below.

Contact Information and Complainant’s (Victim) Information

Full Name of Person Filing the Complaint: _____
Address: _____
Phone: _____ Email: _____
Complainant’s (Victim) Full Name (if different from above): _____

Respondent’s (Accused) Information

Respondent’s Full Name: _____
Is the accused a learner? No Yes
If yes, what is the student’s grade and relation to complainant: _____
Is the accused a School staff member? No Yes
If yes, what is the staff member’s relation to the complainant (e.g., _____
facilitator)? If no, what is the accused’s affiliation to the School? _____

Details of Complaint

Date of the Alleged Incident(s): _____ Location of Alleged Incident(s): _____

Please describe the facts underlying your complaint. Provide details such as the names of those involved, the dates of the incident(s), whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to a complaint investigator.

Did the harassment occur at School or during a School activity? If so, please describe:

Did this incident interfere with your ability to access or participate in School programs or activities? If so, please describe:

List the individuals involved in the relevant incident(s):

List any witnesses to the incident(s):

Acknowledgements

By submitting this form to the School's Title IX Coordinator, I wish to initiate the School's formal Title IX Grievance Procedures.

Signature of Complainant

Date

Once you have completed this form, please submit it to either one of the Title IX Coordinators.

For iLEAD Exploration:

School Director– 3720 Sierra Hwy., Ste. A, Acton, CA 93510 –657-231-8220 – info@iLEADexplorations.org

For iLEAD Antelope Valley:

School Director– 2110 W Avenue K, Lancaster, CA 93536. - 661-494-7442 – info@iLEADantelopevalley.org



Equity Policy

Board Approval:

The Governing Board and school leadership believes that the diversity that exists among the school's community of learners, staff, parents/guardians, and community members is integral to the school's vision, mission, and goals. Addressing the needs of all learners requires recognition of the inherent value of diversity and acknowledgment that educational excellence requires a commitment to equity in the opportunities provided to learners and the resulting outcomes.

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect learner achievement, and to eliminate disparities in educational outcomes for learners from historically under-served and underrepresented populations, the school shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence learner learning, perpetuate achievement gaps, and impede equal access to opportunities for all learners.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by learners of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of school decisions, the Board shall consider whether its decisions address the needs of learners from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of learners.

The Board and the School Director or designee shall develop and implement policies and strategies to promote equity in school programs and activities, through measures such as the following:

1. Routinely assessing learner needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions
2. Analyzing expenditures and allocating financial and human resources in a manner that provides all learners with equitable access to school programs, support services, and opportunities for success and promotes equity and inclusion in the school. Such resources include access to high-quality leaders, facilitators, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

3. Enabling and encouraging learners to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other learner activities
4. Building a positive school climate that promotes learner engagement, safety, and academic and other supports for learners
5. Adopting curriculum and instructional materials that accurately reflect the diversity among learner groups
6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for learners in need
7. Promoting the employment and retention of a diverse staff that reflects the learner demographics of the community
8. Providing school staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices
9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all learners on all indicators

The Board shall regularly monitor the intent and impact of school policies and decisions in order to safeguard against disproportionate or unintentional impact on access to school programs and achievement goals for specific learner populations in need of services.



Parent Procedures and Criteria for Obtaining an Independent Educational Evaluation

A Parent has the right to request an Independent Educational Evaluation (IEE) at public expense when the Parent disagrees with an assessment conducted by iLEAD Hybrid in the same area. The Parent may request only one IEE for each similar assessment conducted by iLEAD Hybrid, and the assessment must have been conducted within the preceding two years. Santa Clarity Valley International School iLEAD Hybrid may either: (a) Fund the IEE or (b) Choose to initiate a due process hearing (DPH) to prove that the District's evaluation is appropriate. If iLEAD Hybrid initiates a DPH and prevails, the Parent may still obtain an IEE, but not at public expense.

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Upon request for an IEE iLEAD Hybrid shall provide information to the Parent regarding where an appropriate IEE may be obtained.; Federal and state law authorizes Districts to set criteria under which an IEE is obtained, as long as the criteria is the same as the criteria that the District uses when it initiates an evaluation, to the extent those criteria are consistent with the parent's right to an IEE. Therefore upon request the District will provide a non-exclusive list of candidates that meet the requirements. The Parent is not required to choose a provider from this list as long as the parent's chosen evaluator otherwise meets the criteria as set forth in this "Parent Procedures and Criteria for Obtaining an Independent Educational Evaluation."

Whether an IEE is funded by Parent or funded by iLEAD Hybrid it will be considered by the Individualized Education Program (IEP) team with respect to eligibility and the provision of a free appropriate public education to the Student. An IEE may be presented as evidence by either party at a DPH regarding the Student.

The District does not have an obligation to reimburse a Parent for private evaluations obtained prior to the date that iLEAD Hybrid's evaluation is completed and discussed in an IEP team meeting, or prior to the date the Parent has disagreed with iLEAD Hybrid's assessment and requested an IEE.

