



Bridges Charter School

Board Meeting

Date and Time

Monday May 12, 2025 at 6:15 PM PDT

Location

ONSITE MEETING LOCATION

Bridges Charter School

|

1335 Calle Bouganvilla, Thousand Oaks, CA 91360

SATELLITE MEETING LOCATIONS

(required for board members joining remotely)

In Ventura County

:

Outside Ventura County"

Community Members may choose to join in-person or via Zoom Meeting at

:

Join Zoom Meeting

<https://us02web.zoom.us/j/7670961601?pwd=eWkycUxoalo1NGJBdE5lSlh3Rk5GZz09>

Meeting ID: 767 096 1601

Passcode: 477881

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Bridges Charter School

1335 Calle Bouganvilla, Thousand Oaks, CA 91360

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(required for board members joining remotely)

In Ventura County:

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[Join Zoom Meeting](#)
ID: 86595436177
Passcode: 654247

Community members wishing to speak publicly must be present at the board meeting in person.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:15 PM
Opening Items			
A. Record Attendance and Guests		Katerina Yevmenkina	1 m
B. Call the Meeting to Order		Katerina Yevmenkina	1 m
C. Approval of Agenda	Vote	Katerina Yevmenkina	2 m
D. Approval of Minutes	Approve Minutes	Katerina Yevmenkina	1 m
Approve minutes for Board Meeting on April 14, 2025			
II. Presentations			6:20 PM
A. LCAP Public Hearing	Discuss	Kelly Simon	10 m

	Purpose	Presenter	Time
Dr. Simon will provide an overview of updated Goals and Action Steps for our Local Control and Accountability Plan, and will invite discussion and input from the Board.			
III. Public Comments			
<i>Persons wishing to address the Board may do so at this time upon recognition from the President, or when the President requests comments from the Public as the Board is considering the item. Please state your name, community or organization you represent, and the topic you wish to share with the Board. You will be given 3 minutes to make your presentation. Pursuant to the Brown Act, the Board cannot enter into formal discussion with individuals making public comments to the Board. The Board cannot take action on any issues raised during public comments that are not on the meeting agenda. Individual members may respond to public comments during the individual Board Members section.</i>			
IV. Reports			6:30 PM
A. Director's Reports	Discuss	Kelly Simon	15 m
Executive Director			
<ul style="list-style-type: none">• Enrollment and Projections• Update on ExEd Transition			
Director of Daily Operations			
<ul style="list-style-type: none">• 8th Grade Culmination and End of Year Events			
Director of Student Support			
V. Consent Items			6:45 PM
A. Consent Items	Vote	Katerina Yevmenkina	2 m
Consent Items: Items proposed for the consent calendar are noted on the posted agenda and are considered by the Director to be of a routine nature. Any item may be removed from the consent calendar at the request of any Board member and placed under the appropriate action category. A vote will be taken for the consent calendar			

	Purpose	Presenter	Time
so that any items requiring a vote can be properly addressed. It is recommended that all consent items be approved.			

- 6.1 Financial Reports
 - 6.1.1 Checks
 - 6.1.2 Financial Statements
 - 6.1.3 Purchase Orders
 - 6.1.4 Amazon Purchases

- 6.2 Personnel Report

VI. Personnel

VII. Business and Operations

6:47 PM

- | | | | | |
|-----------|---|------|-------------|-----|
| A. | 1% retroactive off-schedule bonus for current employees July 2024-June 30, 2025 | Vote | Kelly Simon | 5 m |
|-----------|---|------|-------------|-----|

This retroactive bonus will be paid out to all current employees by BSA. This expense has been reviewed and will be included in our adopted budget.

Approval of this item is recommended

- | | | | | |
|-----------|--|------|----------------|-----|
| B. | 2025-2026 Food Service Contract with CVUSD | Vote | Cindy McCarthy | 4 m |
|-----------|--|------|----------------|-----|

Approval of this item is recommended

- | | | | | |
|-----------|---------------------------------|------|----------------|-----|
| C. | Updated Wellness Policy BP 5030 | Vote | Cindy McCarthy | 5 m |
|-----------|---------------------------------|------|----------------|-----|

Approval of this item is recommended

- | | | | | |
|-----------|------------------------------|---------|----------------|-----|
| D. | Healthy Classroom Snack List | Discuss | Cindy McCarthy | 5 m |
|-----------|------------------------------|---------|----------------|-----|

- | | | | | |
|-----------|---|---------|----------------|-----|
| E. | Competitive Food Rules/Smart Snacks in School | Discuss | Cindy McCarthy | 5 m |
|-----------|---|---------|----------------|-----|

- | | | | | |
|-----------|--|---------|-------------|-----|
| F. | Consideration of Attendance Recovery for 2025-2026 | Discuss | Kelly Simon | 7 m |
|-----------|--|---------|-------------|-----|

Attendance Recovery is a new option for classroom based LEA's to recover ADA and to address learning loss for students are absent. Attendance can be recovered in hourly increments after school or on the weekend and can run concurrently with the ELOP program.

	Purpose	Presenter	Time
Dr. Simon will invite board feedback on the pros and cons of running an attendance recovery program in 2025-2026.			
G. Employee Handbook	Vote	Cindy McCarthy	7 m
This employee handbook includes updates to our parental leave and sick leave policies. Changes have been redlined.			
VIII. Parents and Community			
IX. Curriculum and Instruction			
X. Special Education			
XI. Pupil Personnel			
XII. Support Services			
XIII. Facilities			
XIV. Charter Policies			
XV. Governing Board			7:25 PM
A. Certification of Signatures	Vote	Kelly Simon	5 m
We are requesting the board approve an updated list of certified signatures for SY 2025-2026. Included as certified signers are: Katerina Yevmenkina, Nikki Hashemi, Kelly Simon, Cindy McCarthy, and Skye Stifel			
XVI. Pending Agenda Items			
XVII. Closed Session			
XVIII. Closing Items			7:30 PM
A. Adjourn Meeting	Vote	Katerina Yevmenkina	1 m

Coversheet

Approval of Minutes

Section:	I. Opening Items
Item:	D. Approval of Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on April 14, 2025

DRAFT

Whole Child. Whole Family.
Whole Community.



Bridges Charter School

Minutes

Board Meeting

Date and Time

Monday April 14, 2025 at 6:15 PM

Location

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Bridges Charter School
1335 Calle Bouganvilla, Thousand Oaks, CA 91360

SATELLITE MEETING LOCATIONS

(required for board members joining remotely)

In Ventura County:

1196 Portside Drive
Ventura, CA 93001

Outside Ventura County"

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Join Zoom Meeting

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Directors Present

B. Yee, H. Kruse, K. Yevmenkina, N. Hashemi

Directors Absent

C. Dapello

Guests Present

K. Brown, K. Simon, R. Calasin (remote), S. Stifel

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

K. Yevmenkina called a meeting of the board of directors of Bridges Charter School to order on Monday Apr 14, 2025 at 6:15 PM.

C. Approval of Agenda

N. Hashemi made a motion to approve agenda.

B. Yee seconded the motion.

The board **VOTED** to approve the motion.

D. Approval of Minutes

H. Kruse made a motion to approve the minutes from Board Meeting on 03-10-25.

N. Hashemi seconded the motion.
The board **VOTED** to approve the motion.

II. Reports

A. Director's Reports

Executive Director

- Ethics Training -- Required Annually for Board Members.
- Dr. Kelly registered all Board Members at the county office.
- CBO Training Update-
- Just got back from Sacramento. Working on budget. Will be useful with conversion coming up with ExEd.

III. Consent Items

A. Consent Items

N. Hashemi made a motion to Approve the consent items.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

IV. Business and Operations

A. CARS (Consolidated Application and Reporting System) Report

H. Kruse made a motion to approve the CARS Report.
N. Hashemi seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of California Department of Education Form J-13A

N. Hashemi made a motion to Approve the J-13A from Nov 6th and Jan 8th.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

C. 2025/2026 Annual Statement of Need

B. Yee made a motion to Approve the 25-26 Annual Statement of Need.
N. Hashemi seconded the motion.
The board **VOTED** to approve the motion.

D. Declaration of Need 25/26

N. Hashemi made a motion to Approved the Declaration of Need.
B. Yee seconded the motion.

The board **VOTED** to approve the motion.

E. Proposed Salary Schedule for Paraeducator, Tier 2

B. Yee made a motion to Approve the Paraeducator Tier 2 salary schedule.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

F. Provide Authorization for Dr. Simon to Open Account at California Credit Union

N. Hashemi made a motion to Authorize Dr. Simon to open up a new account at CA Credit Union.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

V. Special Education

A. Increase Vitalize Occupational Therapy Contract from 20,000-30,000K

B. Yee made a motion to Increase Vitalize Occupational Therapy Contract from 20K to 30K.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

VI. Facilities

A. Prop 39 Offer of Facilities

Discuss prop 39 annual agreement with CVUSD.

B. Yee made a motion to approve the prop 39 agreement.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

VII. Governing Board

A. Board Resolution -- Bridges is a Welcoming District for All Students

The Board would like an attorney to look at this before voting. They would also like to take a different approach on this.

Table this.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:27 PM.

Respectfully Submitted,
K. Yevmenkina

Coversheet

LCAP Public Hearing

Section:	II. Presentations
Item:	A. LCAP Public Hearing
Purpose:	Discuss
Submitted by:	
Related Material:	Bridges LCAP Public Hearing 2025.pdf

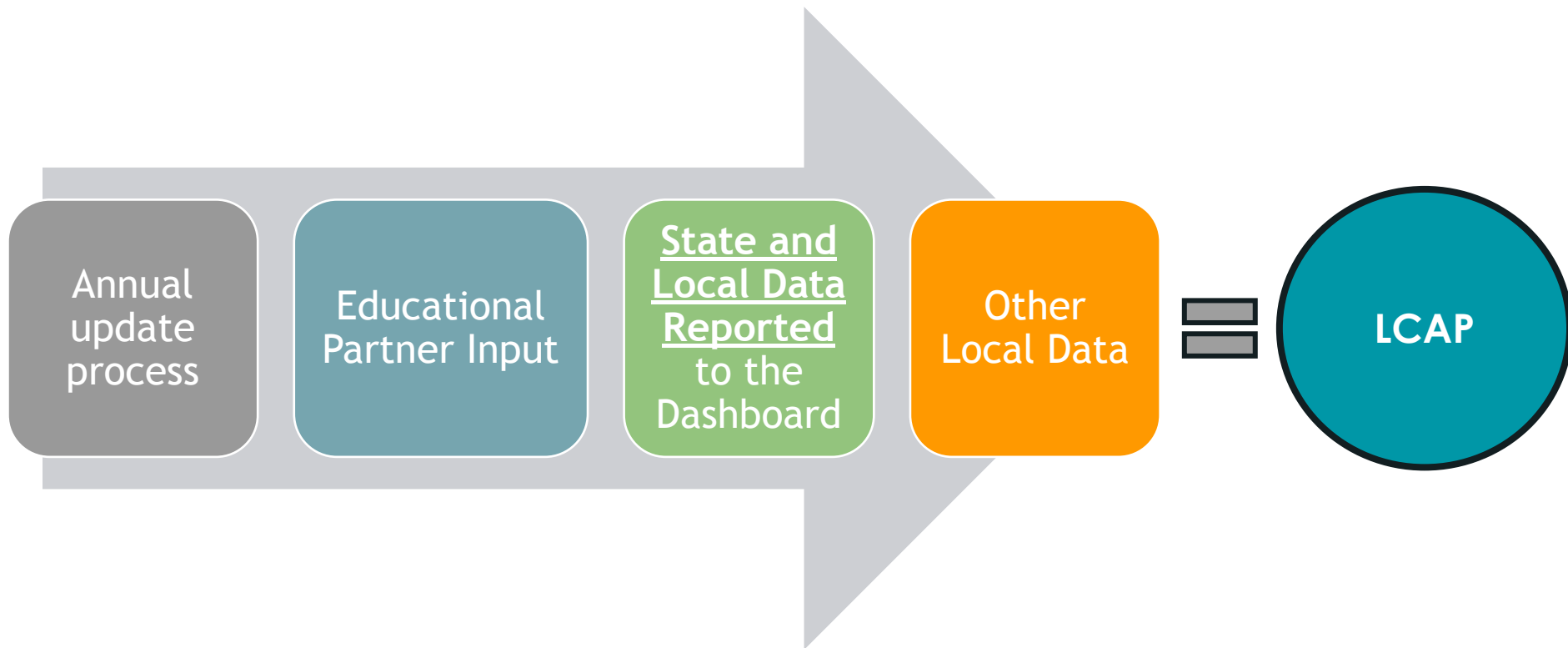
Local Control Accountability Plan: A Comprehensive Strategic Plan

A three-year plan

Provides an opportunity for local educational agencies (LEAs) to tell their stories—how, what, and why programs and services are selected to meet local needs

Describes the goals, actions, and expenditures to support positive student outcomes

Addresses state and local priorities



Summary of LCAP Process Requirements



Create an LCAP every three years and update annually

Using detailed LCAP Template
Can amend mid-year with board approval



Consult educational partners (formerly referred to as “stakeholders”)

If receiving federal “Title” or CSI funds and using LCAP as schoolwide plan, must meet federal requirements for engagement



Hold public hearing and vote (can be the same meeting)



By July 1, board must approve LCAP and submit to authorizer, county

Must also report to board on CA School Dashboard “local indicators” in conjunction with LCAP approval



Post prominently on school’s website

LCAP Content, in Order

(and CSDC's Suggested Order of Drafting)

- **LCFF Budget Overview for Parents***
 - Graphs and narratives of revenues and expenditures
- **Plan Summary**
 - An overview of the LCAP
- **Education Partner Engagement**
 - Description of how education partner input informed planning
- **Goals and Actions (1st)**
 - The plan to achieve expected outcomes & reflection on prior year—integrates annual update
- **Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students (3rd)**
 - The school's demonstration of proportional benefits to LCFF-targeted “high needs” students
- **Actions (and Expenditures) Tables* (2nd)**
 - Tables that tally LCAP expenditures by type

**Supplemental Excel sheets that tie back to the plan*

LCAP Goals

LCAPs typically include **3-5 goals** that, together, address all eight state priorities

Types of goals:

- **Focus goal(s)**— *Specific, intensive approach; required if school receives Equity Multiplier funds*
- **Broad goal(s)**— *May combine multiple actions & metrics*
- **Maintenance goal(s)**— *Catch-all; actions sustain progress made*

Goals and Actions

Goal

Goal #	Description	Type of Goal
[Goal #]	[A description of what the LEA plans to accomplish.]	[Identify the type of goal here]
State Priorities addressed by this goal.		
[Respond here]		
An explanation of why the LEA has developed this goal.		
[Respond here]		

PRIORITY AREAS	
1	Basic Services or Basic Conditions
2	Implementation of State Academic Standards
3	Parent Engagement
4	Student Achievement
5	Student Engagement
6	School Climate
7	Access to Broad Course of Study
8	Outcomes in Broad Course of Study

“Goals and Actions” Section

This section presents the school’s plans for the upcoming years, in four subsections:

- **Goals** – Address California’s eight state priorities, collectively
 - Focus on reducing disparities
- **Measuring and Reporting Results** – Define metrics & set outcome targets
 - Baseline & for upcoming years
- **Goal Analysis** – Analyze implementation of the past year and describe changes for upcoming year
- **Actions** – Describe each action to achieve goals & identify funding
 - Plus indicate if “**Contributing**” (yes/no) to the requirement to increase or improve services in proportion to LCFF supplemental and concentration funding

3. Eight “State Priorities”



Local Control Funding Formula (LCFF) legislation established “**eight “state priorities”** for schools

- Led to “state” and “local indicators” in the California School Dashboard
- To measure progress to the priorities
- Aligned “statewide system of support” for schools/district not meeting goals
- LCAP planning must address all of these in some form

Crosswalk: LCFF State Priorities and Indicators

PRIORITY AREAS	STATE INDICATOR	LOCAL INDICATOR
1 Basic Services or Basic Conditions	N/A	Textbook availability, adequate facilities, and correctly assigned teachers
2 Implementation of State Academic Standards	N/A	Progress in implementing the standards for all content areas
3 Parent Engagement	N/A	Parent and family input in decision-making and participation programs
4 Student Achievement	Academic (ELA & Math) English Learner Progress	N/A
5 Student Engagement	Graduation Rate, Chronic Absenteeism	N/A
6 School Climate	Suspension Rate	Administer a local climate survey every other year
7 Access to Broad Course of Study	College/Career	Monitor access to and enrollment in a broad course of study
8 Outcomes in Broad Course of Study		

4. Dashboard: State Indicators & Methodologies

State indicators combine
“status levels” and
“change levels”

↕ **Status levels:**

Performance in the most recent year

↔ **Change levels:**

Change in performance relative to prior year(s) data

		Change				
Status	Levels	Declined Significantly	Declined	Maintained	Increased	Increased Significantly
	Very High	Yellow	Blue	Blue	Blue	Blue
	High	Orange	Yellow	Green	Green	Blue
	Median	Orange	Orange	Yellow	Green	Green
	Low	Red	Orange	Orange	Yellow	Yellow
	Very Low	Red	Red	Red	Orange	Yellow

SCHOOL PERFORMANCE OVERVIEW

BRIDGES Charter

Generate PDF Report 

View Additional Reports 

Explore the performance of BRIDGES Charter under California's Accountability System.

2024 

Chronic Absenteeism



Yellow

Suspension Rate



Green

English Learner Progress



No Performance Color

English Language Arts



Green

Mathematics



Green

Basics: Teachers, Instructional Materials, Facilities

STANDARD MET

Implementation of Academic Standards

STANDARD MET

Parent and Family Engagement

STANDARD MET

Local Climate Survey

STANDARD MET

Access to a Broad Course of Study

STANDARD MET

Mission

Our mission is to educate the whole child using a combination of innovative curriculum and instruction along with social/emotional education embedded in the program. Students will be enabled to reach their innate intellectual, creative, and leadership potential through our commitment to nourish curiosity, compassion, independence, resourcefulness, and respect for diversity.



Whole child. Whole family. Whole community.

Goal 1.

Improve
achievement for all
Bridges students
and subgroups

State Priorities: 2, 4, 5, 7



BRIDGES
K-8 CHARTER SCHOOL

Metrics

- Improve achievement by 2% across all student groups as measured by the CAASPP assessment.
- As measured on the Bridges Common Assessments, 37% of students attending school level interventions for ELA or Math will exit the intervention program because they advance to meeting grade level standards in grades 3-5.
- As measured on the Bridges Common Assessments, 70% of students attending school level interventions for ELA will exit the intervention program because they advance to meeting grade level standards in grades K-2.
- The percentage of English Learners at level 3 or 4 that advance at least one performance level will be at or above 42%.
- The percentage of English Learners at level 1 or 2 that advance by at least one performance level will be at or above 52%.
- This percentage of students advancing in performance level will increase by 2% year over year.
- NWEA MAP Growth Assessments will indicate that all students and student subgroups tested in grades 3-8 will meet or exceed their individual growth targets in reading, language, and math by the end of the year and will increase by 2% year over year.

Action Steps + LCFF Expenditures

- Administer NWEA Assessments for grades 3-8 in Reading, Writing, and Math at least two times per year. Continue utilizing Bridges Common Assessments (Reading, Writing, Math) in K-2 according to BRIDGES annual assessment calendar. (\$3,308)
- Utilize Student Study Team (SST) to provide strategies to address student needs both in the classroom and to schedule additional support by Intervention staff. (\$67,453.00)
- Monitor implementation of Express Readers and Lexia in grades K-5. (\$5,000)
- Provide in-classroom differentiation to address student needs, including English Learners. (\$80,531)
- Coordinate and provide supplemental intervention services for students with disabilities. (\$264,146)
- Two additional teacher/instructional days for students. (\$0)
- Provide frequent student progress information to parents using electronic data systems and other communication methods. Uphold expectations for consistent weekly communication from teachers. (\$6,428)
- ~~Adopt new data tracking system for housing data, tracking progress of English Learners, and scaffolding strategies specific to supporting English Learners. (\$4,000)~~
- ~~Adoption of NextGen Math. (\$5,000)~~
- Implement CKLA Amplify (\$2,500)

Recommendations for additional Action for Goal 1:

- Utilize Parsec's platform for professional learning across grade spans with multiple measure reports
- Pilot math curricula and make recommendation for research-based math program.
- Adopt math curriculum based on committee recommendations
- Phase out Illustrative Math. (\$6,327)
-

Goal 2.

Train and support teachers to implement effective instruction.

