



## MEETING AGENDA - iLEAD Online Board

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

### Meeting

<b>Meeting Date</b>	Thursday, September 15, 2022
<b>Start Time</b>	5:30 PM
<b>End Time</b>	7:00 PM
<b>Location</b>	This meeting will be held virtually. You may join on ZOOM at: Zoom <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Regular Scheduled Meeting

### Agenda

#### 1. Opening Items

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1.1. Call The Meeting To Order	(5:30 PM - 5:30 PM)
1.2. Roll Call	(5:30 PM - 5:30 PM)
1.3. Pledge Of Allegiance	(5:30 PM - 5:30 PM)
1.4. Approve Agenda	(5:30 PM - 5:30 PM)
1.5. Approve Minutes	(5:30 PM - 5:30 PM)

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#### 2. Curriculum Moment

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2.1. Curriculum Moment	(5:30 PM - 5:30 PM)
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#### 3. Public Comments

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3.1. Public Comments	(5:30 PM - 5:30 PM)
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#### 4. Closed Session

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4.1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION	(5:30 PM - 5:30 PM)
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5. Report of Closed Session	(5:30 PM - 5:30 PM)
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#### 6. Consent Items

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6.1. Personnel Report	(5:30 PM - 5:30 PM)
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6.2. Check Register	(5:30 PM - 5:30 PM)
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6.3. AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements	(5:30 PM - 5:30 PM)
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## 7. Discussion And Reports

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7.1. Learner Board Ambassador	(5:30 PM - 5:30 PM)
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7.2. School Director Report	(5:30 PM - 5:30 PM)
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## 8. Action Items

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8.1. Employee Referral Program	(5:30 PM - 5:30 PM)
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## 9. Board Comments

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9.1. Board Comments	(5:30 PM - 5:30 PM)
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## 10. Closing Items

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10.1. Next Meeting Date - October 20, 2022	(5:30 PM - 5:30 PM)
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10.2. Adjournment	(5:30 PM - 5:30 PM)
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**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 Online Board

### Meeting

	<b>Special meeting</b>
<b>Date</b>	Monday, August 1, 2022
<b>Started</b>	5:31 PM
<b>Ended</b>	5:31 PM
<b>Location</b>	This meeting will be held virtually. Join us on ZOOM at: Zoom <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Independent Study Policy Revisions Closed Session
<b>Chaired by</b>	Brent Pellico
<b>Recorder</b>	Rigo Ortega

### Minutes

#### 1. Opening Items

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##### 1.1. Call The Meeting To Order

Meeting called to order at 5:31 PM

**Status:** Completed

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##### 1.2. Roll Call

Brent Pellico - Present

Shawna Brown - Present

Christopher Bojorquez - Present

**Status:** Completed

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##### 1.3. Pledge Of Allegiance

Pledge Of Allegiance recited

**Status:** Completed

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##### 1.4. Approve Agenda

Motioned: Shawna Brown

Seconded: Christopher Bojorquez

Unanimously approved

**Due date:**

**Status:** Completed

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## 1.5. Approve Minutes

Motioned: Shawna Brown

Seconded: Christopher Bojorquez

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Minutes-2022-06-28-v2.pdf
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## 2. Closed Session

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### 2.1. Conference with Legal Counsel - Anticipated Litigation

Gov. Code section 54956.9(d)(2): 1 Matter

**Status:** Completed

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## 3. Report of Closed Session

Nothing to Report

**Status:** Completed

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## 4. Public Comments

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### 4.1. Public Comments

The public may address the iLEAD Online 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

**Status:** Completed

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## 5. Consent Items

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### 5.1. 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.

Kim Lytle presented the AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements and answered questions from the board.

Motioned: Shawna Brown

Seconded: Christopher Bojorquez

**Due date:**

**Status:** Completed



#### Documents

- iLEAD Online - AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements (7).pdf
- 

## 6. Discussion And Reports

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### 6.1. Brown Act Training - Closed Session

Review Closed Session laws under the Ralph M. Brown Act

Kim Lytle presented the Brown Act Training - Closed Session and answered questions of the board.