Steps for a Parent to Follow When Requesting an IEE

1. Parent requests an IEE in writing by contacting the Principal or the Student's case carrier. The school staff may ask for Parent's reason for disagreement with the iLEAD Hybrid's assessment, but cannot require a Parent to explain their reasons as a condition for funding an IEE at public expense.
2. The iLEAD Hybrid will provide a copy of this document, the "Parent Procedures and Criteria for Obtaining an Independent Educational Evaluation" and a copy of the parent "Procedural Safeguards" to the requesting Parent.
3. Within a reasonable time, iLEAD Hybrid will provide a Prior Written Notice letter to the Parent stating whether the District will agree to fund the IEE requested.
4. If the District agrees to fund the IEE:
 - A. Parent must provide the name of the examiner. If iLEAD Hybrid does not currently have a contract with the examiner, Parent must provide the examiner's resume so the District may verify the qualifications, certifications and/or license of the evaluator, determine the fee rate for the IEE and whether this rate falls within iLEAD Hybrid's cost criteria, apply any other criteria as set forth in this "Parent Procedures and Criteria for Obtaining an Independent Educational Evaluation", and if approved, negotiate a contract.
 - B. Parent will be provided with a Release of Information form to sign, and then Parent's contact

information, along with the student's current IEP and most recent assessment, will be forwarded to the examiner. Parent will be responsible for working directly with the examiner to schedule all required appointments. The Student's case carrier will schedule an IEP team meeting following completion of the IEE.

5. If iLEAD Hybrid declines to fund the IEE because it believes its assessment to be legally sufficient, the District is required to file for DPH. iLEAD Hybrid will file for DPH within a reasonable amount of time of the request for an IEE.

Criteria for Obtaining an IEE at Public Expense

Location Limitations for Evaluators

Evaluators must be located in the Los Angeles area. Evaluators located outside this area will only be approved on an exceptional basis when the parent can demonstrate that there is a unique need for a specialized evaluation and that there are no qualified evaluators within the specified area who can appropriately assess their child's educational needs. Parent must obtain prior written approval in order for iLEAD Hybrid to fund an IEE from an evaluator located outside the specified geographic area. **All assessments are to be completed in-person unless otherwise agreed upon prior to establishing the service agreement.**

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Minimum Qualifications for Evaluators and Reasonable Rates:

All assessments must be conducted by persons competent to perform the assessment, as determined by the criteria set forth below. Evaluations must be conducted by an examiner who holds equivalent certifications, licensure or other qualifications issued by the appropriate agency or board within the State of California and that would be required of iLEAD Hybrid staff providing similar evaluations (34 CFR Section 300.502(e)). Assessments must be conducted in accordance with requirements of federal and state law, including, but not limited to, observing the Student in the appropriate setting per EC § 56329], and conducting evaluations in accordance with EC § 56320 and EC § 56327. Evaluators must agree to release their assessment information, protocols, and written report to the iLEAD Hybrid prior to receipt of payment for services. Reports must be provided in advance of the IEP meeting and at the same time as provided to Parents. Further, assessments must be completed by Independent Evaluators who are neither employed by the iLEAD Hybrid nor have a conflict of interest in completing the assessment for the student (e.g. do not currently provide service to the student, do not recommend their own service in the assessment, do not seek to gain service from the student through the assessment). The results of the IEE that satisfies the criteria established by this "Parent Procedures for Obtaining an Independent Educational Evaluation," as well as all relevant state and federal law, will be considered in regard to eligibility discussions, program decisions, and placement of the Student. However, iLEAD Hybrid has no obligation to adopt the evaluator's recommendations or conclusions. Evaluations will be funded to the extent they fall within the reasonable rate for an evaluation in the selected area.

iLEAD Hybrid has determined the minimum qualifications required to conduct IEEs (EC § 56322). Evaluators with credentials other than those listed will not be approved unless the Parent can demonstrate the appropriateness of using an evaluator meeting other qualifications. Evaluators charging more than the reasonable rate range for an evaluation will not be approved and evaluations costing more than the approved range will not be funded unless the Parent can demonstrate there is an exceptional need for the assessment falling outside the reasonable range. Parent must obtain prior written approval in order for iLEAD Hybrid to fund an IEE that does not satisfy iLEAD Hybrid's minimum qualifications for evaluators and/or iLEAD Hybrid's cost containment criteria. To

demonstrate this need, please contact the assessment team at studentsupport.assessments@ileadschools.org.
assessments@ileadexploration.org.