State Priorities: 1, 4, 5, 6, 7, 8

Powered by BoardOnTrack



BRIDGES
K-8 CHARTER SCHOOL



Metrics

-
- 70% of full time credentialed teachers will participate on a teacher-led committees that integrate analysis of student data.
 - Teacher Committees in Literacy and Math will meet at least 4 times per year to engage in professional learning.
 - 100% of Bridges classroom teachers will receive professional development on California Common Core Standards, Next Generation Science Standards and related CAASPP assessment strategies, as evidenced by professional development logs and faculty meeting agendas.
 - Teachers in grades 3-8 will indicate on a year-end survey that they have increased implementation of digital literacy standards by 5% in identified domains that are not currently at 100% with a goal of meeting 100% across all domains.
 - Teachers will analyze benchmark assessments and NWEA assessments at least two times annually to support differentiated instruction, instructional practices, and to enhance student learning.
 - Teachers will analyze universal monitoring survey data twice annually.
 - Teachers will engage in four hours of professional development with a focus on instructional strategies to support targeted subgroups of students.



Action Steps + LCFF Expenditures

- Continue to refine year-long curriculum maps for ELA, math and science in alignment with CCSS and NGSS. (\$2857)
- Implement K-8 digital literacy/technology standards and 21st century skills expectations for each grade level. (\$24,512)
- Analyze data from benchmark assessments and NWEA assessments at least two times annually. (\$1,338)
- The percentage of English Learners at level 3 or 4 that advance at least one performance level will be at or above 42%.
- Implement Universal Monitoring by administering surveys at least two times per year. (\$15,100)
- Teacher led committees will meet regularly to analyze student data, and to discuss and implement research based instruction. (\$10,000)
- On-site professional development will be provided with a focus on instructional practices for targeted subgroups. (\$2,076)
- ~~Implement bias training for teachers and staff (\$1,766)~~
- Implement McKinney Vento Training for all teachers (\$400)
- ~~Implement Peer Leadership Program supported by Anti Defamation League (\$8,065)~~

Recommendations for additional Action for Goal 2:

- Provide extra days of professional learning for teachers piloting new curricula

Goal 3.

Provide an effective environment for learning based on whole child tenets.

State Priorities: 1, 3, 5, 6, 7

Powered by BoardOnTrack



BRIDGES
K-8 CHARTER SCHOOL



Metrics

- Maintain student attendance rate. ADA of Bridges' classroom-based programs will sustain at 95.39% or higher at the P2 reporting period.
- Suspension/expulsion rates will be less than 3% of enrollment annually.
- Parent satisfaction survey will indicate that at least 70% of respondents "agree" and "strongly agree" that Bridges is effective in the following areas:
 - student instruction, engagement, support and challenge with their learning (Q 5,6,7, 8,9,13)
 - social-emotional learning and conflict resolution skill development, (Q,10,11)
 - healthy and safe school climate, (Q 12,19,20,21,23,24,25, 27,28, 32)
 - parent involvement in meaningful ways (Q 3,4,14,15, 18, 22)
 - communication, organization and administration (Q 1,2,16,17,,29, 30,31)
- At least 50% of Bridges families will be involved in classroom volunteering regularly as measured by self-reported surveys.
- At least 30% of Bridges families will be involved in leadership activities as evidenced by participation in PAC, PMCs, Board or other committee participation, as evidenced by self reported surveys.
- 70% of students in our classroom based program (grades 1- 8) will set and evaluate their own learning and personal growth goals each reporting period, and will increase by 5% each year until we reach 100% participation.
- We will implement at least 3 school wide community events per year focused on community building.
- California Healthy Kids Survey Results will indicate that 70% of students in 7th grade are neutral, agree or strongly agree across target categories increasing year over year until we reach and maintain at least 82%, and that 70% of students in 5th grade are neutral, agree or strongly agree across target categories increasing year over year until we reach and maintain at least 82%.
- Provide at least 3 enrichment activities in every grade that include field trips, school naturalist programs, and STEAM programs that support engagement with the school and that provided a rounded education for students and their families.
- At least two universal monitoring surveys will be implemented at least two times per year for grades 3-8.
- Bridges will launch a parent education series, meeting at least four times annually for co-planning and co-learning with teachers and staff.



Action Steps + LCFF Expenditures

- Provide ongoing parent education (\$6,000)
- Offer enrichment activities for all students and subgroups (\$20,500)
- Monitor implementation of social-emotional learning curriculum (SEL) and track progress. (\$1,468)
- Provide social skills development skills for all students and subgroups. (\$500)
- Provide professional development for teachers and staff in conflict resolution and whole child learning.
- ~~PAC and PAC PMC's will sponsor monthly gatherings for parents after drop-off on the front lawn of our school to encourage community connection. (\$100)~~

Coversheet

Consent Items

Section:	V. Consent Items
Item:	A. Consent Items
Purpose:	Vote
Submitted by:	
Related Material:	6.1.1 Checks.pdf 6.1.3 Purchases .pdf 6.1.2 Financial Statement.pdf Amazon.pdf Personnel Report 5-12-25.docx

ReqPay12a

Board Report

Checks Dated 04/14/2025 through 05/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5043806937	04/29/2025	Gleson LP DBA The Kitchen Term inal Camarillo	620-5800		770.40
5043806938	05/01/2025	CANON FINANCIAL SERVICES, INC.	620-5600		1,391.29
5043806939	05/01/2025	Critter Squad, LLC	620-5800		1,440.00
5043806940	05/02/2025	DocuProducts	620-5600		672.98
5043806941	05/02/2025	FRONTIER COMMUNICATIONS	620-5902		123.77
5043806942	05/02/2025	Verizon Wireless	620-5901		160.60
5043806943	05/05/2025	HOME DEPOT	620-4300		2,213.90
5043806944	05/06/2025	Adams Silva & McNally LLP	620-5899		2,380.19
5043806945	05/06/2025	Conejo Valley USD	620-4700		675.00
5043806946	05/06/2025	Conejo Valley USD	620-4700		750.00
5043806947	05/06/2025	Conejo Valley USD	620-4700		14,659.50
5043806948	05/06/2025	Durham School Services	620-5805		621.21
5043806949	05/06/2025	House Sanitary Supply	620-4300		1,386.05
5043806950	05/06/2025	TTF Holdings New Direction Solutions, LLC	620-5800		75.00
5043806951	05/06/2025	CAROLYN RODRIGUEZ	620-5800		1,420.00
5043806952	05/06/2025	Santa Barbara Adventure Co	620-5800		1,560.00
VCH430000125	04/18/2025	SELF-INSURED SCHOOLS OF CALIF	620-9534		37,101.70
VCH430000126	04/18/2025	Ornstein, Laura M	620-4300		973.82
VCH430000127	04/18/2025	Simon, Kelly R	620-5220		62.58
VCH430000128	04/18/2025	Dempster, Rian R	620-4300		78.58
VCH430000129	04/25/2025	TAX DEFERRED SERVICES	620-9539		500.00
VCH430000130	04/25/2025	Vitalize Occupational Therapy	620-5800		3,736.50
Total Number of Checks			22		72,753.07

Fund Recap

Fund	Description	Check Count	Expensed Amount
620	Charter Enterprise	22	72,753.07
	Total Number of Checks	22	72,753.07
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		72,753.07

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ReqPay11a

Board Report with Fund/Object

Includes Purchase Orders dated 07/01/2024 - 06/30/2025

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B4324-00041	U.S. BANK	BCS	Statement date 7-8-24 Kelly	620-9510	612.71
B4324-00042	U.S. BANK	BCS	statement date 7-8-24 Cindy	620-9510	510.74
B4325-00006	School Specialty LLC	BCS	Instructional and Misc Supplies 2024-25	620-4300	110.65
B4325-00007	Erin Abel	BCS	marketing SY 24-25	620-5800	4,800.00
B4325-00008	Aspiranet	BCS	Aspiranet special ed services 24-25SY	620-5800	16,200.00
B4325-00009	ELLEN PETTY	BCS	Naturalists 2024-25	620-5800	19,310.00
B4325-00010	VTA CNTY OFFICE OF EDUCATION	BCS	STRS & PERS 24-25	620-5800	5,000.00
B4325-00011	Verizon Wireless	BCS	CHILDCARE PHONE & HOT SPOTS - FY 2024-2025	620-5901	1,860.00
B4325-00012	Slater Strategies LLC	BCS	Marketing contract 24-25	620-5800	13,500.00
B4325-00013	Bay Alarm Company	BCS	SY 24-25 Alarm System	620-5800	16,125.00
B4325-00014	Adams Silva & McNally LLP	BSA	2024-2025 LEGAL FEES	620-5899	5,000.00
B4325-00015	Direct Urgent Care, Inc.	BCS	TB Test SY 24-25	620-5804	250.00
B4325-00016	CAROLYN RODRIGUEZ	BCS	Exams - IEPs - Trainings SY 24-25	620-5800	16,000.00
B4325-00017	CharterSafe	BSA	FY 24/25 Property/Liability and Workers Comp	620-5450	71,556.00
				620-9536	28,032.00
B4325-00018	Conejo Valley USD	BCS	Food for Elop Calendar- Extensions SY24-25	620-4700	6,000.00
B4325-00019	Conejo Valley USD	BCS	FY 24/25 Facilities	620-5600	187,002.60
B4325-00020	Conejo Valley USD	BCS	Extensions Snacks 24-25	620-4700	4,400.00
B4325-00021	Conejo Valley USD	BCS	FY 24/25 Food Service Program	620-4700	153,000.00
B4325-00022	Durham School Services	BCS	PAC Funded Buses for 24-25 school year	620-5805	5,000.00
B4325-00023	House Sanitary Supply	BCS	Janitorial Supplies 2024-25	620-4300	5,400.00
B4325-00024	Law Offices G.Melissa HatchAPC Hatch&Cesario Attorneys-at-L	BCS	Legal SPED 24-25	620-5899	3,000.00
B4325-00025	Mara Beck	BCS	SPED - Speech Therapist SY24-25	620-5800	62,437.50
B4325-00026	STATE INDUSTRIAL PROD CORP STA TE CHEMICAL, STATE CLEANING	BCS	Custodial Supplies 24-25	620-4300	2,650.00
B4325-00027	STAPLES INC. & SUBSIDIARIES	BCS	office supplies 24-25	620-4300	8,000.00
B4325-00028	VTA CNTY OFFICE OF EDUCATION	BSA	ESCAPE FINANCIAL/PAYROLL FY 24-25	620-5800	5,125.00
B4325-00029	VENTURA COUNTY OFFICE OF ED	BSA	SIS AGREEMENT FY24-25	620-5800	6,278.17
B4325-00030	VTA CNTY OFFICE OF EDUCATION	BCS	Adaptive PE July 24-25	620-5800	2,000.00
B4325-00031	VTA CNTY OFFICE OF EDUCATION	BCS	Selpa O/T SPED 24-25	620-5800	21,510.00
B4325-00032	YOUNG, MINNEY & CORR, LLP	BSA	2024-2025 LEGAL FEES	620-5899	10,000.00
B4325-00033	CANON FINANCIAL SERVICES, INC.	BSA	DX 6855i & C478F COPIER LEASE FY 2024-2025	620-5600	16,409.25
B4325-00034	County of Ventura	BCS	ERSES and COEDS billing	620-5800	6,028.11

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B4325-00035	Conejo Valley USD	BSA	2024-25 UTILITIES	620-5501	5,745.00
				620-5502	50,860.00
				620-5504	21,950.00
B4325-00036	Safe and Sound Security Inc.	BCS	monthly service fee	620-5800	575.88
B4325-00037	Vitalize Occupational Therapy	BCS	Occupational services SY 24/25	620-5800	25,004.00
B4325-00038	Procopio, Cory, Hargreaves & Savitch, LLP	BCS	legal fees SY 24-25	620-5899	10,000.00
B4325-00039	VTA CNTY OFFICE OF EDUCATION	BCS	2024-25 VFAST Courier Services	620-5800	2,863.00
B4325-00040	Critter Squad, LLC	BCS	Enrichment Class 10/2024-5/2025	620-5800	9,720.00
B4325-00041	CliftonLarsonAllen LLP	BCS	DISTRICT AUDIT FY 2024-2025	620-5801	11,235.00
B4325-00042	CliftonLarsonAllen LLP	BCS	PREPARATION OF 990 TAX RETURN FY 24-25	620-5801	2,520.00
B4325-00044	DocuProducts	BSA	DX 6855i & C478F COPIER USAGE FY 24-25	620-5600	1,000.00
P4325-00015	MobyMax Education LLC	BCS	Homeschool student licensing 9/23/24 to 6/6/25	620-5800	1,100.00
P4325-00016	Corporate Coach Charter&Tours	BCS	quote for yosemite order number 21147	620-5805	7,080.00
P4325-00017	Corporate Coach Charter&Tours	BCS	bus for astrocamp SY 24-25	620-5805	3,140.00
P4325-00018	Inquisitive	BCS	DO NOT BILL UNTIL 7-1-24 NEW FISCAL YEAR	620-5800	389.40
P4325-00019	Amplify Education Inc.	BCS	Quote #318487-2	620-5800	3,000.00
P4325-00020	Educational Software USA, LLC	BCS	Online Curriculum SY24-25	620-5800	110.00
P4325-00021	Generation Genius, Inc.	BCS	quote number 172875	620-5800	1,795.00
P4325-00022	ExploreLearning, LLC	BCS	curicullum SY 24-25 for grades 4-5	620-5800	3,312.25
P4325-00023	Bright Market, LLC	BCS	curicullum sy 24-25	620-4300	498.96
P4325-00024	McGraw-Hill	BCS	social studies curriculum	620-5800	4,125.00
P4325-00025	Pacific One Source Inc	BCS	inv# 0016374	620-5800	1,750.00
P4325-00026	Diverse Network Associates	BCS	we tip program SY 24-25	620-5800	1,786.00
P4325-00027	Scholastic Inc	BCS	grade 1/2 scholastic news	620-4300	144.38
P4325-00028	VTA CNTY OFFICE OF EDUCATION	BCS	NCPI Training for Cindy McCarthy	620-5220	35.00
P4325-00029	VTA CNTY OFFICE OF EDUCATION	BCS	NCPI training for Lindsay B.	620-5220	35.00
P4325-00030	VTA CNTY OFFICE OF EDUCATION	BCS	NCPI training	620-5220	50.00
P4325-00031	VTA CNTY OFFICE OF EDUCATION	BCS	NCPI training for Amy Campbell	620-5220	35.00
P4325-00032	The Lighthouse For The Blind	BCS	food bars for emergency kits	620-4300	2,712.57
P4325-00033	VTA CNTY OFFICE OF EDUCATION	BCS	training for Skye Stifel	620-5220	35.00
P4325-00034	Amazon	BCS	4 invoices	620-4300	1,636.45
P4325-00035	CA CHARTER SCHOOL ASSOC	BCS	Membership SY 24-25	620-5300	5,859.00
P4325-00036	EDCLUB, INC	BCS	Licenses for Middle School	620-5800	578.40
P4325-00037	Lakeshore Equipment Company	BCS	Frazier/Ryin Rose 2nd grade	620-4300	95.29

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P4325-00038	Rainbow Resource Center	BCS	Frazier/Mackenzie Almos Kinder	620-4300	29.16
P4325-00039	Imagine Learning, Inc.	BCS	online license for special ed	620-5800	300.00
P4325-00040	Rainbow Resource Center	BCS	Frazier/Cameron Aframian grade 2	620-4300	52.22
P4325-00041	School Specialty LLC	BCS	Darcie/Hardisty-Laszlo, Kinder	620-4300	156.01
P4325-00042	KIWI CRATE, INC.	BCS	Frazier/Emerson-K, Ellis-3	620-4300	91.06
P4325-00043	KIWI CRATE, INC.	BCS	Frazier/ Mackenzie Almos Kinder	620-4300	48.65
P4325-00044	Rainbow Resource Center	BCS	Frazier/Pospischil, Pheonix and Skye 4th grade	620-4300	49.33
P4325-00045	Singapore Math Inc	BCS	Teri Keller/ Ava Cantrall grade 2	620-4300	105.40
P4325-00046	Diversity Collective Vta Cnty	BCS	Training for Dr. Skye	620-5220	300.00
P4325-00047	Amazon	BCS	5 invoices	620-4300	2,558.31
P4325-00048	Amazon	BCS	10 Homeschool Invoices	620-4300	885.72
P4325-00049	VTA CNTY OFFICE OF EDUCATION	BCS	professional development Skye	620-5220	35.00
P4325-00050	U.S. BANK	BCS	statement date 7-8-24	620-4700	285.18
				620-5220	182.00
				620-5903	25.56
P4325-00051	U.S. BANK	BCS	Statement date 7-8-24	620-5800	335.76
P4325-00052	U.S. BANK	BCS	statement date 8-7-24	620-5800	94.99
P4325-00053	Rainbow Resource Center	BCS	Frazier/Tom Kai Sheli	620-4300	49.33
P4325-00054	KIWI CRATE, INC.	BCS	Frazier/Pospischil Skye Pheonix, 4th grade	620-4300	80.33
P4325-00055	No Tears Learning Inc	BCS	Keller/ Robin Hamilton TK	620-4300	179.24
P4325-00056	KIWI CRATE, INC.	BCS	Frazier/Andy Anttila	620-4300	88.86
P4325-00057	Toolbox Project PBLLC	BCS	posters Quote number 2008	620-4300	129.26
P4325-00058	VKIDZ DBA TIME 4 LEARNING	BCS	Keller/Lopez, Clarissa, Angelina, Laylahni	620-4300	1,029.62
P4325-00059	Conejo Valley USD	BCS	Payment of April 24 Facilities Share	620-9510	15,583.55
P4325-00060	U.S. BANK	BCS	statement date 8/7/24 Cindy McCarthy	620-5800	96.00
P4325-00061	Amazon	BCS	credit 1WC1-K9YF-R3FV	620-4300	1,038.30
P4325-00062	Amazon	BCS	13 x Amazon Invoices; 2 x Amazon Credit Memos	620-4300	1,779.91
P4325-00063	No Tears Learning Inc	BCS	pre K teachers guide	620-4300	65.92
P4325-00064	No Tears Learning Inc	BCS	Quote number 83450	620-4300	210.30
P4325-00065	Amazon	BCS	4 invoices and 6 credit memos	620-4300	433.17
				620-4400	825.33
P4325-00066	KIWI CRATE, INC.	BCS	Frazier/Cade and Kelsey Harrison	620-4300	107.14
P4325-00067	KIWI CRATE, INC.	BCS	Frazier/Quiroz	620-4300	96.36
P4325-00068	McGraw-Hill	BCS	sales order number 68555328	620-5800	174.00
P4325-00069	Amazon	BCS	8 x Amazon Invoices	620-4300	990.22
P4325-00070	The Critical Thinking Co.	BCS	Cayce/ Vega Erickson and Sebastian	620-4300	313.40
P4325-00071	AoPS Inc Art of Problem Solvin g	BCS	Frazier/ Tom and Kai Sheli US PRIORITY	620-4300	58.98
P4325-00072	KIWI CRATE, INC.	BCS	Keller Wyatt Moreno 3rd grade	620-4300	145.76
P4325-00073	Singapore Math Inc	BCS	Darcie/Puckett Skylar 2, Rayla Kinder	620-4300	45.04