Motioned: Shawna Brown

Seconded: Christopher Bojorquez

Unanimously approved

**Status:** Completed

#### Documents

- Closed Session Cheatsheet.pdf
- 

## 7. Action Items

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### 7.1. 2020-2021 Audit Report

Discuss and take action to accept the 2020-2021 audit report.

Wade McMullen presented the 2020-2021 Audit Report and answered questions from the board.

Motioned: Brent Pellico

Seconded: Shawna Brown

Unanimously approved

**Due date:**

**Status:** Completed

#### Documents

- iLEAD Online WTB Audit 2021.pdf
  - Online Governance Communication Draft Audit 2021.pdf
  - Online AJEs RJE's Audit 2021.pdf
  - iLEAD Online Draft Audit 2021.pdf
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### 7.2. Public Hearing and Adoption of Updated Independent Study Policy

The Governing Board shall consider, in a public hearing, the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of pupils and take action accordingly.

Cassandra Coleman presented the Public Hearing and Adoption of Updated Independent Study Policy and answered questions of the board.

Motioned: Shawna Brown

Seconded: Christopher Bojorquez



Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Updated iLEAD Online Independent Study Policy(5227348.1).pdf
- 

### 7.3. Board Secretary Position

Discuss and take action regarding the vacant position of Secretary.

Christopher Bojorquez has been selected as our Secretary

Motioned: Brent Pellico

Seconded: Shawna Brown

Unanimously approved

**Due date:**

**Status:** Completed

Documents

- Approved - First Amended Bylaws - iLEAD Online (2).pdf
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## 8. Board Comments

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### 8.1. Board Comments

**Status:** Completed

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## 9. Closing Items

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### 9.1. Next Meeting Date

September 15th @ 5:30 PM

**Status:** Completed

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### 9.2. Adjournment

Meeting Adjourned at 7:26 PM

**Status:** Completed

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**EMPLOYMENT – New Hires**

Byrd, Shannon	Care Team - Classroom Support	08.01.22
Estrada, Lourdes	Educational Facilitator	07.01.22
Larkins, Mandy	Educational Facilitator	07.01.22
Monroe, Christy	Office Manager	07.11.22
Yukika, Atsumi	Educational Facilitator	08.08.22

**RESIGNATIONS/TERMINATIONS**

Takahashi, Chie	Care Team - Classroom Support	06.24.22
Williamson, Elsa	Facilitator	07.30.22

**STATUS CHANGE**

Celeya, Carrie	From Facilitator to Care Team	08.16.22
Dyer, Kelly	From FT to PT	08.01.22
Gross, Brooke	From PT to FT	08.01.22
Perret, Emma	Care Team to Facilitator	08.16.22
Shin, Michelle	EF to Tutor	07.01.22
Voges, Edie	Care Team to Facilitator	08.01.22

**Company Name:** iLEAD Online  
**Report Name:** Payment Register  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 06/16/2022-09/06/2022  
**Created On:** 9/8/22  
**Location:** 116--iLEAD Online