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Type of Assessment	Qualifications	Reasonable Rate Range
<u>Assistive Technology</u>	Credentialed or Licensed Certified Assistive Technology Specialist	\$500-1300 \$500 - 1,400
<u>Auditory Processing</u>	Licensed or Certified Audiology Credentialed School Psychologist Licensed Educational or Clinical Psychologist	\$485-1000 \$485 - 1,100
<u>Behavioral/Functional Behavior</u>	Credentialed School Psychologist Licensed Educational or Clinical Psychologist Behavior Intervention Case Manager	\$1000-3000
<u>Motor</u> (Occupational Therapy or Physical Therapy)	Credentialed Adaptive Physical Education Specialist Licensed Occupational Therapist Licensed Physical Therapist	\$570-1500 \$1,500 - 2,500
<u>Psycho-Education</u> (Academic, Adaptive, Cognitive, Social Emotional, Behavior)	Credentialed School Psychologist Licensed Educational or Clinical Psychologist	\$2,500- 4,000 \$2,500 - 5,000
<u>Speech and Language</u>	Credentialed or Licensed Speech/Language Pathologist	\$600-1500 \$600 - 2,800
<u>Vision</u>	Credentialed Orientation and Mobility Instructor Credentialed teacher of the Visually Impaired Vision Specialist Ophthalmologist / Licensed Optometrist	\$200-1000 \$200 - 2,000

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Cost Limitations

As noted above, iLEAD Hybrid will pay a fee that is routine and reasonable for the IEE, similar to the fee for evaluations performed by qualified professionals in the Los Angeles geographic area. The cost of a publicly funded IEE should reflect comparable industry rates within the area of expertise. Included in the total cost of the evaluation are: classroom observation, record review, administration and scoring of tests, report writing, and attendance in person or by phone at one IEP team meeting for a reasonable length of time to review the assessment results. The reasonable rate range for IEEs, as described in the chart above, was developed using an ongoing process in which evaluators specializing in different disciplines from the Los Angeles area were contacted and an inquiry was made of each assessor regarding their fees for conducting evaluations and their opinions regarding what constitutes a reasonable fee for a particular assessment. These costs were compared, and outliers removed, to develop a maximum cost for each assessment. The data points are reflected as valid resources to consider when developing cost criteria. The cost criteria are not an average of the rates from assessors that were contacted. The cost criteria are reviewed and updated on an annual basis and iLEAD Hybrid maintains an updated list of approved assessors who satisfy iLEAD Hybrid's criteria for conducting IEEs, including cost criteria.

An assessment which costs more than the maximum amount established for that particular type of assessment in this policy will only be approved and paid for by iLEAD Hybrid if Parent can demonstrate factors that make the extraordinary costs necessary. A Parent may elect to use an assessor costing more than the approved amount without demonstrating these extraordinary factors, but Parent will be required to fund the remaining excess cost on his/her own. When insurance will cover all or part of the costs of the IEE, the iLEAD Hybrid will request that Parent voluntarily have their insurance pay those covered costs. However, Parent will not be asked to have insurance cover the IEE cost if it would result in any of the following:

1. A decrease in available lifetime coverage or any other benefit under an insurance policy;
2. An increase in premiums or the discontinuance of the policy; or
3. An out-of-pocket expense such as payment for a deductible amount.

Observation

If iLEAD Hybrid observed the Student in conducting the evaluation with which Parent disagrees, or if its assessment procedures allow in-class observations, the independent examiner, whether publicly or privately obtained, will be provided with an equivalent opportunity to observe the Student in the current educational setting and to observe iLEAD Hybrid's proposed setting, if any. To prevent unnecessary disruption in the classroom and to protect the privacy interests of other students, but provide an independent examiner an equivalent opportunity to observe the Student, observations are subject to reasonable restrictions outlined in the District Board Policy and Regulation. Reasonable restrictions include, but are not limited to, the following: (1) scheduling the observation at least 48 hours in advance; (2) identifying reasonable time limitations; (3) identifying District personnel to accompany the independent evaluator during the observation; and (4) outlining reasonable restrictions on interacting with the Student and teacher during classroom instruction.

Conflict of Interest

To ensure the independence of the evaluation and any recommendations therein, the iLEAD Hybrid will not contract with an independent evaluator who is providing current ongoing services to the Student or who is seeking to provide future services to the Student. Likewise, if the independent evaluator recommends a particular service, the District, in its discretion, may not fund the service through the independent evaluator.



**iLEAD HYBRID
EDUCATOR EFFECTIVENESS BLOCK GRANT 2021
EXPENDITURE PLAN**

LEA Name:	Contact Name:	Email Address:	Phone Number:
iLEAD Hybrid	Amanda Fischer	amanda.fischer@ileadschools.org	(661) 904-2481

Total amount of Educator Effectiveness funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
\$773,056.00	12/1/21	Pending

Describe how the LEA is coordinating Title II funds with the expenditure of Educator Effectiveness Block Grant funds to support teachers and administrators.

Through the funds provided by the Educator Effectiveness Block Grant, iLEAD Hybrid will be able to implement a more robust professional development plan to support the growth of all learners. The LEA plans to supplement Title II funds with the Educator Effectiveness Block Grant funds to provide additional teacher and administrator training in the areas of Coaching & Mentoring, Standard-Aligned Instruction, Accelerated Learning, Social Emotional Support, Positive School Climate, Individualized Education Plans, English Learner Programs, Professional Learning Networks, Ethnic Studies, and Early Childhood Education.

Describe how the LEA allowed school site and content staff to identify the topic or topics of professional learning.

The school staff reviewed ongoing, past, and present staff development needs and plans to develop what specific training may take place using the Educator Effectiveness Block Grant according to the allowable categories and school data.