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P4325-00074	Teacher Synergy, LLC TeachersPayTeachers	BCS	Darcie/ Puckett Rayla Kinder, Skylar 2	620-4300	127.74
P4325-00075	Procopio, Cory, Hargreaves & Savitch, LLP	BCS	legal fees	620-5899	177.50
P4325-00076	Amazon	BCS	7 invoices	620-4300	2,040.02
P4325-00077	VTA CNTY OFFICE OF EDUCATION	BCS	library training for RS	620-5220	75.00
P4325-00078	Amazon	BCS	6 invoices 1 credit memo	620-4300	3,382.90
P4325-00079	Zoom Video Communications	BCS	Contract Sept 30-Sept 29, 2025	620-5800	1,800.00
P4325-00080	ACCREDITING COMMISSION	BCS	WASC Member-Intermediate annual membership 24-25	620-5800	1,730.00
P4325-00081	Singapore Math Inc	BCS	Darcie/Gietler grade 5	620-4300	68.64
P4325-00082	Express Readers Inc	BCS	quote number 000885	620-4300	1,496.97
P4325-00083	Amazon	BCS	4 invoices	620-4300	1,054.25
P4325-00084	D'AMORE'S PIZZA T.O. CORP	BCS	pizza making field trip for kindergarten	620-5800	405.00
P4325-00085	Santa Barbara Adventure Co	BCS	field trip for 4/16	620-5800	6,660.00
P4325-00086	U.S. BANK	BCS	statement date 9-9-24 Cindy	620-4300	1,977.20
				620-5800	2,099.26
				620-5804	92.00
				620-5903	37.20
P4325-00087	U.S. BANK	BCS	Kelly's card statement date 9-9-24	620-4300	502.83
				620-5220	847.95
				620-5800	394.39
				620-5903	227.86
P4325-00088	KIWI CRATE, INC.	BCS	Frazier/Anttila Andy	620-4300	88.86
P4325-00089	Lexia Learning Systems LLC	BCS	8 lexia licenses	620-4100	250.08
P4325-00090	Critter Squad, LLC	BCS	enrichment for homeschool class	620-4300	1,080.00
P4325-00091	VKIDZ DBA TIME 4 LEARNING	BCS	Teri/Luna Hylan 1st grade	620-5800	119.80
P4325-00092	Teacher Synergy, LLC TeachersPayTeachers	BCS	Darcie/Vincent Gossett Quote #448197	620-4300	156.11
P4325-00093	VKIDZ DBA TIME 4 LEARNING	BCS	Teri/River Allaire 5th sabrinaallaire@icloud.com.	620-5800	269.55
P4325-00094	Amazon	BCS	10 amazon invoices	620-4300	1,679.85
P4325-00095	Amazon	BCS	6 invoices	620-4300	1,379.01
P4325-00096	Amazon	BCS	12 Invoices Amazon Orders	620-4300	1,524.27
P4325-00097	Amazon	BCS	5 invoices	620-4300	2,031.93
P4325-00098	The Critical Thinking Co.	BCS	Darcie/Gossett	620-4300	63.48
P4325-00099	TEXTHELP Inc	BCS	digital subscription for C.Z and H.L	620-5800	157.50
P4325-00100	Rainbow Resource Center	BCS	Frazier/Gallagher	620-4300	28.41
P4325-00101	Outschool	BCS	Frazier/Heim	620-4300	102.96
P4325-00102	Amazon	BCS	9 Amazon Invoices	620-4300	829.31
P4325-00103	Ojai Story Telling Festival Brian Bemel	BCS	Invoice #0000041 Kinder fieldtrip	620-5805	540.00
P4325-00104	Prancers Farm Inc.	BCS	Marsi and Dendee fieldtrip	620-5800	660.00
P4325-00105	Zoom Video Communications	BCS	invoice number 275305145	620-5800	987.29
P4325-00106	Amazon	BCS	4 invoices	620-4300	1,395.70

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P4325-00107	Santa Barbara Adventure Co	BCS	field trip for 4/16/25 for grade 5	620-5800	6,660.00
P4325-00108	Amazon	BCS	6 Amazon Invoices	620-4300	684.78
P4325-00109	Scholastic Inc	BCS	for 4/5 C. Daley	620-5800	66.20
P4325-00110	Amazon	BCS	4 invoices	620-4300	798.23
P4325-00111	KIWI CRATE, INC.	BCS	Darcie/Farhand, Radin 1 and Zaal 4	620-4300	57.23
P4325-00112	Amazon	BCS	5 Amazon Ivoices	620-4300	484.31
P4325-00113	KIWI CRATE, INC.	BCS	Teri/Potts Materials for Homeschool	620-4300	72.19
P4325-00114	Amazon	BCS	1 Amazon Invoice	620-4300	21.19
P4325-00115	U.S. BANK	BCS	statement date 10-7-24	620-4300	813.78
				620-4400	1,673.43
				620-5220	190.00
				620-5800	1,295.68
				620-5804	92.00
				620-5805	451.00
P4325-00116	U.S. BANK	BCS	Statement date 10-7-24 K. S	620-4300	1,409.75
				620-5220	1,168.54
				620-5800	19.99
				620-5903	17.06
P4325-00117	Singapore Math Inc	BCS	HS Materials and Books Teri/Potts	620-4300	35.92
P4325-00118	No Tears Learning Inc	BCS	HS Materials and Books Teri/Hamilton	620-4300	179.24
P4325-00119	Community Educational Ent	BCS	nutcracker for 4/5	620-5800	1,131.00
P4325-00120	Amazon	BCS	6 invoices	620-4300	1,115.81
P4325-00121	VTA CNTY OFFICE OF EDUCATION	BCS	invoice number AR25-00425	620-5800	3,925.00
P4325-00122	Rainbow Resource Center	BCS	Frazier/Douek	620-4300	60.59
P4325-00123	TOPA INSTITUTE	BCS	8th grade retreat 10/25/24	620-5800	2,350.00
P4325-00124	Amazon	BCS	3 invoices	620-4300	620.21
P4325-00125	Amazon	BCS	7 invoices	620-4300	957.86
P4325-00126	Amazon	BCS	1 Amazon Invoice	620-4300	32.45
P4325-00127	CFOMW Tax LLC	BCS	bill regarding ERC funding	620-5800	24,891.03
P4325-00128	Legends Hospitality LLC	BCS	fieldtrip for PE elective class	620-5800	840.00
P4325-00129	Amazon	BCS	2 invoices	620-4300	712.13
P4325-00130	GUIDED DISCOVERIES, INC.	BCS	catalina	620-5800	14,625.00
P4325-00131	Casey Bridges	BCS	after school soccer enrichment class ELOP	620-5800	1,840.00
P4325-00132	U.S. BANK	BCS	statement date 11-7-24	620-4300	124.76
				620-5220	116.57
				620-5800	250.00
				620-5903	142.77
P4325-00133	U.S. BANK	BCS	statement date 11-7-24	620-4300	1,079.06
				620-5800	190.00
P4325-00134	Liminex, INC.	BCS	teacher/video coferencing 12-24 thru 12-25	620-5800	2,001.60
P4325-00136	Parent Square Inc	BCS	communication tool 7/1/24 thru 6/30/25	620-5800	2,750.00

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P4325-00139	BOARD ON TRACK	BCS	Membership from 01/01/2025-12/31/2026	620-5800	5,995.00
P4325-00140	Oxnard Performing Arts Ctr	BCS	arts and music family night	620-5800	1,550.00
P4325-00141	U.S. BANK	BCS	statement date 11-7-24	620-4300	73.18
				620-5220	582.71
				620-5800	856.96
P4325-00142	Amazon	BCS	2 Amazon Invoices	620-4300	33.55
P4325-00143	Amazon	BCS	1 invoice	620-5800	1,226.84
P4325-00144	ROBERT REMEDI	BCS	kinder and first grade field trip	620-5800	812.00
P4325-00145	Amazon	BCS	2 invoices	620-4300	211.15
P4325-00146	Amazon	BCS	5 invoices	620-4300	743.49
P4325-00147	Amazon	BCS	2 invoices	620-4300	375.38
P4325-00148	Chumash OAKBROOK PARK CHUMASH INDIAN	BCS	field trip 1/22/24	620-5800	360.00
P4325-00149	U.S. BANK	BCS	statement date 12-9-24 C.M.	620-4300	1,002.19
				620-5800	374.99
P4325-00150	U.S. BANK	BCS	statement date 12-9-24 SS	620-4300	394.24
				620-5220	299.99
				620-5800	173.10
P4325-00151	Amazon	BCS	5 invoices and 1 credit memo	620-4300	1,236.63
P4325-00152	Amazon	BCS	4 invoices	620-4300	634.46
Total Number of POs			175	Total	1,044,360.72

Fund Recap

Fund	Description	PO Count	Amount
620	Charter Enterprise	175	1,044,360.72

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Fiscal13a

Financial Statement

Fund 620 - Charter Enterprise

Fiscal Year 2024/25 Through May 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit State Aid Curr	1,720,963.00	1,766,731.00	884,725.00	882,006.00	50.08
8012	Education Protection Act	70,030.00	79,114.00	59,807.00	19,307.00	75.60
8019	Revenue Limit State Aid Prior			102,380.00-	102,380.00	NO BDGT
8096	Trs In-Lieu from Property Tax	2,601,753.00	2,585,101.00	2,548,034.00	37,067.00	98.57
Total LCFF Revenue Sources		4,392,746.00	4,430,946.00	3,390,186.00	1,040,760.00	76.51
Federal Revenue						
8181	Special Education Entitlement	87,740.00	87,740.00		87,740.00	
8220	Child Nutrition Programs	64,811.00	62,257.00	37,844.94	24,412.06	60.79
8290	All Other Federal Revenue	25,621.00	37,499.00	10,554.00	26,945.00	28.14
Total Federal Revenue		178,172.00	187,496.00	48,398.94	139,097.06	25.81
Other State Revenues						
8520	Child Nutrition Programs	174,904.00	186,277.00	113,193.17	73,083.83	60.77
8550	Mandated Cost Reimbursements	6,950.00	7,024.00	7,024.00		100.00
8560	State Lottery Grant	95,868.00	105,324.00	54,454.99	50,869.01	51.70
8590	Other State	136,723.00	148,041.00	126,433.50	21,607.50	85.40
Total Other State Revenues		414,445.00	446,666.00	301,105.66	145,560.34	67.41
Other Local Revenue						
8634	Food Service Sales			244.10-	244.10	NO BDGT
8660	Interest	10,000.00	21,290.00	31,887.19	10,597.19-	149.78
8699	All Other Local Revenue	39,400.00	137,900.00	175,259.17	37,359.17-	127.09
8792	Transfers of Apportionments Fr	322,238.00	295,602.00	237,739.00	57,863.00	80.43
Total Other Local Revenue		371,638.00	454,792.00	444,641.26	10,150.74	97.77
Total Year To Date Revenues		5,357,001.00	5,519,900.00	4,184,331.86	1,335,568.14	75.80

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teacher	1,667,967.00	1,721,029.00	289,492.65	1,401,523.55	30,012.80	81.44
1110	Substitute Teacher	59,038.00	57,436.00		38,506.75	18,929.25	67.04
1130	Certificated Stipends	28,200.00	34,393.00	3,750.00	22,850.00	7,793.00	66.44
1140	Certificated Extra Duty	12,670.00	12,900.00	368.00	14,955.08	2,423.08-	115.93
1150	Non-Exempt Teacher OT		1,750.00		296.27	1,453.73	16.93
1200	Certificated Pupil Support Sal	179,651.00	73,786.00	12,762.44	58,834.85	2,188.71	79.74

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

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Fiscal13a

Financial Statement

Fund 620 - Charter Enterprise

Fiscal Year 2024/25 Through May 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Certificated Salaries (continued)							
1210	Sub Certificated Pupil Support				200.04	200.04-	NO BDGT
1300	Certificated Administrators	267,028.00	381,830.00	64,557.30	319,358.05	2,085.35-	83.64
Total Certificated Salaries		2,214,554.00	2,283,124.00	370,930.39	1,856,524.59	55,669.02	81.32
Classified Salaries							
2100	Instructional Aides	324,434.00	377,039.00	10,133.32	345,742.53	21,163.15	91.70
2150	Instructional Aides Overtime	11,500.00	12,500.00	105.12	18,119.38	5,724.50-	144.96
2151	IA Premium Pay		500.00		784.73	284.73-	156.95
2200	Classified Support Salaries	144,707.00	128,506.00	6,288.40	98,477.19	23,740.41	76.63
2250	Classified Support Overtime	6,600.00	6,600.00		7,100.32	500.32-	107.58
2251	Premium Pay				706.40	706.40-	NO BDGT
2400	Clerical & Office Salaries	166,455.00	169,758.00	20,035.76	135,623.62	14,098.62	79.89
2410	Sub Clerical & Office Salaries				98.86	98.86-	NO BDGT
2450	Clerical/Office Overtime	3,600.00	3,600.00		2,005.49	1,594.51	55.71
Total Classified Salaries		657,296.00	698,503.00	36,562.60	608,658.52	53,281.88	87.14
Employee Benefits							
3101	STRS, Certificated Positions	419,484.00	425,156.00	70,847.66	344,463.92	9,844.42	81.02
3102	STRS, Classified Positions	2,879.00	4,780.00		3,542.99	1,237.01	74.12
3202	PERS, Classified Positions	150,179.00	156,691.00	9,861.76	125,968.25	20,860.99	80.39
3301	OASDI/Medicare Certificated	32,913.00	34,860.00	5,284.91	27,246.62	2,328.47	78.16
3302	OASDI/Medicare Classified	49,225.00	51,285.00	2,755.67	44,625.43	3,903.90	87.01
3401	Health/Dental/Vision Cert	356,331.00	333,820.00	68,253.24	260,203.96	5,362.80	77.95
3402	Health/Dental/Vission Class	53,618.00	53,488.00	7,122.88	42,789.92	3,575.20	80.00
3501	SUI Certificated	1,095.00	1,165.00	180.74	909.41	74.85	78.06
3502	SUI Classified	328.00	349.00	18.06	284.47	46.47	81.51
3601	Workers' Comp Certificated	22,690.00	23,406.00	3,811.86	19,040.08	554.06	81.35
3602	Workers' Comp Classified	6,731.00	7,154.00	374.40	6,232.79	546.81	87.12
Total Employee Benefits		1,095,473.00	1,092,154.00	168,511.18	875,307.84	48,334.98	80.15
Books and Supplies							
4100	Texbooks	19,112.00	19,112.00		2,714.01	16,397.99	14.20
4300	Materials and Supplies	174,799.00	191,240.00	8,807.12	189,801.81	7,368.93-	99.25
4400	Non-Capitalized Equipment		12,599.00		10,931.87	1,667.13	86.77
4700	Food Supply	172,786.00	167,696.00	56,817.00	107,468.92	3,410.08	64.09
Total Books and Supplies		366,697.00	390,647.00	65,624.12	310,916.61	14,106.27	79.59
Services and Other Operating Expenditures							
5200	Travel and Conference	1,015.00	2,570.00		1,027.91	1,542.09	40.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

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Fiscal13a

Financial Statement

Fund 620 - Charter Enterprise

Fiscal Year 2024/25 Through May 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5220	Staff Development	9,301.00	12,061.00	300.00	14,923.90	3,162.90-	123.74
5300	Dues and Memberships	6,659.00	6,659.00		5,859.00	800.00	87.99
5450	Other Insurance	64,717.00	71,556.00	129.00	71,427.00		99.82
5501	Natural Gas Service	5,917.00	5,917.00	4,998.47	746.53	172.00	12.62
5502	Electricity Service	50,860.00	50,860.00	27,254.35	23,605.65		46.41
5504	Water Service	41,715.00	41,715.00		22,133.35	19,581.65	53.06
5600	Repair, Maintenance Building	216,872.00	216,872.00	26,554.48	180,108.25	10,209.27	83.05
5800	Professional/Consultation Serv	406,719.00	454,466.00	82,018.66	325,854.46	46,592.88	71.70
5801	Audit Services	20,387.00	20,387.00	12,361.50	8,176.50	151.00-	40.11
5803	Business Services Authority	358,263.00	361,848.00		241,232.00	120,616.00	66.67
5804	Employment Fees	1,200.00	2,253.00		2,535.97	282.97-	112.56
5805	Field Trips	27,702.00	27,702.00		15,817.16	11,884.84	57.10
5899	Legal Services Box 14	20,806.00	20,806.00	10,983.50	26,619.07	16,796.57-	127.94
5901	Communication Services-Phone	4,961.00	8,141.00	1,549.38	4,520.62	2,071.00	55.53
5902	Internet Services	1,380.00	1,380.00	36.96	1,333.04	10.00	96.60
5903	Postage	622.00	622.00		625.31	3.31-	100.53
Total Services and Other Operating Expenditures		1,239,096.00	1,305,815.00	166,186.30	946,545.72	193,082.98	72.49
6600 - 6999							
6900	Depreciation	20,820.00	20,820.00			20,820.00	
Total 6600 - 6999		20,820.00	20,820.00	.00	.00	20,820.00	
Total Year To Date Expenditures		5,593,936.00	5,791,063.00	807,814.59	4,597,953.28	385,295.13	79.40

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fiscal13a

Financial Statement

Fund 620 - Charter Enterprise

Fiscal Year 2024/25 Through May 2025

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	1,869,832.07	111,781.95-	1,758,050.12
9120	Cash in Bank Account	500.00		500.00
9140	Cash Collections Awaiting Depo	3,809.95	3,809.95-	
9200	Accounts Receivable	354,461.16	460,833.33-	106,372.17-
9201	Accounts Receivable-Payroll	82.84-	380.58-	463.42-
9211	Accounts Receivable (Clear)		106,615.00	106,615.00
9290	Due From Other Governments	308,329.29	65,228.29-	243,101.00
9330	Prepaid Rent	7,371.13	7,371.13-	
9430	Buildings & Improvements	270,125.25		270,125.25
9435	Accum Deprec Buildings	90,150.68-		90,150.68-
9440	Equipment	74,082.22		74,082.22
9445	Accum Deprec Equipment	48,572.99-		48,572.99-
9460	Right-of-use asset	29,639.55		29,639.55
9465	Right-of-use asset-Accum Amort	17,805.63-		17,805.63-
Total Assets		2,761,538.48	542,790.23-	2,218,748.25
Liabilities				
9510	Accounts Payable	231,766.03	231,766.03-	
9512	Contingent Liability	316,983.36		316,983.36
9530	Summer Pay Liability		77,764.48	77,764.48
9534	Health & Welfare Ins Payable		12,670.31-	12,670.31-
9535	State Unemployment Insurance	380.47	197.14-	183.33
9536	Workers' Comp Ins Payable	3,122.85	2,236.21-	886.64
9590	Due to Other Governments		40,952.00	40,952.00
9650	Deferred Revenue	1,015.60	1,015.60-	
9667	Capital Leases Payable	11,833.92		11,833.92
Total Liabilities		565,102.23	129,168.81-	435,933.42
Calculated Fund Balance		2,196,436.25	413,621.42-	1,782,814.83
Beginning Fund Balance				
9791	Beginning Fund Balance	2,196,436.25		2,196,436.25
Beginning Fund Balance Proof		.00	413,621.42-	413,621.42-
Change in Fund Balance - Excess Revenues (Expenditures)			(413,621.42)	

Memo Only - Ending Fund Balance Accounts

Adopted

Revised

Reserves

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fiscal13a

Financial Statement

Fund 620 - Charter Enterprise

Fiscal Year 2024/25 Through May 2025

Memo Only - Ending Fund Balance Accounts (continued)

		Adopted	Revised		
Reserves (continued)					
9720	Reserve for Encumbrances			807,814.59	807,814.59
Other Designations					
9790	Undesignated/Unappropriated	1,181,230.00	1,356,704.00		
9796 - 9799					
9796	Capital Assets Net of Debt	253,501.00	260,585.00		
9797	Restricted Net Assets	492,685.00	307,983.00		
Total 9796 - 9799		<u> </u>	<u> </u>	<u> </u>	<u> </u>
		.00		.00	.00

Fiscal13a**Financial Statement**

Fund 620 - Charter Enterprise				Fiscal Year 2024/25 Through May 2025		
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	5,357,001.00	5,519,900.00		4,184,331.86	1,335,568.14	75.80
B. Expenditures	5,593,936.00	5,791,063.00	807,814.59	4,597,953.28	385,295.13	79.40
C. Subtotal (Revenue LESS Expense)	236,935.00-	271,163.00-		413,621.42-	950,273.01	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	236,935.00-	271,163.00-		413,621.42-	950,273.01	
F. Fund Balance:						
Beginning Balance (9791)	2,164,351.00	2,196,435.00		2,196,436.25		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,164,351.00	2,196,435.00		2,196,436.25		
G. Calculated Ending Balance	1,927,416.00	1,925,272.00		1,782,814.83		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,181,230.00	1,356,704.00				
Other	746,186.00	568,568.00		807,814.59		



Kami Brown <kami.brown@bridgescharter.org>

**Notification: Amazon Business account statement [Account: A15KDX687WQJWU]
Bridges Charter School**

1 message

ar-businessworkbench@email.amazon.com <ar-businessworkbench@email.amazon.com>

Tue, Mar 18, 2025 at
4:31 PM

Reply-To: "ar-businessworkbench@email.amazon.com" <ar-businessworkbench@email.amazon.com>

To: kami.brown@bridgescharter.org



Hello from Amazon Business,

This is an account statement for Bridges Charter School as of 18 March 2025.

Please note, payments made in the past 7 days may not reflect in the following summary.