Date	Vendor	GL account/Account label	Method	Amount	Memo
6/21/22	OHIO002--Ohio Bureau of Workers' Compensation	9310--Prepaid Expenditures (Ex	EFT	151.96	Online- Policy #80053807 - 7/1/22-7/1/23
6/21/22	PURC001--Purchase Power 6545	5825--Operating Expenditures -	EFT	11.85	Online- Postage - Acct# 8000-9090-1101-6545
6/21/22	VALE006--Valencia Fulfillment Inc	5829--Operating Expenditures -	EFT	87.62	Online- Graduation Supplies
6/24/22	AFLA000--AFLAC	3401--Health & Welfare Benefit	EFT	3,603.66	EE Benefits 03.22
6/24/22	MAKE000--Maker Learning Network	5830--Operating Expenditures -	EFT	250.00	Online-Monthly Marketing Reimb - KHTS
6/24/22	MAKE000--Maker Learning Network	5830--Operating Expenditures -	EFT	250.00	Online-Monthly Marketing Reimb - KHTS
6/24/22	PROJ001--Project WayFinder, LLC.	4120--Core Curriculum - Softwa	EFT	10,430.00	Online- Training and Support Package
6/27/22	EMP2105	9311--Payroll - Manual Checks	EFT	815.46	Online-Payroll
6/29/22	CIGN000--Cigna Healthcare	3402--Health & Welfare Benefit	EFT	1,692.80	EE Benefits 06.22
6/29/22	GRAV001--Gravie, Inc	9310--Prepaid Expenditures (Ex	EFT	10,749.80	Online - Gravie 07.22
6/29/22	GRAV001--Gravie, Inc	9310--Prepaid Expenditures (Ex	EFT	-5,782.99	Online - Gravie 07.22
6/29/22	GRAV001--Gravie, Inc	9310--Prepaid Expenditures (Ex	EFT	5,782.99	Online - Gravie 07.22
6/29/22	KAIS000--Kaiser Foundation Health Plan	3401--Health & Welfare Benefit	EFT	8,183.29	EE Benefits 06.22
6/29/22	LEGA003--Legal Shield	3402--Health & Welfare Benefit	EFT	140.00	EE Benefits 06.22
6/29/22	LEGA003--Legal Shield	3401--Health & Welfare Benefit	EFT	140.00	EE Benefits 05.22
6/29/22	MAKE000--Maker Learning Network	5830--Operating Expenditures -	EFT	250.00	Online-Monthly Marketing Reimb - KHTS
6/29/22	MAKE000--Maker Learning Network	4340--Office Supplies	EFT	49.43	Online-Staples Order - Paper
6/29/22	PURC001--Purchase Power 6545	5940--Postage Expense	EFT	6.10	Online- Postage -
6/29/22	SUNL000--Sun Life Assurance Company of Canada	3401--Health & Welfare Benefit	EFT	138.48	EE Benefits 03.22
6/29/22	UPSF000--UPS	5940--Postage Expense	EFT	31.99	Online- Postage
6/29/22	WEXH000--WEX Health Inc.	5827--Operating Expenditures -	EFT	13.60	EE Benefits Serv Chrq 05.22
6/30/22	LOSA001--Los Angeles County Office of Education (LACOE)	9535--Retirement Liability	EFT	55,202.76	Online STRS
6/30/22	SUNL000--Sun Life Assurance Company of Canada	3402--Health & Welfare Benefit	EFT	735.08	EE Benefits 06.22
7/5/22	TMOB006--T-Mobile 3616	5920--Internet Services	EFT	809.56	Online-Acct# 966783616
7/7/22	EMP0870	9311--Payroll - Manual Checks	EFT	1,825.73	Online- Payroll
7/13/22	ARTH002--Arthur J Gallagher & Co.	5410--Liability Insurance	EFT	4,069.64	Online- Acct# ILEASCH-02- Down payment
7/13/22	HEAP000--Michael Heap	5811--Professional Services -	EFT	1,000.00	Online- June-July Retainer hours
7/13/22	ILEA300--iLEAD California	5240--Professional Development	EFT	3,836.40	Online- iLEAD CA Support Service
7/13/22	SCHO009--School Pathways LLC	5850--Student Services Expendi	EFT	122.14	Online- Development-GG4L Export Bridge
7/13/22	UPSF000--UPS	5940--Postage Expense	EFT	15.05	Online- Postage
7/15/22	Johnson, Valencia	5230--Conference & Workshop Re	EFT	102.50	Online Conference
7/20/22	Cynthia Williams	5210--Travel for PD, Conferenc	EFT	-62.38	Online- Mileage-Staff Retreat
7/20/22	DIVV116--Divvy, Inc.	9556--Divvy - Online	EFT	965.99	Charge Payoff
7/22/22	CCSA000--California Charter School Association	5310--Professional Dues, Membe	EFT	3,750.00	iCA- CCSA Membership- A-12191
7/22/22	Cynthia Williams	5210--Travel for PD, Conferenc	EFT	62.38	Online- Mileage-Staff Retreat
7/22/22	HESS000--Hess and Associates Inc	5310--Professional Dues, Membe	EFT	330.00	Online- 4th quarter Cal STRS
7/22/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 07.05.2022
7/22/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 06.17.2022
7/22/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 06.03.2022
7/22/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 05.20.2022
7/22/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 05.05.2022
7/22/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 04.20.2022
7/22/22	SCHO009--School Pathways LLC	5850--Student Services Expendi	EFT	1,446.66	Online- Annual Subscription
7/22/22	UPSF000--UPS	5940--Postage Expense	EFT	30.10	Online- Postage
7/25/22	AFLA000--AFLAC	3402--Health & Welfare Benefit	EFT	-3,603.66	EE Benefits 03.22
7/28/22	AFLA000--AFLAC	3401--Health & Welfare Benefit	EFT	1,201.22	EE Benefits 06.22
7/28/22	AFLA000--AFLAC	3401--Health & Welfare Benefit	EFT	1,201.22	EE Benefits 05.22
7/28/22	AFLA000--AFLAC	3401--Health & Welfare Benefit	EFT	1,201.22	EE Benefits 04.22