Total Expenditure FY 2022-23	Total Expenditure FY 2023-24	Total Expenditure FY 2024-25	Total Expenditure FY 2025-26	Total Budgeted Educator Effectiveness Expenditures
\$193,264	\$193,264	\$193,264	\$193,264	\$773,056.00

Planned Activities

1	<p><u>Coaching & Mentoring:</u></p> <p>Activities may include but are not limited to: Teacher induction to clear credentials, other coaching and mentoring work, iLEAD methods, etc.</p>
2	<p><u>Standard-Aligned Instruction:</u></p> <p>Activities may include but are not limited to: Language arts, math, PBL, science, social studies, CTE curriculum pathways, iLEAD methods, dual language immersion training, data protocols, etc.</p>
3	<p><u>Accelerated Learning:</u></p> <p>Activities may include but are not limited to: AP summer institutes, IB training and certification, etc.</p>
4	<p><u>Social Emotional Support:</u></p> <p>Activities may include but are not limited to: Trauma-informed training, Leader in Me, etc.</p>
5	<p><u>Positive School Climate:</u></p>

	Activities may include but are not limited to: Equity training, MTSS, restorative practices, 7 Habits, play-based learning, etc.
6	<u>Individualized Education Plans:</u> Activities may include but are not limited to: Orton Gillingham training, special education training, etc.
7	<u>English Learner Programs:</u> Activities may include but are not limited to: EL training, etc.
8	<u>Professional Learning Networks:</u> Activities may include but are not limited to: Education conferences, required travel, and memberships such as A+, CCSA, CSDC, College Board, etc.
9	<u>Ethnic Studies:</u> Activities may include but are not limited to: Ethnic Studies training, diversity, equity and inclusion training, etc.
10	<u>Early Childhood Education:</u> Activities may include but are not limited to: Early childhood education training and coursework, etc.

[EC 41480](#)

(a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools **shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.**

(b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for **teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils**, with a focus on any of the following areas:

- (1) **Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but**

not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.

- (2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.
- (3) Practices and strategies that reengage pupils and lead to accelerated learning.
- (4) Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.
- (5) Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.
- (6) Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.
- (7) Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.
- (8) New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).
- (9) Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.
- (10) Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

(c) To ensure professional development meets educator and pupil needs, **local educational agencies are encouraged to allow schoolsite and content staff to identify the topic or topics of professional learning.** Professional learning provided pursuant to this section shall do both of the following:

- (1) Be content focused, incorporate active learning, support collaboration, use models of effective practice, provide coaching and expert support, offer feedback and reflection, and be of sustained duration.
- (2) As applicable, be aligned to the academic content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.4, 60605.8, and 60605.11, and the model curriculum adopted pursuant to Section 51226.7, as those sections read on June 30, 2020, and former Section 60605.85, as that section read on June 30, 2014.

(d) As a condition of receiving funds apportioned pursuant to this section, a school district, county office of education, charter school, or state special school shall do both of the following:

(1) On or before December 30, 2021, develop and adopt a plan delineating the expenditure of funds apportioned pursuant to this section, including the professional development of teachers, administrators, paraprofessionals, and classified staff. The plan shall be presented in a public meeting of the governing board of the school district, county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting.

(2) On or before September 30, 2026, report detailed expenditure information to the department, including, but not limited to, specific purchases made and the number of teachers, administrators, paraprofessional educators, or classified staff that received professional development. The department shall determine the format for this report.

FIRST AMENDMENT TO LEASE

This First Amendment to Lease ("First Amendment") is made as of this ____ day of November, 2021, between 28050 HCC, LLC, a Delaware limited liability partnership ("Landlord"), and iLEAD CALIFORNIA, a California nonprofit corporation ("Tenant").

A. Landlord, CLI CA PROPERTIES, A Texas limited liability company, and Tenant entered into a Lease dated February 27, 2020 (the "Lease") for Unit #108 located at 28050 Hasley Canyon Road, Castaic, California, 91384, and all of the building and improvements thereon described in such Lease (collectively called, the "Premises").

B. Tenant desires to amend and extend the Lease.

C. Unless otherwise defined herein, all capitalized terms shall have the meaning ascribed to them in the Lease.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, Landlord and Tenant agree as follows:

1. WHEREAS The Premises was sold on July 8, 2021, The Landlord stated in the Lease is hereby deleted and replaced with the following:

28050 HCC, LLC, a Delaware limited liability company
c/o Benson Sainsbury and Amy Martorano
13215 Bee Cave Parkway, Suite A-210
Austin, TX 78738
bps@insiteefs.com, 512.222.9133
amy@insiteefs.com, 512.271.5690

2. The Lease Term shall extend 1 month as follows:
a. Commencement Date: January 1, 2022
b. Termination Date: January 30, 2022

3. Except as herein specifically amended, the Lease shall continue in full force and effect. The Lease, as modified by this First Amendment contains the entire agreement between the parties. The Lease may be amended only by a written instrument signed by and delivered to all of the parties. In the event that there are conflicts between the terms of the Lease and the terms of this First Amendment, the terms of this First Amendment shall control.