	Amount	Count
Current Invoices	\$2,262.18	17 Items
Past Due Invoices	\$0.00	0 Items
Credit memos	\$58.55	11 Items
Unapplied funds	\$0.00	0 Items

Total AR	\$2,203.63
----------	------------

Terms: Net 30You can review the details in the attached file or in [your invoices](#).To settle the open balance, include invoices or reference numbers with your payment or email the details to ar-businessinvoicing@amazon.com.If you would like to apply credit memos, send an email to ar-businessworkbench@email.amazon.com. You can issue your payments to:**To make an electronic payment for USD payments:**

Account Name:	Amazon Capital Services, Inc
Bank:	Wells Fargo Bank
ABA Routing Number:	121000248
Account Number:	41630410547773328
Swift Code:	WFBIUS6S

Mail check payments to the following address.

To send a check for USD payments:
Amazon Capital Services, Inc
PO Box 035184
Seattle, WA 98124-5184

Contact-Customer Service: To resolve any outstanding issues on these invoices related to orders, product delivery, credit memos, or credit lines, contact [customer service](#).

Contact-Global Accounts Receivable: For questions about paying your invoices or applying payments and credit memos, email ar-businessworkbench@email.amazon.com so we can work together.

Access your account summary: Using our self-service tools to see all of your transactions from your Amazon Business account. You can download Amazon invoices, requests for payments, and credit memos. Select a transaction to download it.

If you have any other questions about your payment, reply to this email.

Ease your invoicing process and save valuable time with the [Credit Memo Offset feature](#) on your Amazon Business account.

 We value your feedback, [please let us know how we are doing in this 1-minute survey](#).

Amazon takes information security very seriously and we never ask you to share personal information over phone or email. Check the complete email address of the sender – valid email domains from Amazon are "[@amazon.com](#)" and "[@email.amazon.com](#)", please check the valid email domain before responding with any information. If you receive an email that you suspect is fraudulent, forward it to our fraud prevention team at stop-spoofing@amazon.com

Nandhagopan R
Amazon Business Accounts Receivable
ar-businessworkbench@email.amazon.com

Ref ID: amz540cd96da4d041049112b8ee6413973e

 **AccountStatement_18032025.xlsx**
17K

Bridges Charter School Personnel Report May. 12th, 2025

Certificated

Certificated Employment:

Bergman, Michelle: Response to Intervention Coordinator 1 FTE 01/27/2025
 Campbell, Amy: Resource Teacher 1 FTE 08/12/2022
 Chisum, Megan: Teacher #62 1 FTE 08/12/2022 Grade 2
 Daley, Chelsea: Teacher #77 1 FTE 07/01/2023 Grade 4/5
 Delgado, Norma: Teacher #101 1 FTE 08/01/2022
 Dellibovi, Lauren: Teacher #13 1 FTE 08/15/2024 Middle School
 Fischer, Jess: Teacher #34 1 FTE 08/12/2022 Middle School
 Frazier, Jill: Homeschool Lead Teacher Student Based 08/15/2024
 Keller, Teri: Homeschool Teacher Student Based 08/18/2022
 Gore, Marsi: Teacher #33 1 FTE 08/12/2022 Grade 1
 Holder, Carmen: Teacher #7 1 FTE 08/12/2022 Kindergarten
 Kinglsey, Alan: Teacher: #40 1 FTE 08/15/2024 Grade 4/5
 McCarthy, Cindy: Assistant Director #74 1 FTE 07/01/2022
 Morgan, Michelle: School Counselor #98 .6875 FTE 07/01/2022
 Moss, Dendee: Teacher #13 1 FTE 08/12/2022 Grade 2
 Ornstein, Laura: Teacher #73 1 FTE 08/12/2022
 Ouerbacker, Darcie: Homeschool Teacher Student Based FTE 08/18/2022
 Rusconi-Pecchi, Alanna: Teacher #3 1 FTE 08/12/2022 Grade 1
 Sanders, John: Teacher #42 1 FTE 08/12/2022 Middle School
 Simon, Kelly: Director #1 1 FTE 07/01/2022
 Stifel, Skye: School Psychologist #118, .1 FTE 07/01/2022
 Villalpando, Tracy: Teacher #4, 1 FTE 08/18/2022

Certificated Resignations:

Isaacson, Katherine: Teacher #6 1 FTE 08/12/2022 Grade 3
 Eskilson, Taylor: Teacher #40 1 FTE 08/12/2022 Grade 4/5
 Berkley-Tran, Michelle, Homeschool Teacher Student Based FTE 08/22/2024
 Lopez, Sarena: Teacher #12 1 FTE 08/12/2022 Grade 4/5
 Harris, Jeff: Teacher #104 1 FTE 01/05/2025

Certificated Change in Hours:

Classified

Classified Employment

Beard, Lindsay: PE Specialist #30 .2FTE 8/18/2022
 Beard, Lindsay: Intervention Specialist .8FTE 01/06/25
 Brown, Kami: Administrative Coordinator #20 1 FTE 08/18/2022
 Cayce, Katherine: Extensions assistant #84 .2250 FTE 09/11/2023
 Cayce, Katherine: Homeschool Specialist #140 .0500 FTE 09/11/2023

Dempster, Rian: Environmental Ed and Nutrition Specialist #2 0.6250 FTE 08/15/2024
 Douglas, Hafiza: Office Assistant/Health Tech, #128 .86250 FTE 08/08/2022
 Evans, Cody: IT Specialist # 137 0.31250 FTE 01/01/2023
 Fogg, Joni: Instructional Assistant #119 0.5 FTE 01/08/2023
 Giegel, Jennifer: Childcare assistant #37 0.375FTE 08/21/2024
 Hinricher, Justyn: Childcare Leader #82 0.875 FTE 08/18/2022
 Koski, Courtney: Instructional Aide #88 .6250 FTE 08/18/2022
 Koski, Cheyenne: Instructional Aide #108 .45 FTE 11/06/2024
 Levesque, Jennifer: Homeschool Specialist #130 .075 FTE 09/01/2024
 Lyden, Amy: Food Service Assistant, #109 0.43125 FTE 08/10/23
 Marcinko, McKenzie: Instructional Assistant # 120 0.62500 FTE 10/06/2022
 Nelson, Jeanette: Cafeteria Support #107 .78750 FTE 08/18/2022
 Parades, Veronica: Office Assistant #57 .81875 FTE 12/14/22
 Rendon, Jose: Custodian #18 .75 FTE 01/15/2025
 Paz, Juliana: Custodian #17 .8750 FTE 08/01/2022
 Pollard, Summer EL Liaison #122 .640 FTE 08/18/2022
 Pryor, Abigail, Instructional Aide #64 .5 FTE 08/21/2024
 Pryor, Abigail, Childcare assistant #68 .375 FTE 08/21/2024
 Ryan, Colleen: Instructional Aide #121 .63125 FTE 08/18/2022
 Samuel, Ben: PE Specialist .8 FTE 01/06/2025
 Schletewitz, Rebekah: Library Specialist #23 .30 FTE 08/18/2022
 Schletewitz, Rebekah: Homeschool Specialist #111 .1 FTE 08/18/2022
 Schletewitz, Rebekah: Art Specialist #56 0.6 FTE 08/18/2022
 Tran, Khanh: Homeschool Specialist #143 .4375 FTE 02/05/2024
 Tran, Khanh: Environmental Ed and Nutrition Specialist #148 .06250FTE 10/16/2024
 Uh, Maria: Instructional Assistant #124 0.56250 FTE 01/08/2024
 VanHorn, Darla: Instructional Aide #64 .5750 FTE 08/18/2022

Classified Resignations:

Cunningham, Rynne: Childcare Leader #82 .38540 FTE 08/28/2023
 Vega, Jennifer: Childcare Leader #139 .4250 FTE 12/15/2023
 Loitz, Martine: Homeschool Specialist #133 .20625 FTE 012/20/2023
 Giegel, Jennifer: Instructional Aide #127 0.53125FTE 02/9/2024
 Mitchell, Cheyenne, Extensions #82 0.62500 FTE 02/22/24
 Fogg, Joni: Childcare Assistant #139, .0375 FTE 01/08/2024
 Mitchell, Cheyenne, Extensions #82 0.62500 FTE 02/22/24
 Canizares-Imbernon, Quero- Homeschool Specialist #133 0.18750 FTE 07/01/24
 Selim, Cori: Homeschool Specialist # 131 .075 FTE 08/18/2022
 Powers, Lacey- Homeschool Specialist # 142 0.03750 FTE 11/27/2003
 Gughan, Ryan: Music Specialist #93 .38750 FTE 01/03/2023
 Gaughann, Ryan: Homeschool Specialist #113 .06250 FTE 01/03/2023
 Freedman, Emily: Homeschool Specialist #134 .0375FTE 09/01/2024
 Richmond, Fawnne: #105 Office Assistant Homeschool .20 FTE 10/18/2024
 Paz, Julio: Custodian #18 .75 FTE 08/01/2022
 Rose, Jenn, Instructional Aide #48 .4 FTE 09/16/2024
 Cayce, Katherine: Extensions assistant #84 .2250 FTE 01/17/2025

Family Members on Staff:

Cindy McCarthy and Lindsay Beard- mother and daughter
 Darla Van Horn and Dr. Kelly Simon- mother and daughter
 Courtney and Cheyenne Koski- sister's

Coversheet

1% retroactive off-schedule bonus for current employees July 2024-June 30, 2025

Section:	VII. Business and Operations
Item:	A. 1% retroactive off-schedule bonus for current employees July 2024-
June 30, 2025	
Purpose:	Vote
Submitted by:	
Related Material:	May Board Meeting - 1% Bonus.pdf

	A	B	C	G	H	R
1	BRIDGES Charter School					
2	Based on Governor's 2024-25 Budget Proposal					
3						
4						
5	Object	Description	2024/25 2nd Interim Budget	2024/25 Estimated Budget		
6		REVENUES:	Enrollment 418	Enrollment 416	Enrollment/ADA - 2024-25: 414/395.57, 2025-26: 425/403.75, 2026-27: 440/418.00, 2027-28: 440/418.00, 2028-29: 440/418.00, 2029-30: 440/418.00	
7	8010-8099	Local Control Funding Formula Sources	\$ 4,430,946	\$ 4,429,424	Local Control Funding Formula - 2024/25: COLA 1.07% ADJ 0%, 2025/26: COLA 2.43% ADJ 0%, 2026/27: COLA 2.00% ADJ 0%, 2027/28: COLA 2.00% ADJ 0%, 2028/29: COLA2.00% ADJ 0%,, 2029/30: COLA2.00% ADJ 0%	
8	8100-8299	Federal Revenue	187,496	244,356		
9	8300-8599	Other State	446,666	447,709		
10	8600-8799	Other Local	454,792	531,199		
11		TOTAL REVENUES	\$ 5,519,900	\$ 5,652,688		
12		EXPENDITURES				
13	1000-1999	Certificated Salaries	\$ 2,283,124	\$ 2,287,207	Classroom Teacher FTE - 2024-25: 16.47, 2025-26: 16.47, 2026-27: 17.47, 2027-28: 17.47, 2028-29: 17.47, 2028-29: 17.47, 2028-29: 17.47	
14	2000-2999	Classified Salaries	698,503	726,663	Instructional Aides FTE - 2024-25: 11.025, 2025-26: 10.43, 2026-27: 10.43, 2027-28: 10.43, 2028-29: 10.43, 2029-30: 10.43	
15	3000-3999	Employee Benefits	1,092,154	1,112,917		
16	4000-4999	Books and Supplies	390,647	412,560		
17	5000-5999	Services and Other Operating	1,305,815	1,333,699		
18	6000-6999	Depreciation	20,820	20,820	Building Improvements, Prop 39 Lighting	
20		TOTAL EXPENDITURES	\$ 5,791,063	\$ 5,893,866		
21		NET INCREASE/(DECREASE)	\$ (271,163)	\$ (241,178)		
22	9791	Beginning Balance	\$ 2,196,435	\$ 2,196,437		
23		ENDING FUND BALANCE	\$ 1,925,272	\$ 1,955,259		
24		COMPONENTS OF ENDING FUND BALANCE				
25	9797	R2600 ELO Program	\$ 28,047	\$ 28,047		
26	9797	R5310 Child Nutrition Program	35,285	\$ 35,285		
28	9797	R6300 Legally Rest. Lottery	116,860	\$ 101,860		
33	9797	R6770 Art & Music In School	4,280	\$ 4,280		
40	9797	R9078 Misc Equipment (Depreciation)	1,753	\$ 1,753		
41	9797	R9080 Donations	47,182	\$ 47,182		
44	9797	R9085 Parent Funded Activities	67,103	\$ 67,103		
46	9797	R9087 Sprout Grant	7,473	\$ 7,473		
47	9796	Economic Uncert. (Greater of 4% or \$66K)	231,643	235,755		
48		Economic Uncert. %	4.00%	4.00%		
50	9790	R0060 Mandate Block Grant	83,072	83,072		
51	9790	R0062 Cal Clean Depreciation	153,168	153,168		
53	9796	R0000 Depreciation	28,942	28,942		
54	9790	R0000 Undesignated	1,120,464	1,161,339		
55		ENDING FUND BALANCE	\$ 1,925,272	\$ 1,955,259		

Coversheet

2025-2026 Food Service Contract with CVUSD

Section:	VII. Business and Operations
Item:	B. 2025-2026 Food Service Contract with CVUSD
Purpose:	Vote
Submitted by:	
Related Material:	0659_001.pdf

SCHOOL FOOD AUTHORITY TO SCHOOL FOOD AUTHORITY CONTRACT**SCHOOL NUTRITION PROGRAMS VENDED MEALS CONTRACT****Between**

School Food Authority Vendor: Conejo Valley Unified School District	School Food Authority Recipient: Bridges Charter School
Address: 750 Mitchell Rd., Newbury Park, CA 91320	Address: 1335 Calle Bouganvilla, Thousand Oaks, CA 91360
Contact Person: Betina Gomez Luengo	Contact Person: Kelly Simon
Phone: (805) 498-4557 Ext. 7530	Phone: (805) 492-3569
Cell: (805) 558-3678	Cell:
Email: bgomezluengo@conejousd.org	Email: Kelly.simon@bridgescharter.org

I. Purpose and Term

Recipient School Food authority (Recipient SFA) participates in the United States Department of Agriculture (USDA) School Nutrition Programs (SNP) that are administered by the California Department of Education (CDE). Vendor School Food Authority (Vendor SFA) participates in the USDA School Nutrition Programs that are administered by the CDE, Division of Food and Nutrition. The purpose of this contract is for the Recipient SFA to purchase meals for its food service program from the Vendor SFA.

Recipient SFA hereby agrees to purchase from Vendor SFA, and Vendor SFA hereby agrees to provide to Recipient SFA, the meals indicated in Section VI below (collectively referred to in this contract as the "vended meals") as part of the respective USDA Child Nutrition Programs, all in accordance with the terms of this contract and applicable federal and State regulations.

Vendor SFA will provide the vended meals to the Recipient SFA school site located at: 1335 Calle Bouganvilla, Thousand Oaks, CA 91360. Recipient SFA will give Vendor SFA 90 days advance notice of any change to the site or meal service requirements.

This contract is effective for a period of one year commencing on July 1, 2025, and ending on June 30, 2026, unless terminated earlier as provided herein.

II. School Calendars

Vendor SFA will provide the vended meals daily on days when both Vendor SFA schools and Recipient SFA schools are scheduled to be in session, according to their respective school year calendars attached as Exhibit A (Recipient SFA) and Exhibit B (Vendor SFA), incorporated into this contract. Vendor SFA will not be required to provide vended meals on days when Vendor SFA schools are scheduled to be closed but may provide vended meals with 10 - day advance notice. Vendor SFA will not be required to provide vended meals on days when Recipient SFA schools are scheduled to be closed. Vendor SFA will not be required to provide vended meals on any planned non-serving day for the Recipient SFA that is not shown on Exhibit A, provided Recipient SFA notifies Vendor SFA at least 10 business days in advance of such date; and on days when schools are closed due to inclement weather or other causes.

III. Menus

Vendor SFA will provide Recipient SFA with menus prepared monthly at least 10 days in advance of their effective dates.

IV. Milk

All vended meals supplied by Vendor SFA will include milk.

V. Medical Statements/Special Meal Requests

Vendor SFA will make substitutions in the food components of the meal pattern for students with disabilities when the disability is certified by a signed Special Meal Request form from a licensed physician. For students who are unable to consume regular meals because of a medical or other special dietary need, substitutions shall be made on a case-by-case basis when supported by a signed statement from a medical doctor or recognized medical authority. Soy milk will be substituted for cow's milk if a parent or recognized medical authority submits a signed Milk Substitute Request form.

VI. Meal Requirements

Under this contract, Vendor SFA will provide Recipient SFA:

- Lunches meeting NSLP requirements set forth in 7 CFR Section 220.10
- Breakfasts meeting School Breakfast Program (SBP) requirements set forth in 7 CFR Section 220.8
- Afterschool snacks meeting Afterschool Care Snacks requirements set forth in 7 CFR Section 210.10

All vended meals will conform to the current applicable meal pattern requirements set forth by NSLP/SBP Regulations. The Vendor SFA agrees to comply with all other USDA regulations regarding food service vendors.

VII. Orders

The recipient SFA will order vended meals on a daily or weekly basis.

Recipient SFA may increase or decrease the number of each type of vended meal ordered for any day by fifteen (15), or less, vended meals by notifying Vendor SFA no later than 9:00am on the day of the delivery.

Recipient SFA may order additional food, condiments, utensils, or paper goods from Vendor SFA by notifying Vendor SFA weekly.

VIII. Packaging

- Vendor SFA will provide all vended meals as individual unitized meals packaged in sealed, leak-proof containers suitable for transport.
- Vendor SFA will provide side dishes and produce in bulk.

All vended meals supplied by Vendor SFA will include the following (check all that apply):

- Eating utensils

- Condiments
- Paper Goods
- Serving Utensils

IX. Delivery

Vendor SFA delivers no later than 11:00 am each day. Vendor SFA will be responsible for the condition and care of vended meals, including maintaining the proper temperature of meal components, until Recipient SFA accepts delivery. Recipient SFA will be responsible for the condition and care of vended meals after accepting delivery from Vendor SFA.

Vendor SFA will prepare a daily delivery slip for each Recipient SFA vended site. An authorized representative at each site will count and verify all vended meals upon receipt at each Recipient SFA vended site and note any discrepancies on the daily delivery slip. All discrepancies will be addressed and corrected by mutual agreement of Vendor SFA and Recipient SFA. There is no charge for delivery.

X. Labor

Vendor SFA will not provide on-site employees or labor to Recipient SFA. All food service employees utilized by the Recipient SFA will be employed by the Recipient SFA.

XI. Charges

Recipient SFA will pay the following charges for vended meals that meet Child Nutrition Programs requirements and are provided in accordance with this contract:

Note: The prices below do not include credit for USDA Foods.

Breakfast	K-8	\$ 2.30
Lunch	K-8	\$ 4.50
Snack	K-8	\$1.25

XII. USDA Foods

Vendor SFA will not utilize the Recipient SFA's USDA Foods.

XIII. Billing:

Vendor SFA will submit a written invoice to Recipient SFA following the end of each calendar month, listing the numbers and types of vended meals provided on each day of the preceding month to each Recipient site, the monthly total for each type of vended meal provided, and their respective unit prices. The invoice shall also include an itemized list and the respective charges for any additional food, condiments, utensils, paper goods, or other supplies delivered by Vendor SFA to Recipient SFA in the preceding month.

Recipient SFA will not be required to pay for vended meals that are spoiled or unwholesome at the time of delivery, or that otherwise fail to meet the terms of this contract. Recipient SFA will notify Vendor SFA of any spoiled or unwholesome food within 24 hours of the delivery of the same.

The Recipient SFA will make payment to the Vendor SFA within 30 days.

XIV. Health and Sanitation

Vendor SFA will maintain applicable State and local health certifications for all facilities in which meals are prepared for Recipient SFA. All food will be appropriately stored, prepared, packaged and transported free of contamination and at appropriate temperatures. Vendor SFA will follow applicable Hazard Analysis Critical Control Point (HACCP) procedures in the preparation and delivery of vended meals for Recipient SFA. Vendor SFA will keep and maintain all procedures in the preparation and delivery of vended meals for Recipient SFA. Vendor SFA will keep and maintain all HACCP food safety records, including HACCP process manual, and time and temperature monitoring for each Recipient SFA site.

XV. Buy American Certification

By the requirements of the Richard B. Russell National School Lunch Act's (NSLA) Buy American provision that school food authorities (SFAs) must follow these guidelines when purchasing food and food products for use in the Child Nutrition Programs. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a new provision, Section 12(n) of the NSLA (42 USC 1760(n), requiring SFAs to purchase domestically grown and processed foods to the maximum extent practicable.