Date	Vendor	GL account/Account label	Method	Amount	Memo
7/28/22	AFLA000--AFLAC	3402--Health & Welfare Benefit	EFT	1,201.22	EE Benefits 03.22
7/28/22	Ana Kitselman	5210--Travel for PD, Conferenc	EFT	1,305.98	Online- Travel- ISTE Conference
7/28/22	PROC000--Procopio, Cory, Hagreaves & Savitch	5808--Professional Services -	EFT	1,960.00	Online-Labor & Employment
7/29/22	ARTH002--Arthur J Gallagher & Co.	5410--Liability Insurance	EFT	1,819.13	Online- Acct# ILEASCH-02 1st Installment
7/29/22	CLIF000--Clifton Larson Allen LLP	5804--Professional Services -	EFT	3,150.00	Online-Accounting Services
7/29/22	IXLL000--IXL Learning	5840--Operating Expenditures -	EFT	16,408.00	Online- IXL License
8/3/22	PURC001--Purchase Power 6545	5940--Postage Expense	EFT	4.99	Online- Postage
8/3/22	VALE006--Valencia Fulfillment Inc	5829--Operating Expenditures -	EFT	46.00	Online- Graduation Supplies
8/9/22	SCHO009--School Pathways LLC	5850--Student Services Expendi	EFT	6,295.87	Online- Annual Subscription
8/12/22	MAKE000--Maker Learning Network	5801--Professional Services -	EFT	15,680.91	Online- Monthly Service Fees
8/16/22	UPSF000--UPS	5940--Postage Expense	EFT	118.83	Online- Postage
8/18/22	ACCR000--WASC Accrediting Commission for Schools	5310--Professional Dues, Membe	EFT	1,130.00	Online- Annual Membership Fee: 22-23
8/18/22	CIGN000--Cigna Healthcare	3401--Health & Welfare Benefit	EFT	1,662.82	EE Benefits 08.22 - Cigna
8/18/22	CIGN000--Cigna Healthcare	3402--Health & Welfare Benefit	EFT	1,692.80	EE Benefits 07.22 - Cigna
8/18/22	DIVV116--Divvy, Inc.	9556--Divvy - Online	EFT	139.42	Charge Payoff
8/18/22	EDTE000--EdTech 101	4430--IT Equipment & Supplies	EFT	11,229.51	Online- Chromebooks
8/18/22	ILEA300--iLEAD California	5310--Professional Dues, Membe	EFT	288.08	Online- Shared iCA Invoices-Zoom
8/18/22	KAIS000--Kaiser Foundation Health Plan	3401--Health & Welfare Benefit	EFT	5,401.99	EE Benefits 07.22 - Kaiser
8/18/22	LAWO000--Law Offices of Young, Minney & Corr, LLP	5808--Professional Services -	EFT	2,500.00	Online- Legal Services-Retainer
8/18/22	LEGA003--Legal Shield	3401--Health & Welfare Benefit	EFT	140.00	EE Benefits 07.22 - Legal Shield
8/18/22	MESV000--MES Vision	3401--Health & Welfare Benefit	EFT	394.37	EE Benefits 08.22 - MES Vision
8/18/22	MESV000--MES Vision	3401--Health & Welfare Benefit	EFT	407.64	EE Benefits 07.22 - MES Vision
8/18/22	Michael Ballew	5940--Postage Expense	EFT	26.95	Online- Postage
8/18/22	SUNL000--Sun Life Assurance Company of Canada	3401--Health & Welfare Benefit	EFT	731.44	EE Benefits 07.22 - Sun Life
8/18/22	TMOB006--T-Mobile 3616	5920--Internet Services	EFT	809.56	Online-Acct# 966783616
8/23/22	SUNL000--Sun Life Assurance Company of Canada	3401--Health & Welfare Benefit	EFT	34.62	EE Benefits 08.22 - Sun Life
8/23/22	UPSF000--UPS	5940--Postage Expense	EFT	29.81	Online- Postage
8/25/22	SUNL000--Sun Life Assurance Company of Canada	3401--Health & Welfare Benefit	EFT	34.62	EE Benefits 07.22 - Sun Life
8/25/22	TMOB006--T-Mobile 3616	5920--Internet Services	EFT	809.56	Online-Acct# 966783616
8/26/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 08.19.22
8/26/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 08.05.22
8/30/22	NATI000--National Benefit Services	9536--403b Payable	EFT	610.00	Online- 403b 07.20.2022
8/31/22	AFLA000--AFLAC	3401--Health & Welfare Benefit	EFT	1,128.62	EE Benefits 07.22 - Aflac
8/31/22	ARTH000--First Insurance Funding	5410--Liability Insurance	EFT	1,819.13	Online- Acct# ILEASCH-02 2nd Installment
8/31/22	UPSF000--UPS	5940--Postage Expense	EFT	64.38	Online- Postage
9/1/22	Jeanne McNiff-Hendzlik	5210--Travel for PD, Conferenc	EFT	219.86	Online- Travel- ITSE Conference
9/1/22	LOSA001--Los Angeles County Office of Education (LACOE)	9535--Retirement Liability	EFT	69,004.38	Online STRS
9/1/22	MAKE000--Maker Learning Network	5830--Operating Expenditures -	EFT	250.00	Online- Monthly Marketing-KHTS
9/1/22	MAKE000--Maker Learning Network	5830--Operating Expenditures -	EFT	250.00	Online-Monthly Marketing Reimb - KHTS
				<b>\$264,918.14</b>	