4. This First Amendment may be executed in multiple counterparts, and by use of counterpart signature pages, but all such counterparts shall constitute but one and the same agreement. Signature pages bearing facsimile signatures shall be effective for purposes of binding the parties to this First Amendment. Each of the parties hereto represents and warrants to the other that the person executing this First Amendment on behalf of such party has the full right, power and authority to enter into and execute this First Amendment on such party's behalf.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the date first above written.

LANDLORD:

28050 HCC, LLC, a Delaware limited partnership,

By: _____
Benson Sainsbury, Managing Member

[Tenant's signature block on following page]

TENANT:

iLEAD CALIFORNIA, a California nonprofit corporation

By: _____

Name: _____

Title: _____

Date: _____



iLEAD HYBRID RECORDS RETENTION AND DISPOSAL POLICY

Board Approved:

I. Purpose

iLEAD Hybrid, a public charter school operated by a nonprofit corporation (collectively referred to as the “School”), maintains records both in electronic and paper form. The purpose of this Records Retention and Disposal Policy (“Policy”) is to ensure that necessary records of the School are maintained in accordance with applicable law, and to ensure that records no longer needed by the School or that are of no value are appropriately discarded at the proper time. This Policy should aid administrators, employees, volunteers, and board members (sometimes referred to herein as “you”) in understanding their obligations in maintaining and appropriately disposing the School’s records.

II. School Records

The School’s records include those produced by School’s administrators, employees, volunteers, and board members, both in electronic and paper form, when acting in the course and scope of their roles at the School. This Policy applies to all physical records generated in the course of the School’s operations, and also applies to electronic documents (including emails, text messages, instant messages) that are related to the School’s business. Electronically stored information is subject to the same retention schedule as paper documents. The retention period of electronically stored information depends on its content.

III. Record Retention

The School’s Records Retention Schedule (“RRS”), attached as **Appendix A**, lists numerous categories of records, with retention periods for each. Not all records need to be retained, and records should not be retained for longer than is necessary for the proper conduct and functioning of the School.

Federal and state laws require the School to maintain certain types of records for particular periods. Failure to maintain such records could subject the School to penalties and fines, obstruct justice, affect evidence, and/or seriously harm the School’s position in a tax or litigation matter. Thus, it is important you understand and comply with this Policy. If you are uncertain about any of the procedures set forth in this Policy (e.g., what records to retain or destroy, when to do so, and for how long), it is your responsibility to seek direction from the Administrator as identified below.

IV. How Records are Stored

Tangible Records

Tangible records are those which you must physically move to store, such as paper records (including records printed versions of electronically saved documents), photographs, and audio recordings. Active records that are retained as set forth in the RRS and need to be easily accessible may be stored at the School. Inactive tangible records that are retained as set forth in the RRS may be sent to an off-site storage facility.

Electronic Records

Electronic mail (“email”) that is required to be retained as set forth in the RRS should be either printed and stored as tangible records, or stored electronically. The School uses Google apps for Education (gmail) for email communications, which are then archived in Google Vault and backed up using Backupify. Local files on desktops are to be stored supplied Google Drive unless IT has installed approved local backup.

V. Destruction/Deletion of Records

Tangible Records

Tangible records that are not required to be retained as set forth in the RRS should be destroyed by shredding or some other means that will render them unreadable. If you have a record that you do not know how to destroy, such as a photograph, compact disk, or tape recording, ask the advice of the Administrator.

Electronic Records

Email records that you “delete” may remain in the School’s system. Thus, the School’s information technology (“IT”) staff or vendor may permanently remove deleted emails from the computer system that are not required to be retained as set forth in the RRS. Keep in mind, where duplicate records are involved, both/all copies should be destroyed/deleted where proper. In certain cases, a document may be maintained in both paper and electronic form. In such cases, the electronic document may be the official document and the paper version may be destroyed if permitted under the law.

VI. Suspension of Record Disposal in the Event of Litigation or Audit

In the event the School is served with a document subpoena, or an employee becomes aware of a governmental investigation or audit concerning the School or any of its funding sources, or of the commencement of any litigation against or concerning the School, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

VII. Administration and Oversight

The School’s CEO and School Directors (the “Administrator”) and/or his or her designees is responsible for administering and implementing this Policy, including the implementation of processes to ensure the RRS is followed.

The Administrator is also authorized to, among other things: (i) make modifications to the RRS from time to time to ensure that it complies with local, state, and federal laws; (ii) monitor local, state, and federal laws affecting records retention; (iii) annually review the records retention and disposal program; and (iv) monitor compliance with this Policy. All questions relating to document retention and/or destruction should be directed to the Administrator.

To ensure compliance with this Policy, the Administrator is responsible for the following oversight functions:

- Overseeing the implementation of this Policy.
- Ensuring that appropriate School administrators, employees, volunteers, and board members are properly informed of, understand, and can follow this Policy and the RRS.
- Ensuring the School has systems in place for proper storage of documents. This includes working with the School’s IT staff to ensure that the School maintains a secure document

management system that provides for the storage, retrieval, archiving, and destruction of the School's documents, including electronically stored information such as emails. The document management system shall be designed to comply with state and federal laws regarding security of records, records retention and destruction, and response to "litigation hold" discovery requests.