Section 12(n) of the SNLA defines "domestic commodity or product" as one that is produced and processed in the United States (greater than 51%) using agricultural commodities that are produced in the United States.

There are two situations that may warrant a waiver to permit purchases of foreign food products including: 1) the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; and 2) competitive bids reveal the costs of a U.S. product to be significantly higher than the foreign product.

XVI. USDA Nondiscrimination Statement

Both the Vendor SFA and Recipient SFA agree to the following requirements as outlined in the U.S. Department of Agriculture (USDA) Nondiscrimination Statement below.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington D.C. 20250-9410
- Or:
2. Fax: (833) 256-1665 or (202) 690-7552
- Or:
3. Email: program.intake@usda.gov

XVII. Recordkeeping and Availability of Records

The recipient SFA will maintain daily production records to include meals received and meals served.

Vendor SFA will create daily production records and temperature logs. Vendor SFA will provide records relating to vended meals as needed, including but not limited to, the following: standardized recipes, nutrient information, child nutrition labels and/or manufacturer product formulation statements for all meal components served as a part of the reimbursable vended meals.

Vendor SFA agrees to grant the Recipient SFA, CDE, USDA, the Inspectors General, the Comptroller General of the United States and its State counterparts, or any of their duly authorized representatives, access to any books, documents, papers, and other records of the Vendor, which are directly pertinent to this contract, for the purpose of making audit, examination, excerpts and transcripts. Vendor SFA shall provide timely and reasonable access to Vendor personnel for the purpose of interviewing and discussion related to such documents. Vendor SFA shall retain all records required or necessary under this contract for a period of three (3) years from the date of final payment hereunder; except that in the event of litigation, claims, or audit findings, the records must be retained until all litigation, claims and audit findings involving the records have been resolved and final action taken. The vendor will adhere to all additional exceptions, if applicable, as required by state and Federal law.

XVIII. Claim for Reimbursement

Recipient SFA will be responsible for point-of-service meal counts for all vended meals served at Recipient SFA's schools and for completing and submitting claims for reimbursement to CDE.

XIX. Training

The ServSafe Manager Certification exam, under a Proctor's guidance, is available for the current exam fee.

XX. Termination

Either party may cancel this contract by giving 30 days' written notification to the other party. Neither party shall be liable for any loss or penalty upon such termination. Recipient SFA shall pay Vendor SFA for vended meals delivered in accordance with this contract prior to the termination date.

The Parties have expressed their mutual agreement with the foregoing, and in consideration thereof, the undersigned, as the duly authorized representatives of their respective agencies, hereby execute this Agreement.

Vendor SFA Authorized Representative Signature:

Name _____

Signature: _____

Title: _____

Date: _____

Recipient SFA Authorized Representative Signature:

Name _____

Signature: _____

Title: _____

Date: _____

SCHOOL FOOD AUTHORITY TO SCHOOL FOOD AUTHORITY CONTRACT
SCHOOL NUTRITION PROGRAMS VENDED MEALS CONTRACT

Between

School Food Authority Vendor: Conejo Valley Unified School District	School Food Authority Recipient: Bridges Charter School
Address: 750 Mitchell Rd., Newbury Park, CA 91320	Address: 1335 Calle Bouganvilla, Thousand Oaks, CA 91360
Contact Person: Betina Gomez Luengo	Contact Person: Kelly Simon
Phone: (805) 498-4557 Ext. 7530	Phone: (805) 492-3569
Cell: (805) 558-3678	Cell:
Email: bgomezluengo@conejousd.org	Email: Kelly.simon@bridgescharter.org

I. Purpose and Term

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III. Menus

Vendor SFA will provide Recipient SFA with menus prepared monthly at least 10 days in advance of their effective dates.

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All vended meals supplied by Vendor SFA will include milk.

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The Recipient SFA will make payment to the Vendor SFA within 30 days.

XIV. Health and Sanitation

Vendor SFA will maintain applicable State and local health certifications for all facilities in which meals are prepared for Recipient SFA. All food will be appropriately stored, prepared, packaged and transported free of contamination and at appropriate temperatures. Vendor SFA will follow applicable Hazard Analysis Critical Control Point (HACCP) procedures in the preparation and delivery of vended meals for Recipient SFA. Vendor SFA will keep and maintain all procedures in the preparation and delivery of vended meals for Recipient SFA. Vendor SFA will keep and maintain all HACCP food safety records, including HACCP process manual, and time and temperature monitoring for each Recipient SFA site.

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By the requirements of the Richard B. Russell National School Lunch Act's (NSLA) Buy American provision that school food authorities (SFAs) must follow these guidelines when purchasing food and food products for use in the Child Nutrition Programs. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a new provision, Section 12(n) of the NSLA (42 USC 1760(n), requiring SFAs to purchase domestically grown and processed foods to the maximum extent practicable.

Section 12(n) of the SNLA defines "domestic commodity or product" as one that is produced and processed in the United States (greater than 51%) using agricultural commodities that are produced in the United States.

There are two situations that may warrant a waiver to permit purchases of foreign food products including: 1) the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; and 2) competitive bids reveal the costs of a U.S. product to be significantly higher than the foreign product.

XVI. USDA Nondiscrimination Statement

Both the Vendor SFA and Recipient SFA agree to the following requirements as outlined in the U.S. Department of Agriculture (USDA) Nondiscrimination Statement below.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington D.C. 20250-9410

Or:

2. Fax: (833) 256-1665 or (202) 690-7552

Or:

3. Email: program.intake@usda.gov

XVII. Recordkeeping and Availability of Records

The recipient SFA will maintain daily production records to include meals received and meals served.

Vendor SFA will create daily production records and temperature logs. Vendor SFA will provide records relating to vended meals as needed, including but not limited to, the following: standardized recipes, nutrient information, child nutrition labels and/or manufacturer product formulation statements for all meal components served as a part of the reimbursable vended meals.

Vendor SFA agrees to grant the Recipient SFA, CDE, USDA, the Inspectors General, the Comptroller General of the United States and its State counterparts, or any of their duly authorized representatives, access to any books, documents, papers, and other records of the Vendor, which are directly pertinent to this contract, for the purpose of making audit, examination, excerpts and transcripts. Vendor SFA shall provide timely and reasonable access to Vendor personnel for the purpose of interviewing and discussion related to such documents. Vendor SFA shall retain all records required or necessary under this contract for a period of three (3) years from the date of final payment hereunder; except that in the event of litigation, claims, or audit findings, the records must be retained until all litigation, claims and audit findings involving the records have been resolved and final action taken. The vendor will adhere to all additional exceptions, if applicable, as required by state and Federal law.

XVIII. Claim for Reimbursement

Recipient SFA will be responsible for point-of-service meal counts for all vended meals served at Recipient SFA's schools and for completing and submitting claims for reimbursement to CDE.

XIX. Training

The ServSafe Manager Certification exam, under a Proctor's guidance, is available for the current exam fee.

XX. Termination

Either party may cancel this contract by giving 30 days' written notification to the other party. Neither party shall be liable for any loss or penalty upon such termination. Recipient SFA shall pay Vendor SFA for vended meals delivered in accordance with this contract prior to the termination date.

The Parties have expressed their mutual agreement with the foregoing, and in consideration thereof, the undersigned, as the duly authorized representatives of their respective agencies, hereby execute this Agreement.

Vendor SFA Authorized Representative Signature:

Name _____

Signature: _____

Title: _____

Date: _____

Recipient SFA Authorized Representative Signature:

Name _____

Signature: _____


Title: _____

Date: _____

Coversheet

Updated Wellness Policy BP 5030

Section:	VII. Business and Operations
Item:	C. Updated Wellness Policy BP 5030
Purpose:	Vote
Submitted by:	
Related Material:	BP5030_StudentWellnessPolicy draft 5-12-25.docx

 <p>Bridges Charter School</p>	<p>Board Policy-</p> <p>Student Wellness Policy</p>		
<p>Policy Number:</p> <p>BP 5030</p>	<p>Adopted:</p> <p>04/20/21</p>	<p>Revised:</p> <p>3/14/22</p>	<p>Replaced:</p>

PURPOSE:

Bridges Charter School (Bridges) Board of Education recognizes the link between student health and learning, and desires to provide a comprehensive program promoting healthy eating and physical activity for Bridges students. The Executive Director, Director, or designee shall build a coordinated school health system that supports and reinforces health literacy. This includes, but is not limited to: health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a socially and emotionally safe and healthy school environment, and parent/guardian and community involvement.

SCOPE:

This policy shall serve as the Bridges policy and procedures for Student Wellness. It shall direct strategies, plans and actions related to Student Wellness of all Bridges activities.

GENERAL POLICY STATEMENT: To encourage consistent health messages between the home and school environment, the Executive Director, Director, or designee may disseminate health information and/or the school's student wellness policy to parents/guardians through school newsletters, handouts, parent/guardian meetings, the school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance and success in school.

As outlined in the charter petition, Bridges Charter School will advocate responsibility to our community and to ourselves;

1. Healthy eating habits will be supported and;
2. Environmental education and stewardship will prepare students for success in the green economy of the future.

Educating the whole child is a process that occurs at home as well as at school. Healthy food is a key building block in this process as it is integral to a school environment that promotes and protects our children's health, well-being, and ability to learn. Children are more likely to succeed in caring for their bodies when the entire family works together as a team to support healthy eating habits. Understanding nutrition at a young age will give your children the knowledge and practical skills needed to maintain healthy choices throughout their lives.

POLICY DETAILS:

1. Health and Safety Committee
 - 1.1 The Executive Director, Director, or designee shall encourage parents/guardians, students, Board members, school administrators and staff, and members of the public to participate in the development, implementation, and periodic review and update of the school's student health and safety policy. A biennial review and update by the Bridges Health and Safety Committee will be performed and presented to the Bridges school board.
 - 1.2 The Bridges Health and Safety Committee shall advise the school on health-related issues, activities, policies, and programs. At the discretion of the Executive Director, Director, or designee, the duties of the committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.
 - 1.3 The Health and Safety committee shall make recommendations that consider the cultural differences of our school and families and are developed from the perspective that children's health is fundamentally important.
- 2 Goals for Nutrition, Physical Activity, Social Emotional Health and other Wellness Activities:

The school's nutrition and physical education program shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content standards and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

 - 2.1 Nutrition promotion -- The nutrition education shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before and after school programs, the naturalists, and school garden programs.
 - 2.2 Physical Activity-- All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess, active play extracurricular programs, before – and – after school programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities. Grades 5 and 7 will participate in the Physical Fitness test for students in California. The main goal of the test is to help students in starting life-long habits of regular physical activity.

- 2.3 Social and Emotional Health – teachers and support staff will model and support students in developing conflict resolution skills. Teachers will integrate campus adopted SEL curriculum in their classroom encouraging students to develop these skills in their daily habits. Bridges will also implement the Universal Monitoring Tool sponsored by Project CoVitality to assess the students social and emotional wellbeing. Targeted - SEL lessons will be implemented as a reflection of the needs assessed.

3. Professional Development

- 3.1 Professional development may be regularly offered to the Food Service Supervisor and staff, as well as classroom teachers, the gardening specialist, the physical education specialist, campus supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.
- 3.2 Professional development may include instructional strategies that assess health knowledge and skills and promote health behaviors.

4. The Executive Director, DirectorAssistant, or designee shall encourage staff to serve as positive role models for healthy eating, physical fitness and emotional well-being. He/she shall promote work- site wellness and may provide opportunities for regular physical activity among employees.
5. The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

6. Nutritional Guidelines for Foods Available at School

- 6.1 For all foods available on campus during the school day, the school shall adopt nutritional guidelines that support the objectives of promoting student health and reducing childhood obesity. The Bridges Board believes that foods and beverages sold, or provided, to students at school should support the health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the school for all foods and beverages sold, or provided, to students, including foods and beverages provided through the school's food service program shall meet or exceed state and federal nutritional standards.
- 6.2 In order to maximize the school's ability to provide nutritious meals and snacks, the school shall participate in available federal school nutrition programs, including the National School Lunch Program.

6.3 BRIDGES shall offer a school lunch program. When subsidized, all BRIDGES students may receive free lunch meals per Free School Meals for All Act of 20216.3.1 During the lunch recess, all students are provided at least 15 minutes of seat time in order to eat their lunch. Those that wish to take longer and encouraged to do so.

6.4 Students and staff will have access to free, safe, and fresh drinking water (through water filtration filling stations) throughout the school day. Students are also allowed to bring in bottled water from home.

6.5 The Executive Director, Director, or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

6.6 School staff shall encourage parents/guardians or other volunteers to support the school's education program by considering the nutritional quality when selecting any snacks ~~that donated~~ for occasional class parties or celebrations. A guideline for snacks donated is set as 3-4 oz. size (Bridge's Bite Size) with a goal of no more than 200 calories low in fat and sugar. Refer to Healthy Classroom Snack List – All snacks and/or treats/food sent to the classroom must be approved by the classroom teacher or by administration; a minimum of 24 hours in advance and must meet the guidelines outlined within the Healthy Snack List.

~~6.7 School staff shall encourage parents/guardians or other volunteers to support the school's healthy eating by keeping snacks that they donate to 3-4 oz. size (Bridge's Bite Size) if possible and a goal of no more than 200 calories low in fat and sugar. Any classroom celebration items/snacks must be approved by the classroom teacher a minimum of 24 hours in advance.~~

- 6.7 School staff will encourage parents and volunteers to buy/donate something for the classroom (books, board games, music, art supplies, playground equipment, plants or flowers, etc.) in lieu of food for celebrations or class parties or birthdays.

7. School Day Fundraising Programs

Bridges shall follow all State and Federal nutrition standards for all foods and beverages sold to students during the school day including foods and beverages provided through the school's food service program, fundraisers, and other venues.

7.1 Effective from midnight to one-half hour after the end of the official school day, food restrictions apply to all foods sold or given to students by any entity. Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

~~7.2 Bridges shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages. As an example, a fundraising project would sell healthy food or non-food items such as candles, wrapping paper, greeting cards,~~

jewelry, etc. Foods at fundraisers that occur 30 minutes after school shall be determined by school committees in coordination with administration and may include home-baked goods amongst store-provided foods.

7.3 Bridges only allows marketing and advertising of food and beverage items that meet competitive foods requirements. Bridges cannot advertise on school campus during the school day, any foods and/or beverages that do not comply with competitive food requirements.

8. Program Implementation and Evaluation

8.1 The Executive Director, Director or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the

school's wellness policy conducted by the California Department of Education (CDE) every three years.

9. Notifications

9.1 The Executive Director, ~~Assistant~~ Director or designee shall inform the public about the content and implementation of the school's wellness policy and shall make the policy, and any updates to the policy, available to the public on an annual basis. The information shall be distributed through the most effective methods of communication consistent with School practice.

10. Records

10.1 The Executive Director, Assistant Director or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the administrative review of the school's wellness policy conducted by the CDE every three years, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and review results available to the public.

NON-COMPLIANCE TO POLICY: Lack of adherence to this policy by Bridges personnel may result in the employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE: The Executive Director is the individual responsible for ensuring that the school complies with the school wellness policy.

Coversheet

Healthy Classroom Snack List

Section:	VII. Business and Operations
Item:	D. Healthy Classroom Snack List
Purpose:	Discuss
Submitted by:	
Related Material:	Healthy Classroom Snack List.docx

Healthy Classroom Snack List

Bridges Charter School's Healthy Classroom Snack List was developed to help parents and school staff select healthy and nut-free snack options when bringing in snacks for the entire class for events such as birthdays, holidays, rewards, etc. We take great care in making sure all students feel welcomed and safe within the classroom. Certain foods may trigger life threatening allergic reactions.

Nutrition Guidelines for Healthy Snacks

In order to qualify as a healthy snack, the snack should...

- Contain 200 calories or less per serving
- Include less than 2 grams of saturated fat
- Include zero (0) grams of trans fat
- Contain less than 200mg of sodium per serving
- Include zero (0) grams of added sugars
- Have a whole grain, fruit, or vegetable listed first in the ingredient list

Nutrition Facts	
Servings per container Serving size	
Amount per serving	
Calories	≤ 200
% Daily Value*	
Total Fat ≤ 12 g	≤ 35% of total calories
Saturated Fat 0g	< 10% of total calories
Trans Fat 0g	
Sodium ≤ 200mg	≤ 13%
Carbohydrates	≤ 35% of total calories
Dietary Fiber ≥ 3g	
Added Sugars 0g	
INGREDIENTS: whole wheat grains, strawberries, kale	

Snack Preparation Recommendations

Snacks should be...

- Appealing and taste good to kids
- Cleaned and cut ahead of time for easy serving (fruits and vegetables)
- Put in snack baggies for easy serving

Other tips

- To keep apple and pear slices from turning brown, sprinkle them with lemon juice.
- Send necessary utensils, plates, and/or napkins, with your student if needed

Food Allergy Guidelines

- Ask your teacher or program instructor about students with allergies in your child's classroom or program before bringing in snacks for the entire classroom or group.
- Check ingredient statements and nutrition labels on food products to ensure the products are free of offending allergens.
- Snacks containing peanuts, nuts, are not allowed or seeds are discouraged.

Suggestions for Healthy Classroom Snack Options

- Water
- Sparkling/carbonated water, no sugar
- Fat-free or low-fat milk
- Fruit smoothies (frozen fruit with yogurt)
- Fresh fruit (trays, salads, or kabobs)
- Fresh vegetables (trays, salads, or kabobs)
- Fat-free or low-fat yogurt (alone or as dips)
- Canned fruit or fruit cups in water or 100% fruit juice
- Dried fruit with no added sugar
- Whole grain crackers
- Rice cakes
- Pretzels
- Low-fat cheese (slices or sticks)
- Small whole grain waffles with fruit on top
- Low-fat or air popped popcorn without butter or salt
- Graham crackers
- Jelly (from 100% fruit) sandwiches on whole wheat bread
- Whole grain bagels or English muffins with cream cheese
- Fat-free or low-fat pudding
- Whole grain cereal bars
- Baked whole grain tortilla chips and salsa
- Baked chips (small portions)

Ideas for Non-Food Celebrations & Rewards

We know that birthdays and other celebrations are important to every child and that kids like to celebrate with their classmates. Below are some suggestions for non-food celebrations and rewards. Check with your child's teacher first to make sure the birthday plans fit into their schedule.

- Buy/donate something for the classroom (books, board games, music, art supplies, playground equipment, plants or flowers, etc.).
- Connect with your child's teacher to learn about other non-food celebrations or rewards that promote wellness. Some ideas might include extra physical activity time and free choice time.
 - Bring party favors in for each classmate (bouncy balls, erasers, stickers, decorative pencils, bracelets, notepads, whistles, bubbles, washable tattoos, chalk, etc.).

Coversheet

Competitive Food Rules/Smart Snacks in School

Section:	VII. Business and Operations
Item:	E. Competitive Food Rules/Smart Snacks in School
Purpose:	Discuss
Submitted by:	
Related Material:	Competitive_Food_Rule_Smart_Snacks_in_School Addendum (1).docx

Competitive Food Rules/Smart Snacks in School

What Foods & Beverages Can Schools Sell to Students?

On July 1, 2014 the USDA implemented their new “All Foods Sold in Schools” standards. These standards are for all food and beverages sold to students during the school day, including for fundraisers.

The Charter Schools USA Competitive Foods Rule requires the gross revenue for all food and beverages sold to students during the school day accrue only to the school food service operating account.

- Commissions from vending machines accessible to students during the school day shall accrue to the school food service operating account. The vendor must send commissions directly to the CSUSA Operations Department.
- In high schools, where the criteria for carbonated beverage sales are met (as outlined below), commissions may accrue to the activity or organization authorized by the principal.

Nutrition Standards for Foods

Any food sold in school must:

- Be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).

Foods must also meet several nutrient requirements:

- Calorie limits:
 - Snack items: ≤ 200 calories
- Sodium limits:
 - Snack items: ≤ 230 mg
- Fat limits:
 - Total fat: $\leq 35\%$ of calories
 - Saturated fat: $< 10\%$ of calories
 - Trans fat: zero grams
- Sugar limits:
 - $\leq 35\%$ of weight from total sugars in foods

Nutrition Standards for Beverages

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

Beverages must also meet portion size requirements:

- Elementary schools may sell up to 8-ounce portions of milk or juice.
- Middle & High Schools may sell up to 12-ounce portions of milk or juice.
- There is no portion size requirement for plain water.