## **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 Online  
School Director's Report -Erin Jones  
9-16-22

**Curriculum Moment**

Since I have not shared in a bit, let's celebrate the class of 22  
Graduation updates- 33 HS graduates ( 5 full ride basketball scholarships!)  
[8th Grade Graduation](#)

**Professional Learning**

- Camp Make

**School Celebrations/Events**

Jun 3, 2022 Zuma Beach Day









## Enrollment

256 Currently enrolled A+C (2021 Sept enrollment = 300 , June 22 enrollment = 330)  
211 Track C ( 2021 Track C= 250)



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## Employee Referral Program Process & Guidelines

**We need your help!** iLEAD Online (iLEAD) is always looking for great individuals to join our team, and now more than ever, we need fun, compassionate, inspirational individuals to join us.

We are excited to implement an Employee Referral Program (ERP) as an important part of the recruitment process. iLEAD employees can now receive a referral bonus of up to \$1,000\* (*less applicable taxes and deductions*).

**That's where you come in!** We are encouraging employees to check iLEAD's vacant positions on Indeed or Edjoin and think about your social networks as potential resources to help refer candidates to iLEAD.

### Employee Referral Program Process:

**Who Can Make a Referral?** All iLEAD employees can make a referral. However to be eligible for this program and to receive the referral bonus, the referred candidate must be made to the school/program of the referring staff member. (*For more information regarding this question, refer to the provisions listed in Appendix A.*)

**How much is the referral Bonus?** The Employee Services department will inform employees beforehand, so they know the bonus amount. The referral bonus depends on the position vacancy. The bonus amounts are different for each position. There will be some positions that will be identified as hard to fill. In general, the **Referral Reward Payment Tier 1:** As of *September 16, 2022* the new Employee Referral Program Bonus amount is set at \$500 (general positions), \$1000 (hard to fill)\*. All referral bonuses will be divided into 2 payments and are subject to all applicable taxes and deductions (*\* hard to fill details outlined in appendix A of this document*).

**How do I refer someone?** The process of referring an applicant (candidate) is simple. The applicant is required to indicate that you referred them on their online application in the appropriate field (on the iLEAD Applications the section would be: **"referral"** source, and **"Name"**). Please instruct the candidate you are referring to list **"OTHER"** as the source. iLEAD employees are asked to complete the Employee Referral Program form using this following link: [ERP Incentive Form](#)

iLEAD's employment application allows for the candidate to explicitly type in the referring employee's name. The employee's full name must be completely typed into the application. In the event that the same candidate is referred by more than one employee, the given employee's name on the application will govern.