- Providing oversight of actual retention and destruction/disposal of documents, as needed.
- Suspending destruction of documents upon actual or foreseeable litigation.
- Keeping appropriate administrators, employees, volunteers, and board members apprised of changes to this Policy or the RRS.

**APPENDIX A
RECORDS RETENTION SCHEDULE**

The Records Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Compliance Reports
- C. Contracts
- D. Corporate Records and Charter
- E. Correspondence and Internal Memoranda
- F. Electronic Documents
- G. Grant Records
- H. Insurance Records
- I. Legal Files and Papers
- J. Payroll Documents
- K. Pension Documents
- L. Personnel Records
- M. Property Records
- N. Tax Records
- O. Contribution Records
- P. Programs & Services Records
- Q. Fiscal Sponsor Project Records
- R. Other

A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Annual Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank Statements and Records (deposit slips, canceled checks, electronic fund transfers)	7 years
Credit card records (documents showing individual's credit card number)	7 years

Record Type	Retention Period
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Investment Records	7 years after sale of investment
Invoices	7 years
Notes Receivable Ledgers and Schedules	7 years
Purchase Orders	7 years
Receipts	7 years

B. COMPLIANCE REPORTS

Record Type	Retention Period
CALPADS	Permanent (maintain copies of revised versions with original)
CBEDS	Permanent (maintain copies of revised versions with original)
Civil Rights Data Collection (CRDC) Survey	2 years
ConApps	Permanent (maintain copies of revised versions with original)
LCAP	Permanent (maintain copies of revised versions with original)
LEA Plans	Permanent (maintain copies of revised versions with original)
National School Lunch Program, National School Breakfast Program, Child and Adult Care Food Program Contracts and Supporting Documents (Pricing and Revenue Records)	Current plus 3 years

Record Type

Retention Period

Technology Plans (Internal)

Current

E-Rate Application Documentation
Title I Plans

10 Years (maintain copies of revised versions with original)
Permanent (maintain copies of revised versions with original)

C. CONTRACTS

Record Type

Retention Period

Contracts and Key Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)

7 years after expiration or termination of the contract

Records received from a third party when performing under and related to a contract for goods or services

Records should be returned to the third party upon expiration or termination of the contract; unless prohibited by the contract or law, copies should be retained for 7 years after expiration or termination of the contract

D. CORPORATE RECORDS AND CHARTER

Record Type

Retention Period

Corporate Records (e.g. agendas, agenda packets, signed minutes, corporate seals, articles of incorporation, bylaws, annual corporate reports)

Permanent

Charters

Permanent

Fixed asset records

Permanent

Licenses and Permits

Permanent (if project specific, then for project duration)

E. CORRESPONDENCE AND INTERNAL MEMORANDA

General Principle: Key correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period, or draft correspondence or memoranda, should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded at any time and at least *within two years*. Some examples include:
 - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
 - Form letters that require no follow-up.
 - Letters of general inquiry and replies that complete a cycle of correspondence.
 - Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
 - Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
 - Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

F. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter. If the content of an email requires it to be retained under any sections of this Policy, you are responsible for printing and storing the email as a tangible record, or storing the email electronically.
 - All email—from internal or external sources—may be deleted immediately by email users unless the content of the email requires it to be retained under any sections of this Policy. The length of time that an email should be retained should be based upon the content of the email and the category under the various sections of this Policy.
 - The School may archive email in Google Vault for purposes of data retention and eDiscovery purposes for up to one fiscal year beginning July 1 and ending June 30 of the year after the email was created. All emails not saved by the user and older than one fiscal school year after the year the email was created

may be deleted from the School email system, servers, backup servers, and any other electronic storage system as early as the first day of the subsequent fiscal year. The subsequent fiscal year is defined as beginning on July 1.

- Staff will strive to keep all of their email communication related to School issues.
- You will not store or transfer the School-related email on non-work-related computers except as necessary or appropriate for the School purposes.
- You will take care not to send confidential/proprietary information of the School to outside sources.

2. **Electronic Documents**, including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.

- PDF documents – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this Policy.
- Text/formatted files – You will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those you consider unnecessary or outdated.

3. **Web Page Files: Internet Cookies**

- All workstations: It is recommended that Internet browsers should be scheduled to delete Internet cookies once per month.

The School does not automatically delete electronic files beyond the dates specified in this Policy, but may do so at its discretion otherwise in accordance with this Policy. It is your responsibility to adhere to the guidelines specified in this Policy.

G. GRANT RECORDS

All records related to special grants or other funding sources will follow the specific retention requirements as stated in the grant or funding source requirements.