High Schools may sell “no calorie” and “lower calorie” beverages that meet several requirements:

- No more than 20-ounce portions of
 - Calorie-free, flavored water (with or without carbonation)
 - Other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or \leq 10 calories per 20 fluid ounces.
- No more than 12-ounce portions of
 - Beverages with < 40 calories or 8 fluid ounces, or \leq 60 calories per 12 fluid ounces.

Exemptions for Fundraisers

- These above standards do not apply for fundraisers taking place after the end of the school day, on weekends and at off-campus events.
 - *The school day is defined as the period from 12:01am until 30 minutes after the end of the instructional day.*
- These standards allow for schools to have infrequent fundraisers during the school day that are exempt from these nutrition standards and the Competitive Foods Rule.
- Exempt fundraisers can operate anywhere on the school campus and anytime during school hours.
- The number and length of the exemptions are determined by each state agency.
 - **California allows zero exempt fundraisers.**
- Each school shall have a designee responsible for documenting the occurrence of any exempt school fundraisers to demonstrate compliance with this rule. At any point the state could ask to review this information

Smart Snacks in School Resources

Healthy Ideas for Fundraisers, Celebrations and Non-Food Rewards

Find ideas for fundraisers that are healthy alternatives to food.

https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/

Product Navigator

Browse the online catalog featuring food and beverage products that meet the Smart Snacks standards.

https://schools.healthiergeneration.org/resources_tools/school_meals/alliance_product_navigator/

Product Calculator

Have a product you want to sell, but you are not sure if it is compliant? Enter the product information, answer a few questions, and determine whether your beverage or snack meets the Smart Snacks standards.

https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/alliance_pro

[duct_calculator/](#)

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Coversheet

Consideration of Attendance Recovery for 2025-2026

Section:	VII. Business and Operations
Item:	F. Consideration of Attendance Recovery for 2025-2026
Purpose:	Discuss
Submitted by:	
Related Material:	Attendance Recovery Audit Requirements _ SSC.pdf

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Attendance Recovery Audit Requirements

✓ BY MATT PHILLIPS, CPA

✓ BY WENDI MCCASKILL

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posted March 6, 2025

The 2025-26 school year marks the implementation year of the Attendance Recovery Program. This voluntary program expands the days, and times, on which local educational agencies (LEAs) can offer additional instruction and generate attendance for students who incur absences during the regular instructional schedule. For those LEAs planning to offer a program, it is useful to know the key elements of the program, which we covered in the February 2025 *Fiscal Report* article, "[Attendance Recovery Program](#)," and which of those elements will be included in the compliance testing for annual audit.

Beginning with 2025-26, *The Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (Audit Guide) is required by Attendance Recovery Program statute to include verification of eligibility, attendance computations, recovery limits, documentation, reporting requirements, instructional content standards, and supervision requirements for all LEAs that claim attendance generated through the Attendance Recovery Program. LEAs found to be out of compliance will not be able to claim attendance even if the program was offered.

Eligibility

Auditors will confirm that students generating Attendance Recovery Program attendance were not enrolled in long-term independent study (full-time independent study for more than 15 cumulative days over the course of the school year) or nonclassroom-based charter school programs. Auditors will also verify that students of charter schools that serve students through partnerships under Education Code Section 47612.1 are not generating Attendance Recovery Program attendance.

Attendance Accounting

Attendance records will need to show that Attendance Recovery Program attendance was maintained in hourly increments and documented separately. Auditors will also verify that attendance calculations were done appropriately, ensuring that each day of attendance claimed was equivalent to the minimum instructional day applicable to the student who generated it. In addition, auditors will determine whether students generated more than the lesser of ten days of attendance per school year or the number of absences that a student incurred over the school year.

Supervision

Auditors will verify that students are supervised by an LEA employee with a valid teaching credential, as well as that the pupil-to-certificated-teacher ratio does not exceed 10:1 for classes with transitional kindergarten and/or kindergarten students and 20:1 for grades 1-12.

Instructional Content

LEAs must be able to demonstrate that students in an Attendance Recovery Programs were provided with course content that was substantially equivalent to in-person instruction and aligned to their grade-level standards.

Attendance is used to determine funding for a multitude of revenues streams, including, but not limited to, the Local Control Funding Formula, Special Education, Lottery, and the Mandate Block Grant. A finding in this area could lead to a significant financial penalty, so it is important that LEAs understand the rules and pitfalls of the program. To learn more about updates and additions to the Audit Guide for the 2024-25 and 2025-26 fiscal years, please join us for The Audit Challenge—Updates and New Considerations webinar on March 18, 2025, by registering [here](#).

Coversheet

Employee Handbook

Section:	VII. Business and Operations
Item:	G. Employee Handbook
Purpose:	Vote
Submitted by:	
Related Material:	2025-2026 Employee Handbook draft.pdf



BRIDGES CHARTER SCHOOL

EMPLOYEE HANDBOOK

2025-2026

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For more information, contact the Labor Commissioner's Office by phone at 213897-6595 or visit a local office by finding the nearest one on website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office

provides an interpreter at no cost to the employee, if needed.

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SECTION 1 WELCOME

WELCOME TO Bridges Charter School!

We are happy to have you join us at Bridges Charter School. We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of Bridges Charter School, its personnel policies and procedures, and your benefits as a Bridges Charter School employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No Bridges Charter School guideline, practice, manual or rule may alter the “at-will” status of your relationship with Bridges Charter School.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, Bridges Charter School reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever Bridges Charter School determines that such action is warranted. For these reasons, we urge you to check with the Administrative Coordinator to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

We welcome you and wish you great success and fulfillment at Bridges Charter School.

Sincerely,

Bridges Charter School Employee Handbook

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Kelly Simon, Executive Director & Cindy McCarthy Director of Daily Operation

SECTION 2 GENERAL

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at Bridges Charter School. The standards of conduct apply to all individuals who work on the school premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Administrative Coordinator. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other Bridges Charter School document confers any contractual right, either express or implied, to remain in Bridges Charter School's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by Bridges Charter School or you may resign for any reason at any time.

No supervisor or other representative of Bridges Charter School except the Directors, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside Bridges Charter School, other than to individuals affiliated with Bridges Charter School whose knowledge of the information is required in the normal course of business.

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SECTION 3 OUR MISSION/VISION/PHILOSOPHY

MISSION STATEMENT

Our mission is to educate the Whole Child using a combination of innovative curriculum and instruction along with social/emotional education embedded in the program. Students will be enabled to reach their innate intellectual, creative, and leadership potential through our commitment to nourish curiosity, compassion, independence, resourcefulness, and a respect for diversity.

VISION STATEMENT

Our vision is to create a K-8 learning community in which all teachers, parents and students partner to support the cognitive, emotional and social success of our students; where there exists positive, respectful and peaceful collaboration; and where children are enabled and empowered to become lifelong learners and compassionate global citizens.

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SECTION 4 EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and Bridges Charter School will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, Bridges Charter School may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called "employment at will," and no one other than the Director of Bridges Charter School, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict Bridges Charter School's right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

Bridges Charter School is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race/ethnicity, color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), genetic information, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law, the School prohibits discrimination against any qualified employee or applicant with a physical or mental disability.

These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The School will ensure that applicants and employees are treated in

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all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the School. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the Administrative Coordinator and request such an accommodation, specifying what accommodation he or she needs to perform the job. The School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of Bridges Charter School to ensure equal employment opportunity without discrimination or harassment on the basis of race, religious creed (which includes, without limitation, to religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Bridges Charter School prohibits any such discrimination or harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the terms "discrimination" and "harassment" includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

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Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) ("hostile work environment" harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above ("hostile work environment" harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual ("hostile work environment" harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts ("hostile work environment" harassment). ○ Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis ("hostile work environment" harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors ("quid pro quo" harassment). ○ Sexually harassing conduct does not need to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer's legitimate business interests.
- Use of derogatory remarks, insults and/or epithets
- Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

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What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, abusive conduct or for participating in an investigation of a claim of such is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, opposing a practice or conduct the employee reasonably believes to be unlawful, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. An adverse employment action may include, but is not limited to, the following: demotion, suspension, reduction in pay, denial of merit salary increase, failure to hire, refusing to promote, denying employment opportunities, changing work assignments or otherwise treating an employee differently.

Any retaliatory adverse action because of a protected activity may be unlawful and will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All Bridges Charter School employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

Bridges Charter School strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Administration. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to Administration. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Administration, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within Bridges

Charter School. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. Bridges Charter School is serious about enforcing its policy against harassment; however, Bridges Charter School cannot

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resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to Bridges Charter School's attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

Bridges Charter School encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Bridges Charter School's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent of a consistent loop with adequate investigation methods and appropriate corrective actions. The School has a compelling interest in protecting the integrity of its investigations. In every investigation, the School has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with Bridges Charter School's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, Bridges Charter School will provide regular progress updates, as appropriate, to those directly involved. Bridges Charter School will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

Bridges Charter School may investigate conduct in the absence of a formal complaint if the Bridges Charter School has reason to believe that an individual has engaged in conduct that violates Bridges Charter School policies or applicable law. Further, Bridges Charter School may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which Bridges Charter School believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Bridges Charter School believes appropriate under the circumstances. Due to privacy protections, the Bridges Charter School may not be able to fully disclose its entire decision regarding corrective action to the

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complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. Bridges Charter School will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the Administrative Coordinator or Directors.

If you believe you have experienced discrimination, harassment, or abusive conduct, we encourage you to report and seek resolution at the site level. However, you may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers in the phone directory.

Training Requirements

Bridges Charter School requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

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WHISTLEBLOWER POLICY

Bridges Charter School is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of Bridges Charter School policy, specifically the policies contained in Bridges Charter School's Employee Handbook.

An employee who wishes to report a suspected violation of law or Bridges Charter School policy may do so confidentially by contacting the President of the Board of Directors.

Bridges Charter School expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Bridges Charter School. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: Administrative Coordinator or Directors. Any supervisor or coordinator that receives complaints of retaliation must immediately inform the Administrative Coordinator or Directors.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. Information will be disclosed only as it

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is necessary to complete the investigation and resolve the matter. The Board of Directors and/or a member of Bridges Charter School management will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. Bridges Charter School strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. Bridges Charter School is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with the Administrative Coordinator or Directors. Employees are encouraged to raise their work related concerns as soon as possible after the events that cause concern. Bridges Charter School will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

Bridges Charter School provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact the employee's supervisor or Administrative Coordinator. The School will respond accordingly, generally within two business days. The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

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1. The employee should complete an accommodation request form and contact their supervisor or Administrative Coordinator to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.
3. Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources (Administrative Coordinator) or Directors. Discrimination against and harassment of lactating employees in any form is unacceptable will not be tolerated at Bridges Charter School and will be handled in accordance with Bridges Charter School's policy on discrimination and harassment.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of Bridges Charter School and its interest in our school will be formed in part, by Bridges Charter School employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, Bridges Charter School and our school's services.

Below are several things employees can do to help leave people with a good impression of Bridges Charter School.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times

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- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE CLASSIFICATIONS

Each Bridges Charter School employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 40 hours each week. Part-time employees are those regularly scheduled to work less than 40 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt employees: This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

Non-exempt employees: This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double-time pay as well as meal and rest breaks, as prescribed by law.

Certificated Employee: Certificated Employees are those employees hired by Bridges Charter School that require the employee to hold a valid California Teaching Certificate for a teaching position or other position that requires a Certification such as Administrator, Counselor, Speech Therapist, or School Psychologist.

Classified Employee: Classified Employees includes those employees hired by Bridges Charter School that DOES NOT REQUIRE a Teaching Certification, such as positions in the Business Office such as Secretary, Food Service, Maintenance, Technology, Paraprofessionals, and Health Clerk.

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WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or Director of Daily Operations will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with the Administrative Coordinator or your supervisor. All schedule changes or modifications must be approved by the Executive Director or Director of Daily Operation.

Bridges Charter School reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the School unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend and work at the function and has written approval from Administration to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including termination.

Full Time Exempt Non-Instructional Employees:

Work schedule and hours are subject to each individual employee's job description and may not align with the regular instructional school day or hours.

Full Time Certificated Instructional Employees:

Typical work hours for instructional employees are from 7:45 a.m. to 3:45 p.m. At the discretion of administration these hours may be adjusted per individual contracts. Although not a legal mandate, the school will do its best to support a ten (10) minute rest break as well as a thirty (30) minute meal break. Instructional Employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. It is expected that teachers will participate in activities outside of regular business hours such as instructional prep, back to school night, information sessions, evening and Saturday family workshops or special meetings. Administration must approve any exceptions to the regular work schedule or work day to include arriving late or leaving early for instructional employees.

Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities.

Non-Instructional Classified Employees:

Administration will determine the normal working hours for non-instructional employees. Nonexempt, non-instructional employees are entitled a 10-minute rest break for every 4 hours worked and a thirty (30) minute unpaid meal break when

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working for more than 5 hours in a day and are entitled to overtime and double-time pay as required by law. Non-instructional employees work per their assigned work calendar.

SCHOOL HOLIDAYS

The School observes the following paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday (local holiday)
- Washington's Birthday
- Good Friday (local holiday)
- Juneteen
- Memorial Day
- Labor Day
- Local Holiday Yom Kippur Change (local holiday)
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving (local holiday)
- Christmas Day

To be eligible for holiday pay, an employee must be classified support staff and non-exempt. Classified support staff will receive time off with pay at their normal base rate and percentage of hours worked per week, if they are scheduled to work on any of the Bridges observed holidays. (The number of hours assigned for a holiday will be based on their typical hours worked on that particular day or an average of an hours worked in a typical week on their assigned schedule). Classified specialists must be full-time to receive holiday pay. Bridges will designate either the Friday or the Monday adjacent to the weekend as a paid day off. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

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Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to Administration. The employee may use paid vacation (or PTO) if the employee has unused paid time off available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

ACADEMIC FREEDOM

Academic freedom is not absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods;
- A concern for the welfare, growth, maturity and development of children;
- The use of accepted scholastic methods; and
- Application of good taste and judgment in selecting and employing materials and methods of instruction.

ATTENDANCE AND PUNCTUALITY

The presence or absence of each employee is of critical importance to the successful operation of the Bridges Charter School. Regular attendance and punctuality are considered an essential function of each position. Therefore, Bridges Charter School expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. If an employee is unable to report for work on any particular day or any portion of their day, they must call or text the Administrative Coordinator and/or their supervisor and use the absence management system to record their absence, at a minimum the evening before or not later than 6:00 a.m. on the day scheduled to work. If an employee calls in less than one hour before the scheduled time to begin work they will be considered tardy. (See chart below). Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify the Administrative Coordinator or Administration personally at the earliest possible moment. In some circumstances, you may be required to provide verification of or documentation for your absence.

In the case of a teacher's absence, it is expected that substitute plans will be left in the classroom with clear instructions or sent to the Administrative Coordinator in advance with all materials needed. All teachers are expected to have an emergency sub plan clearly labeled ready to go in their room should the need arise. Failure to have sub plans on a repeat basis will be documented on an employee's review.

More than three instances of tardiness by a nonexempt employee or instructional employee during any twelve-month period are considered excessive and will be documented on an employee's review. Any unexcused absence is considered excessive. A

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consistent presence including punctual attendance is a critical piece to the success of the school and will be taken into consideration for continued employment.

If you fail to report for work without any notification to the Administrative Coordinator and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

CHART OF CONSEQUENCES FOR TARDINESS AND ABSENCES		
	OCCURRENCES/DAYS	STEP AND ACTION
TARDINESS	1 -3 tardiness	Verbal Warning
	The 4th tardy	Written Warning.
	The 5th tardy	Staff member will also be placed on an Improvement Plan.
	6th and subsequent tardiness	Disciplinary: The employee may be subject to further discipline or dismissal.
ABSENCES	After all sick leave/vacation days are used	For exempt employees, a full day of pay will be deducted for each full days' absence. For nonexempt employees, no deduction will be made, but the employee will not earn wages during their absence.
NO CALL/NO SHOW	3 consecutive days	Considered job abandonment, which can lead to termination.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Nonexempt employees must accurately complete time records within the School's timekeeping system on a daily basis. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record.

Exempt employees must report full days of absence from work.

OFF THE CLOCK WORK

Bridges Charter School prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet and approved in advance by administration. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meals and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or

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rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to school policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker's compensation.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Nonexempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Administrative Coordinator and complete a "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee only may waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Administrative Coordinator and complete a "Second Meal Period Waiver" form.

Hours Worked

Number of Meal Periods

0 hours to 5 hours

No meal period

Over 5 hours to 10 hours

1 30-minute meal period

Over 10 hours to 14 hours

2 30-minute meal periods

Nonexempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days' time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's timesheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Nonexempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

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Hours WorkedNumber of Rest Periods

3.5 hours to 6 hours

1 10-minute rest period

Over 6 hours to 10 hours

2 10-minute rest periods

Over 10 hours to 14 hours

3 10-minute rest periods

Nonexempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to the Administrative Coordinator or Administration.

PAYDAYS

Paydays for Certificated Employees at Bridges Charter School are the 10th and 25th of each month. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be processed the preceding business day.

If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the school is not responsible for automatic payments or withdrawals dated prior to your actual payday and you should not depend on early deposits of your pay.

PAYROLL WITHHOLDINGS

Bridges Charter School is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty or PERS, if the school participates) from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, Bridges Charter School must comply with that order within the time allowed by law and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions Bridges Charter School will work in good faith to resolve errors as soon as possible. The employee should notify the Administrative Coordinator of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask the Administrative Coordinator to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by logging on to the Employee Portal in Escape. Bridges Charter is not allowed to provide any form of tax advice to an employee.

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SECTION 6 – CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

Bridges Charter School employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bridges Charter School within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, transcripts, and test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Administrative Coordinator with verification of renewals. Failure to provide these updated documents to the school may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail recertification, training, or testing, Bridges Charter School is required to remove you from the work schedule until you meet the requirements or renew your credential.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. A bubble TB Clearance is good for four years, a chest x-ray clearance is good for 10 years, and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

CRIMINAL BACKGROUND CHECK

Bridges Charter School recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. Bridges

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Charter School will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][f], which requires that “each employee of the school furnishes the school with a criminal record summary.”

All employees must have Live Scan fingerprint results on file with Bridges Charter School. Proof of Live Scan fingerprinting is a requirement of employment and the results must be provided to Bridges Charter School prior to the first day of work. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any and all information obtained by Bridges Charter School may be taken into consideration in evaluating one's suitability for employment, promotion, reassignment, or retention as an Employee.

All fingerprint and background information must be completed and the results in the possession of Bridges Charter School before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal convictions) may be ineligible for employment with Bridges Charter School.

Bridges Charter School shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification and after an individualized assessment is conducted in accordance with applicable law.

For additional information on background checks, please contact the Administrative Coordinator.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is Bridges Charter School's policy that all school employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

“Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Classroom teachers who become aware of suspected child abuse should immediately report the suspicions as required.

It is extremely important that Bridges Charter School employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not

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incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

The Director of Daily Operation is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without Bridges Charter School's assistance, he or she is required to notify Bridges Charter School of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with Bridges Charter School.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Administrative Coordinator. All requests should be put in writing and will be retained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Administrative Coordinator about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

EMPLOYEE PERFORMANCE REVIEW

Supervisors will generally conduct performance reviews with all regular full-time and regular part-time employees bi-annually but may conduct them annually based on need. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employees and

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supervisors discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

Bridges Charter School's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at will or limit the Bridges Charter School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and Bridges Charter School. Accordingly, either the employee or Bridges Charter School can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of the School. It is Bridges Charter School's goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While Bridges Charter School strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are solely within the discretion of Bridges Charter School and depend upon many factors in addition to performance. Positive performance evaluations, however, do not guarantee increases in salary or promotions. Increases may be determined on the basis of various factors including, but not limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties per job description, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

SECTION 8 – LEAVES

Parental Leave

A regular employee who is disabled as a result of pregnancy, or becomes a new parent through childbirth, adoption, or foster placement, including domestic partners of new parents through childbirth, adoption, or foster placement, **shall be entitled to take up to sixty (60) days of Parental Leave at full salary minus the cost of a substitute. An employee must exhaust their sick leave prior to requesting the differential pay.** Employees may take up to six (6) weeks of accumulated sick leave within six (6) weeks. Employees may take up to six (6) weeks of accumulated sick leave within six (6) weeks of the child's birth. You may not use Parental leave prior to sick leave. The six (6) week parental leave shall run concurrently with any extended medical leave; and Parental Leave runs consecutively with accrued sick leave (e.g., the amount of Parental Leave available is reduced by the employee's sick leave). Parental Leave must be taken within twelve (12) weeks of the child's birth, or date of adoption or foster placement. No employee may receive more than sixty (60) days of Parental Leave per year, or per childbirth, adoption, or foster placement. Temporary and substitute employees are not eligible for Parental Leave. If an employee does not return after a Parental Leave s/he shall reimburse

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the school for health and welfare benefits paid during the summer months.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as "FMLA leave."