**How soon would I receive the payment? Payments:** Once a referral is hired and completes 90 days of service at iLEAD the employee that made the referral will receive half of the referral bonus during the next scheduled referral payment cycle (check requests are processed semi-monthly). The referring employee will then receive the second half of the referral bonus when the referred employee meets their 12 month anniversary. **Please Note: Both** employees have to be employed at the time of the payment, in order to receive the payment. Bonuses are considered supplemental wages and are therefore taxable as defined by the Internal Revenue Service (IRS).

**Is there a cap to how many employees' I can refer?** There is no cap on the number of referrals an employee can make. We ask that employee's keep in mind that this program is provided to help employee's refer candidates that they **truly believe** will be successful in serving iLEAD's mission, help support iLEAD's vision and can exemplify

iLEAD's values. We ***dissuade*** employees who seek to only refer candidates solely for the bonus money and not for a true fit for the organization or vacancy.

**How will I know that a referral has been hired?** Employee Services will notify the referring employee of their eligibility and time frame of when they will be eligible for their referral bonus via email from [employeeservices@ileadcalifornia.org](mailto:employeeservices@ileadcalifornia.org). Employee Services will complete the payment request and submit it to the Payroll department to pay the referral bonus. The payment will be reflected in the employee's paycheck. As for the applicant you are referring, we asked that you remind them to notify you if they are hired to work at iLEAD.

## APPENDIX A

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### PLEASE NOTE THE FOLLOWING PROVISIONS AND GUIDELINES:

- **Continued from “Who can make a referral?”:** The following positions are not eligible to participate in the ERP:
  - Director levels and above
  - Employee Services personnel
  - Any persons with hiring authority over the referred candidates
- **Notification:** The Employee Services department will notify the referring employee of their eligibility and time frame of when they will be eligible for their referral bonus via email from [employeeservices@ileadcalifornia.org](mailto:employeeservices@ileadcalifornia.org). The Employee Services department will complete the Personnel Action Form and submit to the Payroll Department to pay the referral bonus. The payment will be reflected in the employee’s paycheck.
- **Program Changes:** We may change our referral bonus program over time to add more interesting incentives. We also reserve the right to abolish certain bonuses if they prove ineffective or inefficient. Employees who referred candidates before a bonus was abolished or changed will still receive the appropriate bonus.
- **Referred candidates** cannot be current or previously employed employees of the iLEAD network in any capacity, to include temporary, unpaid intern status or contracted employees.
- **Hiring Guidelines:**

iLEAD is an Equal Opportunity Employer and is committed to fostering diversity within its staff. iLEAD promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don’t discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.

iLEAD will look to select the best candidate for the position despite if the candidate has been referred. While an employee referral program is a great recruiting tool, iLEAD will only use this program as a percentage of its recruiting effort to avoid creating an unintentional disparate impact on some protected groups if employees refer candidates of the same race, religion, national origin, or any other protected class. All candidates will be evaluated for employment consistent with iLEAD policies and procedures. All information regarding the hiring decision will remain strictly confidential. Any disputes or interpretations of the program will be handled through Employee Services.

### Other Things You Should Know

Employee Referral Programs are more effective when hiring managers prioritize hiring. We asked hiring managers to review all applications and screen for the most qualified candidates. Collectively, timeliness and communication to the candidates will be crucial in the success of this program. If you have any questions regarding the program, please contact the Employee Services team at [employeeservices@ileadcalifornia.org](mailto:employeeservices@ileadcalifornia.org).

Please note: For part-time positions (less than 30 hours a week) referral amount will be 50 percent of what’s listed below.

Position Title	Tier 1 Reward: Incentive Amount (Paid After 90 days of successful employment).	Tier 2 Reward: Paid After 12 Months	Expires
General Employee Referral	\$250	\$250	Ongoing
Hard to Fill* General Employee Referral	\$500	\$500	When position vacancy posting closes.



**\*Hard to Fill Determinations:** A hard-to-fill vacancy is an open job vacancy that has been posted for over 30 days and, despite active measures there have been no applicants or the applicants have not been sufficiently qualified or suitable for the job in question.