Record Type	Retention Period
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years after completion of grant period
Final grantee reports, both financial and narrative	7 years after completion of grant period

Record Type	Retention Period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with grant funds	7 years after completion of grant period

H. INSURANCE RECORDS

Record Type	Retention Period
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to the School	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans – Active Employees	Until Plan is amended or terminated
Group Insurance Plans – Retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years

I. LEGAL FILES AND PAPERS

Record Type	Retention Period
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Record Retention Schedule	10 years

J. PAYROLL DOCUMENTS

Record Type	Retention Period
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	4 years
Unclaimed Wage Records	6 years

K. PENSION DOCUMENTS

General Principle: Pension documents and supporting employee data shall be kept in such a manner that can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

Record Type	Retention Period
Retirement and Pension Records	Permanent

L. PERSONNEL RECORDS

Record Type	Retention Period
Commissions/Bonuses/Incentives/Awards	7 years

Record Type	Retention Period
Employer Information Reports	2 years after date of record or action (whichever is later)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	Permanent
Employee Medical Records	Separation + 6 years
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation
Employment Records – Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Employment Records – All Non-Hired Applicants (including all applications and resumes whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	Current + 3 years
Forms I-9	3 years after hiring, or 1 year after separation if later

M. PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

N. TAX RECORDS

General Principle: The School must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any tax return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, sales, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
Rulings and Determination Letters	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns – Income, Franchise, Property	Permanent
Sales/Use Tax Records	7 years
Annual Information Returns – Federal and State	Permanent
IRS or other Government Audit Records	Permanent

O. CONTRIBUTION RECORDS

Record Type	Retention Period
Records of Contributions	7 years
Documents evidencing terms of donations	7 years

P. PROGRAMS AND SERVICES RECORDS

Record Type	Retention Period
Records relating to programs run by the School	7 years from completion of program
Research & Publications	Permanent

Q. FISCAL SPONSOR PROJECT RECORDS

Record Type	Retention Period
Sponsorship agreements	Permanent

R. OTHER

Record Type	Retention Period
Attendance Records (absentee notes for learners and staff; attendance reports for learners and staff; and attendance cards for learners)	Retain in employee personnel or learner file (as applicable)
Consultant's Reports	2 years
Family Income Documents	Retain for same period as the document they pertain to or support
Field Trip Permission Forms	2 years (or maintain in applicable personnel or learner file)
Incidents and Investigations (including incident reports, witness interviews, and investigation notes)	3 years (or until resolution of claim if one is filed)
Material of Historical Value	Permanent
Photo Release Forms	2 years (or maintain in applicable personnel or learner file)
Policies and Procedures Manuals	Current version with relevant revision history



iLEAD HYBRID LEARNER RECORDS MAINTENANCE, RETENTION, AND DESTRUCTION

Board Approved:

I. Purpose

The purpose of this Learner Records Maintenance, Retention, and Destruction Policy (“Policy”) is meant to provide iLEAD Hybrid(the “School”) details for maintaining learner records and provide appropriate guidelines for the maintaining, accessing, and disposing of learner records.

II. Terms and Definitions

“Learner record” means any item of information (in handwriting, print, tape, film, computer, or other medium) directly related to an identifiable learner and maintained or required to be maintained by the School or any employee in the performance of his/her duties. Learner records are divided into the following three categories: (1) mandatory permanent learner records; (2) mandatory interim learner records; and (3) permitted learner records. Learner records do not include:

- Directory information.
- Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute.
- Records of any law enforcement unit of the School, subject to the provisions of Title 34 of the Code of Federal Regulations section 99.8.
- Records created or received by the School after an individual is no longer a pupil in attendance and that are not directly related to the individual’s attendance as a pupil.
- Grades on peer-graded papers before they are collected and recorded by the teacher.
- Test protocols, test instruments, and interpretative materials that do not contain the pupil’s name or other personally identifiable information (defined below).

“Mandatory permanent learner record” is a record that the School is required to maintain in perpetuity and which the School has been directed to compile by state law, regulation, or administrative directive. Such records shall include the following:

1. Legal name of pupil.
2. Date of birth.
3. Method of verification of birth date.
4. Sex of pupil.
5. Place of birth.
6. Name and address of parent of minor pupil.
 - a. Address of minor pupil if different than the above.
 - b. An annual verification of the name and address of the parent and the residence of the pupil.

7. Entering and leaving date of each school year and for any summer session or other extra session.
8. Subjects taken during each year, half-year, summer session, or quarter.
9. If marks or credit are given, the mark or number of credits toward graduation allows for work taken.
10. Verification of or exemption from required immunizations.
11. Date of high school graduation or equivalent.
12. All records pertaining to any accident or injury involving a minor for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class – Permanent records one year after the claim has been settled or the statute of limitations has run.

“Mandatory interim learner record” is a record that the School is required to compile and maintain for a period of three (3) years after the learner leaves the School or the usefulness ceases. Such records include:

1. All agreements, including Independent Study Master Agreements and Addendums.
2. Learner assignment and work records.
3. Representative samples of completed learner work with the supervising teacher’s evaluation.
4. Teacher record of apportionment/attendance credits, grades, and other evaluations of independent study assignments.
5. A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible pupil, or a dependent adult pupil, or an adult pupil, or the custodian of records.
6. Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.
7. Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.
8. Language training records.
9. Progress slips and/or notices.
10. Parental restrictions regarding access to directory information or related stipulations.
11. Parent or adult pupil rejoinders to challenged records and to disciplinary action.
12. Parental authorizations or prohibitions of pupil participation in specific programs.
13. Results of standardized tests administered within the preceding three years.