1. Employee Eligibility Criteria:

- a. To be eligible for FMLA leave, the employee must have been employed by the School for a total of at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave.

1. Events That May Entitle an Employee To FMLA Leave:

- a. The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:
 - b. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.
 - c. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
 - d.
 - i. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - ii. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if

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it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

- iii. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - iv. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
 - e. To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) - month period to provide said care.
 - f. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces.
2. Amount of FMLA Leave Which May Be Taken
- a. FMLA leave can be taken in one (1) or more periods, but may not exceed twelve(12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
 - b. In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
 - c. The "twelve month period" in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.

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- d. If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's CFRA entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

3. Pay during FMLA Leave

- a. An employee on FMLA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
- b. An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA leave.
- c. If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave unless the employee is eligible for Parental Leave.
- d. The receipt of sick leave or Parental Leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay accrued during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

4. Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will

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provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

BRIDGES CHARTER SCHOOL may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

5. Seniority

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he/she had when the leave commenced. An employee who was absent from work while fulfilling his or her covered service obligation under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.

6. Medical Certifications

- a. An employee requesting FMLA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
- b. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate or clarify information in a deficient certification if the employee is unable to cure the deficiency.

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- c. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
- d. Recertification is required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave.

7. Procedures for Requesting and Scheduling FMLA Leave

- a. An employee should request FMLA leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA leave policy.
- b. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
- c. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- d. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
- e. If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
- f. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be

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transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

- g. The School will respond to an FMLA leave request no later than five (5) days of receiving the request. If an FMLA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

8. Return to Work

- a. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee whose reinstatement would cause serious and grievous injury to the School's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
- b. When a request for FMLA leave is granted to an employee (other than a "key" employee), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
- c. Before an employee will be permitted to return from FMLA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
- d. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

9. Limitations on Reinstatement

- a. BRIDGES CHARTER SCHOOL may refuse to reinstate a "key" employee if the refusal is necessary to prevent substantial and grievous injury to the School's operations. A "key" employee is an exempt salaried employee who is among the highest paid 10% of the School's employees within seventy-five (75) miles of the employee's worksite.

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- b. A "key" employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a "key" employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School's operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the "key" employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

10. Employment during Leave

No employee, including employees on FMLA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pregnancy disability leave does not count against the leave which may be available as Family Care and Medical Leave.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period. Upon exhaustion of sick and/or vacation leave, an employee on pregnancy disability leave may utilize Parental Leave.

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2. The receipt of vacation/sick leave/Parental Leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrued during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

BRIDGES CHARTER SCHOOL shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. BRIDGES CHARTER SCHOOL can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Administrative Coordinator will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact the Administrative Coordinator.

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BEREAVEMENT LEAVE

Bridges Charter School provides regular full-time employees up to FIVE DAYS paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Employees will be granted paid time off for jury duty up to five (5) working days per 12-month period. Paid leave for jury duty is available only to an employee who has been working at Bridges Charter School for a minimum of one full academic year. All other employees will receive time off without pay for the entire duration of the jury duty. Likewise, any time beyond 5 days necessary to complete jury duty will be without pay for those employees receiving paid jury duty for the first 5 days. However, employees may elect to substitute accrued Personal Necessity Leave or Compensated Time Off (discussed below) during any unpaid leave due to jury duty. An employee receiving pay while on jury duty (whether Jury Duty pay, or CTO) will be paid at his or her regular rate of pay for the hours the employee was scheduled to work that day, regardless of the time actually spent at jury duty.

Employees must inform the Administration of the need for jury duty as soon as they receive the summons or subpoena to appear. Once jury duty is completed, the employee must submit a receipt from the court verifying the time spent in court to the Administrative Coordinator. Employees may keep any travel allowance they received from the court.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any nonexempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Vacation or personal hours which have accrued but not been used may be paid to the employee for this time off.

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SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

This leave is unpaid but the employee may choose to use accrued vacation, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if they are:

- A victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) is a victim of such a crime;

An employee must give reasonable advance notice to the school by providing documentation of the proceeding. Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use accrued vacation, sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE

If you are a victim of domestic violence, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available vacation (if applicable) or accrued PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

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You must give the School reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or,
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Employees have the right to ask the School for help or changes in their workplace to make sure they are safe at work. The School will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The School may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. The School will maintain confidentiality regarding any requests for accommodations under this policy.

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The School will not discharge, discriminate or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

Bridges Charter School is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked Bridges Charter School for help or changes in the workplace to ensure safety at work.

Employers are prohibited from discharging, discriminating or retaliating against an employee who is a victim of domestic violence or the victim of sexual assault for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation. If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

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For more information, contact the Labor Commissioner's Office by phone at 213897-6595 or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

SECTION 9 – BENEFITS

SICK LEAVE

Accrued Sick Leave

Bridges provides paid accrued sick leave to full-time employees for periods of temporary absences due to illness or injury, as follows:

Eligibility

To qualify for sick leave, an employee must:

- Work for the same employer for at least 30 days within a year in California, and
- Satisfy a 45-day initial employment period before taking any sick leave.

Company Policy

- All full-time 10 month employees, front office clerical staff, food service supervisor and child care supervisor are granted 10 sick days (80 hours) per year and the hours will be available at the start of each calendar school year for all returning staff. Accrued, unused time under this policy will carry over each year up to a maximum accrual of 80 hours or 10 days, whichever is greater.
- All full-time 11 or 12 month employees are granted 11 or 12 accordingly sick days per year and the hours will be available at the start of each calendar school year for all returning staff. Accrued, unused time under this policy will carry over each year up to a maximum accrual of 88 or 96 accordingly hours (or 10 or 11 days), whichever is greater.
- All other employees are eligible for 40 hours or five days of paid sick leave per calendar school year. Employees who work less than full time are entitled to a minimum of at least one hour of paid sick leave for every 30 hours worked with the maximum being 40 hours.
- Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the company within a year of separation will have their accrued unused bank of time off under this policy made available to them.
- Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).
- Employees can use this leave for their own illness, for a family member's illness, or for public health emergencies".

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An employee is not entitled to cash payment for accumulated sick leave when he or she leaves employment, but it may be credited towards retirement or transferred to another district or county office under certain circumstances (Government Code Section 20963 and Education Code Section 45202). The days may be used in partial or full day increments. Should the employee leave prior to the end of the school year the sick days taken above the hours of monthly actual accrual must be paid to **Bridges Charter School** out of their final paycheck.

Sick leave is to be used only for illness or injury. Any absences beyond the limits specified will be considered unpaid leave, if approved. Sick leave will not accrue during any unpaid leave of absence.

Compensation for Sick Leave

Eligible Certificated employees may take sick leave in half-day or full-day increments. Employees will receive pay at their normal base rate for any sick leave taken. For example, a full-time employee will be paid sick leave based on an 8-hour workday for a full-day leave, and four- hours pay at his or her hourly rate for a half-day leave. An employee may only receive pay in lieu of sick leave per the accrual policy and payment detailed above, and employees will not receive pay for accrued unused sick leave at the end of the academic year, or upon termination of their employment. Non Exempt Classified Employees may take sick leave on an hourly basis.

Eligible Sick Leave

Sick leave may be used for personal illness or injury. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for "personal" absences. Eligible employees are permitted to use their sick leave in order to care for an ill child (including a biological, foster, or adopted child, a stepchild, or legal ward of the employee), parent (including a biological, foster, or adoptive parent, stepparent or legal guardian), spouse, or domestic partner or for specified purposes if you are a victim of domestic violence, sexual assault or stalking Time off for medical and dental appointments will be treated as sick leave.

Bridges Charter School retains the right to request verification from a licensed health care practitioner including a note for an ill child, parent, spouse or domestic partner for any absence, regardless of the number of days, due to illness or injury.

A doctor's note and/or medical certification of your fitness to return to work satisfactory to **Bridges Charter School** may be required before **Bridges Charter School** honors any sick leave request.

Requesting Sick Leave

Eligible employees should call in to their direct supervisor, or in his/her absence the next level of authority as soon as they are aware that they are unable to report to work. **Teachers are expected to log into the absence management system and create your absence for a substitute by 4:00 p.m. of the day prior to the absence or, in an emergency, by 6:00 a.m. the day of the absence, if a substitute is required and if not still notify the administrative coordinator. Classified employees are required to do the same but will note no substitute required unless a substitute has been approved by the administrative coordinator. In addition they will need to notify the administrative coordinator via text asap.** If medical circumstances allow, employees should provide documentation in advance.

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Coordination of Sick Leave Benefits with Other Benefits

Bridges will pay sick leave benefits (to the extent they have been accrued) to an eligible employee during the normal waiting period, if applicable, before the employee is paid workers' compensation benefits pursuant to the applicable state and federal law governing industrial injury or illness. Similarly, **Bridges** will pay sick leave benefits during the normal waiting period, if applicable, before the eligible employee is paid benefits from other insured unemployment disability plans. It is your responsibility to apply for any disability benefits for which you may be eligible as a result of illness or disability, including California State Disability Insurance, workers' compensation insurance, and/or any short-term disability insurance benefits for which you qualify.

Personal Necessity Leave

Up to seven days of accrued sick leave may be used for reasons of personal necessity pursuant to Ed Code 45207. The employee may not use more than seven (7) in a single school year for personal necessity. Once an employee reaches the maximum amount of personal necessity days, any further days will be taken without pay:

1. Illness of immediate family member,
2. Death of a member of the employee's immediate family,
3. Accident involving the person or property of the employee or immediate family,
4. Appearance in court, or
5. Other reasons as approved by the administration. Requests must be submitted with reasonable advance notice. A standard expectation of 72 hours.

Catastrophic Leave

Upon determination that the employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Governing Board, may donate accrued vacation and/or sick leave credits to the requesting employee. Donations shall be given in workday equivalents only (i.e. if eight hours is a workday donated to a three-hour employee, those eight hours will count as the three-hour employee's entire workday).

Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:

- The employee who is, or whose family member is, suffering from a catastrophic illness or injury requests that eligible leave credits be donated and provides verification of catastrophic injury or illness as required by the governing board of the school in which he or she is employed.

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- The governing board of the school determines that the employee is unable to work due to the employee's or his or her family member's catastrophic illness or injury.
- The employee has exhausted all accrued paid leave credits.
- If the transfer of eligible leave credits is approved by the governing board of the school, any employee may, upon written notice to the governing board of the school, donate eligible leave credits at a minimum of eight hours, and in hour increments thereafter.
- An employee who receives paid leave pursuant to this section shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this section.
- Employees may donate no more than five workday equivalents per school year per person requesting catastrophic leave.
- To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than 20 days.
- Upon resigning from the school, an employee may donate a maximum of five workday equivalents of accrued vacation and/or sick leave credits to the requesting employee. All unused donated leave credit shall be given back to the donors in reverse order of contribution.
- All donations are confidential.
- The employee who is the recipient of the donated leave credits shall use those credits within 12 consecutive months.
- An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program.
- No donated sick leave may be accrued by the recipient for the purposes of retirement, vacation, or any other use beyond that of the original documented need request.
- Donations made under the catastrophic leave program shall be strictly voluntary.

VACATION

Standard Vacation Policy

The following full-time, regular employees are eligible for vacation benefits: Classified employees who work over 225 days annually shall receive vacation benefits on a basis equal to that percentage that the actual work month bears to full-time. (For example, a full-time employee will earn 1 day of vacation per 1 month of service credit up to 10 days per calendar year). No more than 10 vacation days may be accrued. Vacation credit shall accumulate from the first day of regular employment. Vacation days will not accrue during any unpaid leave of absence. Please note that an equivalent of no more than one week of earned vacation may be carried over into a new fiscal year. The employee shall be paid for any vacation balance in excess of the maximum carryover at the end of each fiscal year using the employee's current rate of pay as of June 30th.

Requests to use vacation days by these employees must be submitted in writing at least 2 weeks in advance to the Administrative Coordinator. These employees will not be approved for more than 10 days of vacation in a single academic year.

Vacations shall be scheduled in such a way as to provide adequate coverage of job responsibilities and staffing requirements. Although Bridges Charter School will attempt to accommodate vacation requests to the greatest extent possible, there is no guarantee that any given vacation request will be granted. If a holiday occurs during an employee's vacation period, the employee will receive holiday compensation for that day.

Upon termination of employment the eligible employees listed above will be paid for all accrued, but unused vacation time at their current rate of pay. Employees are not entitled to pay in lieu of taking vacation except upon termination of employment.

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INSURANCE BENEFITS .

Full-time employees are entitled to insurance benefits offered by Bridges Charter School. These insurance benefits will include medical, dental, and vision. The school will set a defined contribution towards the employee's insurance premiums that are sponsored by Bridges Charter School. This amount will be determined on an annual basis. The employee's portion of the monthly premiums may be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact the Administrative Coordinator.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Bridges Charter School's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Bridges Charter School group rates plus an administration fee. Bridges Charter School or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under "CHARTER SCHOOL's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to a teacher's retirement systems (PERS/STRS), your earnings from this job are not covered under Social Security (nor is Social Security withdrawn from your pay). When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

Bridges Charter School withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security) for temporary employees and Medicare withholding and matching programs as required by law.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

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In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

CHILDCARE

As a benefit of employment at Bridges Charter School, classified and certificated employees can send their children to our after-school Extensions program as a complimentary service. Fees for after school enrichment classes still apply, however.

This benefit is available with the following parameters:

- You must be a current full time employee at Bridges Charter School
- You must be on site when using the childcare service
- Children must be currently enrolled as students at Bridges Charter School
- A maximum of 20 hours per week can be utilized per staff member
- Employees must submit all paperwork for the children enrolled and maintain sign-in and sign-out records with Extensions
- Children must follow all rules and policies as outlined in the Extensions Handbook

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SECTION 10 – EMPLOYEE COMMUNICATIONS

COMMUNICATIONS POLICY

Every employee is responsible for using the Bridges Charter School's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the Assistant Director.

The Communication Systems are the property of Bridges Charter School and have been provided for use in conducting Bridges Charter School business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are Bridges Charter School records and property of Bridges Charter School. The Communication Systems are to be used for school purposes only. Employees may, however, use Bridges Charter School technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with Bridges Charter School business, and does not violate any Bridges Charter School policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

Bridges Charter School has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email and instant messages sent and received by users and/or voicemails. Further, Bridges Charter School may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of Bridges Charter School's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from Bridges Charter School's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish Bridges Charter School's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to Bridges Charter School for any reason that Bridges Charter School, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

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Employees have no expectation of privacy in anything they view, create, store, send or receive on the Communication Systems.

Notwithstanding the foregoing, even though Bridges Charter School has the right to retrieve, read and delete any information viewed, created, sent, received or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Administration.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Bridges Charter School letterhead.

Offensive and Inappropriate Material

Bridges Charter School's policy against discrimination and harassment, sexual or otherwise, applies fully to Bridges Charter School's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in Bridges Charter School's computers. Employees encountering or receiving this kind of material should immediately report the incident to Administration.

Bridges Charter School may (but is not required to) use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Bridges Charter School networks. Notwithstanding the foregoing, Bridges Charter School is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to Bridges Charter School's blocking software.

Solicitations

Bridges Charter School's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from Administration is required before anyone can post any information on commercial on-line systems or the Internet.

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Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to Bridges Charter School's "Confidential Information" policy, contained herein, for a general description of what Bridges Charter School deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

Bridges Charter School's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Administration. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to Bridges Charter School's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to Bridges Charter School's network.

If you suspect that a virus has been introduced into Bridges Charter School network, notify Director of Daily Operations Administrative Coordinator immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

Bridges Charter School reserves the right to modify this policy at any time, with or without notice. Bridges Charter School may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

Acknowledgement

Employees acknowledge this policy by signing the receipt of this handbook.

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SOCIAL MEDIA POLICY

Bridges Charter School has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.

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- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School's premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who "friend" subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to Executive Director or Director of Daily Operations. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate "friendships" with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their "friends" list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the School.

Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. Bridges Charter School encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

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Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Administrative Coordinator.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact the Administrative Coordinator.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with Bridges Charter School's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

Bridges Charter School attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them or their classroom if the loss is due to willful misconduct or negligence.

Laptop Computers

Each staff member assigned a laptop for professional use will be charged for any damages, loss or theft to the laptop caused by willful misconduct and/or negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and

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- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
- Immediately report the incident to his/her immediate supervisor and Chief representative; and obtain an official police report documenting the theft or loss; and

provide a copy of the police report to his/her immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the School for the replacement of such equipment.

The school is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

The school may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring and auditing by the school. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School if resulting from an employee's willful misconduct.

CELL PHONE POLICY

If you are required to perform business on a cell phone for Bridges Charter School while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages and email.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by Bridges Charter School or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

TELEPHONE CALLS AND TEXTING

While at work and during staff meetings, the employee's undivided attention is expected.

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Bridges Charter School expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job, this includes staff meetings and professional development.

CELL PHONE COMPENSATION

Permanent employees with a regular assignment will receive a stipend if they are required to use their personal cell phones for work-related purposes. Employees will receive a monthly cell phone stipend to partially offset the cost of their mobile plan, provided they adhere to company guidelines regarding appropriate usage and data security.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, Bridges Charter School has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed or controlled by Bridges Charter School.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by Bridges Charter School employees is prohibited at all times in all working areas on school premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by Bridges Charter School.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the school. The Directors must approve any postings prior to posting.

Bridges Charter School reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the school's business.

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Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with the Administrative Coordinator or Administration. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to the Administrative Coordinator or Administration.

NEPOTISM POLICY

Bridges Charter School permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of Bridges Charter School, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. Bridges Charter School will use sound judgment in the placement of related employees in accordance with the following guidelines:

Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

The Directors must approve any exceptions to this policy.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping. These employees will sign a BUILDING KEY DISBURSEMENT FORM upon receiving the key.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Administrative Coordinator.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time Bridges Charter School may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

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Whenever necessary, at Bridges Charter School's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. briefcases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for Bridges Charter School property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Bridges Charter School. Bridges Charter School will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

Bridges Charter School has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect Bridges Charter School or which occur on Bridges Charter School property will not be tolerated.

Per Labor Code section 6401.9, "workplace violence" is defined as any act of violence or threat of violence that occurs in a place of employment. This includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The four types of workplace violence defined in Labor Code section 6401.9.

Below are the four types of defined violence:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee

Note: "Workplace violence" does not include lawful acts of self-defense or defense of others.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual

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- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy Bridges Charter School property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

Bridges Charter School's prohibition against threats and acts of violence applies to all persons involved in Bridges Charter School's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers and anyone else, including parents on Bridges Charter School property. Violations of this policy by any individual on Bridges Charter School property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Director, Director of Daily Operations or the Administrative Coordinator.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to the Executive Director or Director of Daily Operations or the Administrative Coordinator.

Employees should immediately inform their supervisor or Administrative Coordinator about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

All staff will be provided annual training on the Workplace Violence Prevention Plan to include how to report concerns.

A full copy of the Work Place Violence Prevention Plan is included

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SECTION 11 – STANDARDS OF CONDUCT

BRIDGES CHARTER SCHOOL Progressive Discipline Policy

Absent serious misconduct, the School shall utilize a discipline process which shall include the following progression as applicable: verbal warning/conference memo; written reprimand; suspension without pay; and release/termination. In determining the appropriate level of disciplinary action, the School shall consider the nature of the employee's prior misconduct, prior disciplinary action taken against the employee, and the employee's response to the disciplinary action.

Although employment for certain employees at the School is "at-will," meaning that either the employee or the School may terminate the employment relationship at any time, with or without cause or advance notice, the School shall utilize progressive discipline for at-will employees when appropriate, and for employees who have greater employment rights by contract.

- a. **Verbal Warning(s)/Conference Memo(s):** A verbal warning may result in a post- conference summary memorandum.
- b. **Written Reprimand(s):** Unless conduct warrants a reprimand in the first instance, a written reprimand shall not be used unless the employee has been verbally warned about similar actions within the last three (3) school years. The School, in its discretion, may also issue a performance improvement plan ("PIP") concurrent with the written reprimand.
- c. **Suspension without Pay:** The School, in its discretion, may choose to place the employee on unpaid suspension in lieu of releasing an at-will employee, or terminating an employee for cause. However, placement on unpaid suspension does not bar the School from releasing or terminating the employee should disciplinary issues continue. The School, in its discretion, may also issue a PIP concurrent with the suspension.
- d. **Release from At-Will Employment/Termination for Cause:** Release from at-will employment or termination for cause shall be the final step of progressive discipline and shall generally be used only when prior steps of progressive discipline have failed, or unless the basis for the release/termination constitutes misconduct or significant unsatisfactory job performance.