“Permitted learner record” is a record that has clear importance only to the current educational program and maintained for appropriate educational purpose. It must be kept for six (6) months after its usefulness ceases. Such records may include:

1. Objective counselor and/or teacher ratings.
2. Standardized test results older than three years.
3. Routine discipline data.
4. Verified reports of relevant behavioral patterns.
5. All disciplinary notices.

6. Attendance records not covered in the Administrative Code Section 400.

“Personally identifiable information” includes, but is not limited to:

1. The student’s name.
2. The name of the student’s parent/guardian or other family members.
3. The address of the learner or student’s family.
4. A personal identifier, such as the student's social security number, learner number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
6. Other information that, alone or in combination, is linked or linkable to a specific learner that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the learner with reasonable certainty.
7. Information requested by a person who the School reasonably believes knows the identity of the learner to whom the learner record relates.

“Parent” means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. If the parents are divorced or legally separated, only a parent with legal custody of the pupil may challenge the content of the record, offer a written response to a record, or consent to release records to others. Either parent may grant consent if both parents have notified, in writing, the School that an agreement has been made. If a learner has attained the age of 18 years or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the learner shall thereafter only be required of, and accorded to, the learner, unless the learner transfers his or her educational rights.

III. Maintenance, Retention, and Destruction of Learner Records

Learner records shall be maintained in a central file at the School attended by the learner or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found.

A School shall not collect or solicit social security numbers or the last four digits of social security numbers from pupils or their parents or guardians unless otherwise required to do so by state or federal law.

The School Director or designee is the designated Custodian of Records. The Custodian of Records and/or his or her designee shall be responsible for overseeing the implementation of this Policy and processing any requests for access to, or transfer of, learner records. The Custodian of Records is responsible for the security of learner records maintained by the School and for devising procedures for assuring that access to such records is limited to authorized persons.

Learner records shall be maintained consistent with the classification of the record as either mandatory permanent learner record, mandatory interim learner record, or permitted learner record. The retention period for the records shall be as follows:

- Mandatory permanent learner records: Must be maintained for an indefinite period of time.
- Mandatory interim learner records: Unless forwarded to another school, must be maintained for a period of three (3) school years after the learner leaves the School or the usefulness of the record ceases. The mandatory interim learner record may be destroyed thereafter.
- Permitted learner records: May be destroyed when their usefulness ceases. They may be destroyed six (6) months after the learner completes or withdraws from the educational program and their usefulness ceases/

Learner records may be destroyed by shredding the records or by other means to assure complete destruction and to prevent any reconstruction of the records and disclosure of any personally identifiable information.

IV. Access to Learner Records

In accordance with state and federal laws, absolute access to any learner record shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent.
2. An adult learner, or a learner under the age of 18 years who attends a postsecondary institution, in which case the learner alone shall exercise rights related to the student's records and grant consent for the release of records.
3. Parents/guardians of an adult learner with disabilities who is age 18 years or older and has been declared incompetent under state law.

In addition, as permitted by law, certain individuals or agencies may have access to particular records that are relevant to their legitimate educational interest or other legally authorized purpose.

Requesting Learner Records

To inspect, review, or obtain copies of learner records, authorized persons shall submit a request to the Custodian of Records. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved. Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of learner records during regular school hours.

When required by law, a student's parent/guardian or an adult learner shall provide written, signed, and dated consent before the School discloses the learner record. If the parent/guardian or adult learner refuses to provide written consent for the release of learner information, the

School shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Access Logs

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. In every instance of inspection by persons who do not have assigned educational responsibility, the Custodian of Records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. The log shall be open to inspection only by the parent/guardian, adult learner, dependent adult learner, custodian of records, and certain state or federal officials specified in Education Code 49064.

Duplication of Learner Records

To provide copies of any learner record, the School may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former learner. No charge shall be made to locate or retrieve any learner record.

V. Changes to Learner Records

Only a parent/guardian having legal custody of a learner or an adult learner may challenge the content of a record or offer a written response to a record. No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult learner.

When a former learner submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the School shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former learner, the School shall reissue any documents conferred upon the former learner, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The School is not required to modify records that the former learner has not requested for modification or reissuance.

The documentation provided by a former pupil demonstrating legal name or gender change may include, but need not be limited to, any of the following:

1. State-issued driver's license.
2. Birth certificate.
3. Passport.
4. Social security card.
5. Court order indicating a name change or a gender change, or both.

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information:

1. The date of the request
2. The date the requested records were reissued to the former learner
3. A list of the records that were requested by and reissued to the former learner
4. The type of documentation, if any, provided by the former learner to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the learner

Any former learner who submits a request to change the legal name or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070.