Employees shall have the right to have a written response attached to any of the aforementioned disciplinary

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documents which shall be retained in the employee's personnel file.

The School reserves the right in all instances to determine the appropriate level of disciplinary action, where progressive steps may not always be taken. Neither this policy nor any action taken or not taken by the School in relation to employee discipline alters the at-will nature of relationship at the School.

PERSONAL APPEARANCE/STANDARDS OF DRESS

The Board of Directors believes that teachers and other Bridges Charter School staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. Administration will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity. If you are assigned a School uniform, your uniform must be clean and presentable when you report to work.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of Bridges Charter School that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF-STUDENT INTERACTIONS

While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.

Boundaries Defined

For the purposes of this policy the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member's perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or "grooming." Grooming is defined as an act or series of acts by a sexual

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predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Violations could subject the teacher or staff member to discipline up to and including termination. *Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes.* Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Executive Director or Director of Daily Operations, along with the rationale therefore.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student

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- Remarks about physical attributes or physiological development of anyone. This includes comments such as “Looking fine!” or “Check out that [body part].”
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the Executive Director or Director of Daily Operations and the student’s parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

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Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from Executive Director or Daily Operations or to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief

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- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or coworkers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- *Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.*

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the Executive Director or Director of Daily Operations promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Boundaries Reporting

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Investigating

Administration will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, Administration shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Administrative Coordinator. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Directors.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.

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- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused;
- Unauthorized use of school equipment, time, materials, facilities, or the school name.
- Sleeping or malingering on the job. Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of Sick Leave
- Violation of the Acceptable Use Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Breaching Confidentiality;
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.

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- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

You may, during the course of your duties, be advised of certain confidential business matters and affairs of the School regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the School and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, personnel information and financial information. You shall not, either during your employment with the School or any time in the future, directly or indirectly:

Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;

- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the School;
- Without the written consent of the School, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the School, except to the extent required in the ordinary course of your duties.

Upon termination of employment, employees are required to immediately return to the school all property of the school in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the school.

Although some written and electronic materials owned by the school may be considered to be public records, employees must refer any person seeking school records or information to Administrative Coordinator for handling.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

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CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact Administration to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

****It is considered a conflict of interest for a staff member to provide tutoring or support services for a fee to any student enrolled at Bridges Charter School.**

Outside Employment

If you are a full time employee we expect that you devote your full professional effort to your position at Bridges Charter School. If you wish to participate in outside work activities you are required to obtain written approval from Administration prior to starting those activities.

Approval will be granted unless the activity conflicts with Bridges Charter School's interests. In general, outside work activities are not allowed when they:

Prevent you from performing work for which you are employed at Bridges Charter School.

- Involve organizations that are doing or seek to do business with Bridges Charter School including actual or potential vendors.
- Violate provisions of law or Bridges Charter School policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to Bridges Charter School must be given priority. Full time employees are hired and continue employment with the understanding that Bridges Charter School is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

EXPENSE REIMBURSEMENT POLICY

Bridges Charter School expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

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Bridges Charter School does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. Bridges Charter School will not be responsible for fuel, maintenance, traffic or parking violations.

General guidelines

- Original receipts are required for reimbursement of all expenses.

These expenses include:

- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the Executive Director or Director of Daily Operations. All expenses and summaries must be submitted within 30 days to Administrative Coordinator for payment.

Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental is required, employees are requested to rent midsize or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.

Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

For work-related trips, employees will be eligible for reimbursement of actual expenses based on current state reimbursement standards. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance

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- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of Bridges Charter School to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;

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- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Administration who will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the School where alcohol is served or while entertaining clients and prospective clients of the School. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

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The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, and vaping. Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of people loitering for no apparent reason. All staff are expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of the Custodian, other employees push a panic button in a classroom or call 911. Report any suspicious persons or activities to the office. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on Bridges Charter School property. Vehicle break-ins are on the rise throughout California. Be cautious: keep school property and/or personal

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possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Personal vehicles used by employees to conduct Bridges Charter School business must be insured by the employee's personal automobile insurer. Bridges Charter School's liability insurance applies on a secondary basis if the underlying personal auto insurance is insufficient. In no event does Bridges Charter School's automobile liability insurance coverage pay for damage to the employee's vehicle. Insuring your vehicle against collision damage is recommended for your protection.

PERSONAL PROPERTY

Bridges Charter School cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on Bridges Charter School's premises, including the parking area, or away from school property while on school business.

SAFETY POLICY

Bridges Charter School is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Administrative Coordinator immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which the School is responsible, bring it to the attention of your supervisor or Administration immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact Administration regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Administrative Coordinator.

Bridges Charter School has in place a written Injury and Illness Prevention Program as required by law. It is located in the main office for review.

ERGONOMICS

Bridges Charter School has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Administration.

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CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact the Administrative Coordinator. Bridges Charter School uses chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if they will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. Employees must follow all labeling requirements.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

Bridges Charter School will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from Bridges Charter School; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the school; or (3) fails to report for work without notice to Bridges Charter School for three consecutive work days. Bridges Charter School requests that employees provide at least two weeks written notice of a voluntary termination. All Bridges Charter School property must be returned immediately upon terminating employment. Bridges Charter School retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of Bridges Charter School's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, Bridges Charter School reserves the right to terminate an employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

Employees who leave employment at Bridges Charter School may be asked to take part in an exit interview with the Directors to communicate their challenges and growth while employed at Bridges Charter School. Information shared during an exit interview will be treated as confidential to the extent possible.

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VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Administrative Coordinator. Only the Administration and the Administrative Coordinator is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, Bridges Charter School will disclose only the dates of employment and the title of the last position held. Bridges Charter School will verify or disclose additional information about the employee only if the employee provides written authorization for Bridges Charter School to provide the information. However, Bridges Charter School will provide information about current or former employees as required by law or court order.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Bridges Charter School's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding Bridges Charter School's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of Bridges Charter School's policies.

Just as I am free to terminate the employment relationship with Bridges Charter School at any time, Bridges Charter School, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and Bridges Charter School for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Directors of Bridges Charter School, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director or Director of Daily Operations. This is the entire agreement between Bridges Charter School and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with Bridges Charter School, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

Bridges Charter School reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

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Other than Bridges Charter School Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) _____ Employee Signature: _____

Date:

Draft

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APPENDIX A--HARASSMENT COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of the School, you may file this form with the Executive Director or Board President.

Please review the School's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.

Bridges Charter School will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by the School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe sexually harassed you or someone else: ____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Date: _____

Signature of Complainant

Print Name

Received by: _____ Date: _____

APPENDIX B--COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s) _____

Name of Person(s) you have a complaint against:

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Date: _____ Signature of Complainant _____

Print Name _____

APPENDIX C - Workplace Violence Prevention Plan

BRIDGES CHARTER SCHOOL has adopted a Zero Tolerance Policy for workplace violence.

Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect BRIDGES employees, or which occur on BRIDGES property will not be tolerated.

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

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

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards

RESPONSIBILITY

The Administrative Coordinator for BRIDGES CHARTER SCHOOL shall oversee the WVPP, and has the authority and responsibility for implementing the provisions of this plan for the school. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title Position	WVPP Responsibility(ies)	Phone #	Email
Kelly Simon	Executive Director	Overall responsibility for the plan; approves the final plan and any major changes.	805 -492-3569	kelly.simon@bridgescharter.org
Kami Brown	HR Manager	Responsible for employee involvement and training. organizes safety meetings, updates training materials, and handles any reports of workplace violence.	805 -492-3569	kami.brown@bridgescharter.org
Cindy McCarthy	Daily Operations	Responsible for emergency response, coordinates emergency response procedures, and updates routine safety procedures and protocols on campus to include regular drill schedule.	805-492-3569	cindy.mccarthy@bridgescharter.org
Jose Rendon Juliana Paz	Custodian	Hazard identification, and coordination of cleanup, conducts safety inspections, assists with emergency response procedures, and communicates any need for facility repair and responds to hazardous spill cleanup.	805-492-3569	jose.rendon@bridgescharter.org Juliana.paz@bridgescharter.org

EMPLOYEE RESPONSIBILITIES

BRIDGES CHARTER SCHOOL's prohibition against threats and acts of violence applies to all persons involved in the school's operation, including but not limited to the staff, outside contractors and temporary workers and anyone else on the school site. Violations of this policy by any individual on the school site, by any individual acting as a representative of the school while off the school site will be enforced as well.

Every employee and every person on Bridges site is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Director or Administrative Coordinator, the reporting individual's immediate supervisor, or another supervisory employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in policies or in state, federal or other applicable law.

ADMINISTRATION/SUPERVISOR RESPONSIBILITIES

Administration/Supervisors have a crucial role in making BRIDGES a safe and secure working environment by reducing the potential for employee workplace violence through appropriate and consistent use of sound supervisory practices and by applying timely corrective action when necessary. Adherence to BRIDGES policies, workplace rules and regulations, documentation of employee performance problems appropriately identifying early warning signs, appropriate workplace conduct, and/or conflict resolution will greatly assist in the prevention of potential workplace violence.

It is the responsibility of all staff to report incidents for investigations into alleged violations of this policy to the Administrative Coordinator on potential employee workplace violence situations as appropriate. It is the responsibility of the Administrative Coordinator to coordinate an investigation with the Assistant Director. The Administrative Coordinator should document all violations of the workplace violence prevention procedures so that appropriate corrective action can be taken.

EMPLOYEE ACTIVE INVOLVEMENT

BRIDGES CHARTER SCHOOL ensures the following policies and procedures to obtain the active involvement of employees in developing and implementing the plan:

- Administration will work with and allow employees to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.
 - Administration will have **triannual** safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures. Faculty will be encouraged to send any concerns to the administration to be addressed at weekly/monthly faculty meetings as well.
 - Designing and implementing training.
 - Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident. An annual survey will be conducted to gather staff feedback and to assess any new areas of concern after the initial survey to create the plan.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees in the provisions of BRIDGES Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that all staff comply with the WVPP.
 - Include an overview in the Employee Handbook
 - Include time in back-to-school professional development to review WVPP
 - Provide all new-hire training in WVPP within 30 days of hiring
 - Provide 5 minute Q/A as needed monthly at faculty meetings
 - Encourage attendance at triannual safety meetings.
 - Provide retraining to employees whose safety performance is deficient with the WVPP.
 - Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by acknowledging on annual employee reviews.
 - Discipline employees for failure to comply with the WVPP. (Document on annual performance review.)

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our administration and staff about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between administration and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and administration about workplace violence prevention and violence concerns. For example, ensure that administration and all employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.

How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.

- Report to Administrative Coordinator
- Employees can anonymously report a violent incident, threat, of other violence concerns. This can be done by calling WeTip: [\(844\) 805-4738](tel:8448054738)
- Safety App may be used to alert Administration of an emergency

- Panic Button may be engaged if faced with an intruder or dangerous situation

Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken
- Updates during daily/weekly/monthly/triannual meetings to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

BRIDGES CHARTER SCHOOL will implement the following effective procedures to ensure that:

All threats or acts of workplace violence are reported to an employee's supervisor or administration, who will inform the WVPP administrator. This will be accomplished by either emailing, texting, or calling them directly. If that's not possible, employees will report incidents directly to the WVPP administrator, Kami Brown, Administrative Coordinator.

- Employees can anonymously report a violent incident, threat, of other violence concerns. This can be done by calling WeTip: [\(844\) 805-4738](tel:8448054738)
- Submit an online form for WeTip: <https://www.wetip.com/submit-a-crime-tip/>
- Signal App may be used to alert Administration of an emergency
- Panic Button may be engaged if faced with an intruder or dangerous situation

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could face disciplinary action up to and including or termination.

EMERGENCY RESPONSE PROCEDURES

BRIDGES CHARTER SCHOOL has in place the following specific measures to handle actual or potential workplace violence emergencies:

Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

- Alarm system and PA announcements will be used to alert employees of emergencies.
- Signal App will be engaged and a notice sent to notify staff of any potential danger, actions steps needed, any possible intruder w/ locations if known and to send out updates in real time.

BRIDGES will have evacuation or sheltering plans. Evacuation routes, locations of emergency exits are discussed with faculty regularly and posted on the campus, and instructions for sheltering in place are reviewed in safety meetings. Safety binders will be maintained in central locations throughout the campus.

How to obtain help from staff, security personnel, or law enforcement.

In the event of an emergency, including a Workplace Violence Emergency, contact or use the following:

- 911
- Panic Button
- Signal App
- Local Police Department: 805-494-8256
- Ventura County Sheriff: 805-654-2380

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by BRIDGES to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
 - Daily or weekly review of all submitted and reported concerns.
- Workplace Violence Hazards suggestion box
- Voicemail/email/text messages
- Agenda item on weekly leadership meeting to discuss any areas of concern
- Weekly check-in with custodians to review and address any potential facility hazards

PERIODIC INSPECTIONS

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted:

- Annually with Charter Safe during their annual report (Administrative Coordinator)
- Annually during the first week back on campus (Administrative Coordinator)
- Annually during staff development (Administration)
- Routinely during weekly cleaning of campus (Custodians)

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Custodian(s) Julio/Julian Paz	Classrooms/Office/Yard/MPR/Bathrooms (facility)
Administrative Coordinator	Outdoor Classroom/Office/Facility
Administration	Kelly Simon Cindy McCarthy Sky Stifel

Inspections for workplace violence hazards include assessing:

- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during any criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Adequacy of workplace security systems, such as door locks/lock blocks, entry codes, physical barriers, and working panic buttons.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance: working PA system, Signal APP with all employees, and alarms and panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's administration and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by administration, or other employees, former employees, or community members.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE WARNING SIGNS

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several BRIDGES employees. Examples of workplace violence include, but are not limited to, the following:

- a. All threats or acts of violence occurring on BRIDGES premises, regardless of the relationship between BRIDGES and the parties involved in the accident.
- b. All threats or acts of violence occurring off BRIDGES premises involving someone who is acting in the capacity of a representative of BRIDGES.
- c. All threats or acts of violence occurring off BRIDGES site involving a BRIDGES employee if the threats or acts affect the legitimate interests of BRIDGES.
- d. Any acts or threats resulting in the conviction of an employee or of an individual performing services for BRIDGES on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of BRIDGES.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- a. Hitting or shoving an individual.
- b. Threatening an individual or his/her family, friends, associates, or property with harm.
- c. Intentionally destroying or threatening to destroy BRIDGES property.
- d. Making harassing or threatening phone calls.
- e. Performing harassing surveillance or stalking.
- f. Suggesting or intimating that violence is appropriate.
- g. Unauthorized possession of firearms or weapons on BRIDGES property.

STRATEGIES TO DE-ESCALATE THREATENING BEHAVIOR

The following conflict resolution strategies may be helpful to de-escalate situations where an individual is exhibiting threatening or intimidating behavior:

- a. Project calmness; move and speak slowly, softly, and confidently.
- b. Encourage the person to talk; listen actively and patiently.
- c. Maintain a relaxed but attentive posture.
- d. Position yourself at an angle to the person rather than directly in front.
- e. Arrange yourself so your access to an exit is not blocked.
- f. Seek assistance; ask someone to sit in or signal to call for additional support.
- g. Acknowledge the person's feelings.
- h. Make small, specific requests such as asking the person to move to a quieter area, open area, or

to move outside.

- i. Do not isolate yourself from the individual.
- j. Provide the person with time to calm down.
- k. Point out options, break big problems into smaller ones.
- l. Avoid sudden movements and maintain 3–6-foot distance.
- m. From reception, use the call button to call an adjacent department for assistance.
- n. Lock down buildings and department to prevent intruders' entry.
- o. Notify the Administrative Coordinator.

Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the Police Department. If someone is acting violently or is threatening someone, call 911 for an immediate police response.

INCIDENT MANAGEMENT

The degree to which employees can survive an actual act of violence in the workplace may depend upon recognition of potential problems and the measures taken in advance of an incident.

The following are basic building blocks for the development of a safety plan:

In the event of a medical emergency, immediately call 911 and administer appropriate first aid (if trained) or make the individual as comfortable as possible without being moved until first aid can be administered.

- a. Identify the physical security needs of the workplace.
- b. Discuss and coordinate emergency strategies with employees.
- c. To the extent possible, arrange for limited and authorized access to the affected work area.
- d. Establish protocol for calling the Police (emergency/non-emergency).
- e. Develop prearranged office procedures to alert others to the need for help.
- f. Develop a procedure to cease normal operations and secure the premises.
- g. Outline emergency evacuation procedures.
- h. Evaluate the need for security alarms, call buttons, surveillance cameras, security personnel, etc.

Employees should mentally “map out” a personal survival strategy in the event of workplace violence.

Workplace violence incidents will differ, and each situation will dictate a different response. The circumstances of a given situation will suggest which of, and in which order, the following should occur:

- a. Report to the Police by dialing 911 at the safest opportunity.
- b. Alert others (email, phones, signals, call button).
- c. Activate prearranged safety and security plan.
- d. Secure surroundings, lock doors.
- e. If appropriate, evacuate employees/leave the area.

MANAGING THE AFTERMATH OF AN INCIDENT

Police and other emergency response personnel will be available to manage all emergencies. Police will deal with criminal activity. However, it remains the responsibility of BRIDGES employees/staff to work together to try to normalize the workplace following an incident. The aftermath of a violent situation can be traumatic, characterized by confusion and disorientation. The wave of uncertainty, panic and disbelief will pass and, in its place, will be the task of normalizing the workplace. Depending on the severity of the incident and the recommendations of the Administration team, the

Administrative Coordinator will normally coordinate post incident normalization. The Administrative Team and office staff will be expected to take the lead in initiating and participating in debriefings following a violent act, normally within 72 hours of an incident.

EMERGENCIES

The school site has a disaster plan in case of an earthquake or other major disaster. Be familiar with the plan for our site. It is available to each employee and is on file in your school's office.

In the event of a bomb threat, learn as much as you can while on the phone. Complete the bomb threat checklist found in your teacher handbook. Call 911 without delay. Be sure to identify yourself and the location. Notify administration immediately.

In the event of a medical emergency, immediately call 911 and administer appropriate first aid (if trained) or make the individual as comfortable as possible without being moved until first aid can be administered.

Coversheet

Certification of Signatures

Section:	XV. Governing Board
Item:	A. Certification of Signatures
Purpose:	Vote
Submitted by:	
Related Material:	U Certificate_of_Signatures_2025-2026__1_.docx

SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

I, Kami Brown, Secretary to the Board of Education of the Bridges Charter School District of Ventura County, California certify that the signatures shown below are the verified signatures of the members of the Governing Board of the above-named school district (Part 1). Verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated.* If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

These approved signatures will be considered valid for the period of July 1, 2025 to June 30, 2026.

Date of Board Action: May 12, 2025

Signature: _____

Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____

Print/Type: _____

President of the Board of Education

Katerina Yevmenkine

Signature: _____

Print/Type: _____

Vice President of the Board of Education

Nikki Hashemi

Signature: _____

Print/Type: _____

Member of the Board of Education

Heather Kruse

Signature: _____

Print/Type: _____

Member of the Board of Education

Chase Dapello

Signature: _____

Print/Type: _____

Member of the Board of Education

Dr. Brandy Yee

Signature: _____

Print/Type: _____

Member of the Board of Education

K-12 Districts

42632

42633

PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc.. Please list after each name all items that a person is authorized to sign.

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

The following documents must be filed with School Business and Advisory Services:

- A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- B. Authorization to approve payroll orders.
- C. Authorization to approve commercial check orders.
- D. Authorization to sign collection reports to the county.
- E. Authorization to sign board approved budget transfers.
- F. Authorization to sign Interfund and Intrafund transfers.
- G. Authorization to sign Contracts after Board Approval.

Examples of documents requiring district authority (not required to be filed with School Business and Advisory Services):

- 1. Authorization to sign Employment Contracts.
- 2. Appointment of authorized agents, for federal and state applications.
- 3. Appointment of representatives to acquire surplus property.
- 4. Authorization to sign cafeteria reports.
- 5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

Districts must notify School Business and Advisory Services in writing and submit Board Approved signature authorization amendments as staff and / or organizational changes occur mid-year.

