



Bridges Charter School

Special Board Meeting

Date and Time

Tuesday January 28, 2025 at 2:15 PM PST

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

:

200 N. Westlake Blvd | Suite 202 | Westlake Village, CA 91362

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

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](#)

ID: 86595436177

Passcode: 654247

Community members wishing to speak publicly must be present at the board meeting in person
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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:
200 N. Westlake Blvd | Suite 202 | Westlake Village, CA 91362

60 West Olsen Road #3900 | Thousand Oaks, CA 91360

Outside Ventura County"
23620 Mulholland Hwy #12A, Calabasas, CA 91302

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

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			2:15 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	1 m
II. Presentations			
III. Public Comments			
<p><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></p>			
IV. Reports			
V. Consent Items			
VI. Personnel			

	Purpose	Presenter	Time
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VII. Business and Operations**2:18 PM**

- | | | | | |
|-----------|----------------------------------|------|----------------|-----|
| A. | Approval of 2023-24 Audit Report | Vote | Isabelle Rhode | 3 m |
|-----------|----------------------------------|------|----------------|-----|

For your consideration is the 2023-2024 Audit Report conducted by Clifton Larson and Associates. The report identified no significant findings, and approval is recommended.

- | | | | | |
|-----------|---|------|-------------|-----|
| B. | Amendment to MOU between the Ventura County Board of Education and Bridges Charter School | Vote | Kelly Simon | 2 m |
|-----------|---|------|-------------|-----|

Prior to our programmatic audit, VCOE is requesting a revision of our MOU. Given Bridges charter term extension of 3 years pursuant to AB 130 and SB 114, VCOE would like to formalize the extension of the MOU with the attached amendment.

Approval of this item is recommended

- | | | | | |
|-----------|-------------------------------|------|--------------|-----|
| C. | 2024-2025 CARS Winter Release | Vote | Rudy Calasin | 2 m |
|-----------|-------------------------------|------|--------------|-----|

The CARS winter release provides local educational agencies (LEAs) with entitlements for each of its' funded programs.

Approval of this item is recommended.

- | | | | | |
|-----------|----------------------------------|------|----------------|-----|
| D. | Cell Phone Stipend for all Staff | Vote | Cindy McCarthy | 3 m |
|-----------|----------------------------------|------|----------------|-----|

Bridges Charter School requires employees to use cell phones for various functions of their job. Therefore, it is recommended that the board adopt a stipend of \$10 per month for permanent employees in order to offset a portion of the employee's monthly cell phone bill.

Approval of this item is recommended

- | | | | | |
|-----------|-----------------------------------|------|-------------|-----|
| E. | School Accountability Report Card | Vote | Kelly Simon | 5 m |
|-----------|-----------------------------------|------|-------------|-----|

Since November 1988, state law has required that schools receiving state funding to prepare and distribute a SARC.

State law requires that the SARC contain all of the following:

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Demographic data • School safety and climate for learning information • Academic data • School completion rates • Class sizes • Teacher and staff information • Curriculum and instruction descriptions • Postsecondary preparation information • Fiscal and expenditure data 		
	School report cards must be updated annually and published by February 1.		
F.	Bridges Certificated Salary Schedule 2024-2025: retro as of January 1, 2025	Vote Cindy McCarthy	2 m
	This salary schedule addresses changes to the exempt minimum wage effective January 1, 2025.		
	Approval of this item is recommended		
G.	ExEd Agreement	Vote Kelly Simon	3 m
	The ExEd agreement is presented for the Board's review, effective July 1, 2025.		
	Approval of this item is recommended.		
H.	Parsec Contract 2025-2027, NTE \$37,125	Vote Kelly Simon	3 m
	A multi-year contract with Parsec, our data housing platform, has been negotiated. Bridges uses Parsec for data housing and analysis for school reports, WASC, tracking student data, our Programmatic Audits, LCAP, and our Charter Renewal.		
	The total contract amount of \$37,125 will be paid over three years.		
	Approval of this multi-year agreement is recommended.		
I.	ExEd CalPads Agreement	Vote Kelly Simon	1 m
	This agreement is an add on service with ExEd which provides support with CalPads reporting.		
	Approval of this agreement is recommended.		

	Purpose	Presenter	Time
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VIII. Parents and Community**IX. Curriculum and Instruction****X. Special Projects/Programs****XI. Special Education****XII. Pupil Personnel****XIII. Support Services****XIV. Facilities****XV. Charter Policies****2:42 PM**

- | | | | | |
|-----------|--|------|-------------|-----|
| A. | Safe Schools for Immigrants Replacement
Policy: BP5145.13 | Vote | Kelly Simon | 5 m |
|-----------|--|------|-------------|-----|

Safe Schools for Immigrants Policy, formerly BP 6075, has been revised to include procedural updates with the most significant changes in the section on Procedures for Responding to On-Campus Immigration Enforcement.

This policy has been reviewed and revised by our attorneys at YMC, and changes are in red.

Approval of this policy is recommended.

XVI. Governing Board**XVII. Pending Agenda Items****XVIII. Closed Session**

	Purpose	Presenter	Time
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XIX. Closing Items

2:47 PM

A. Adjourn Meeting

Vote

Katerina
Yevmenkina

1 m

Coversheet

Approval of 2023-24 Audit Report

Section:	VII. Business and Operations
Item:	A. Approval of 2023-24 Audit Report
Purpose:	Vote
Submitted by:	
Related Material:	Bridges_Charter_School_Financial_Audit_Report.pdf

**BRIDGES CHARTER SCHOOL
CHARTER NO. 1203**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2024



CPAs | CONSULTANTS | WEALTH ADVISORS

CLAconnect.com

**BRIDGES CHARTER SCHOOL
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CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT

Board of Directors
BRIDGES Charter School
Thousand Oaks, California

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of BRIDGES Charter School (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management's for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Board of Directors
BRIDGES Charter School

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Board of Directors
BRIDGES Charter School

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The schedule of average daily attendance (ADA), schedule of instructional time and reconciliation of the annual financial and budget report with the audited financial statements are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the LEA organization structure but does not include the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated December 9, 2024 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

BRIDGES CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2024

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$ 1,874,142
Accounts Receivable - Federal and State	391,567
Accounts Receivable - Other	271,140
Prepaid Expenses	7,371
Total Current Assets	<u>2,544,220</u>

LONG-TERM ASSETS

Property and Equipment, Net	205,483
Operating Right-of-Use Asset	1,702
Total Long-Term Assets	<u>207,185</u>

Total Assets	<u><u>\$ 2,751,405</u></u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable	\$ 235,268
Deferred Revenue	1,016
Operating Lease Liability, Current	1,702
Total Current Liabilities	<u>237,986</u>

LONG-TERM LIABILITIES

Contingent Liability	316,983
Total Long-Term Liabilities	<u>316,983</u>

Total Liabilities	554,969
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NET ASSETS

Net Assets Without Donor Restrictions	1,763,142
Net Assets with Donor Restrictions	433,294
Total Net Assets	<u>2,196,436</u>

Total Liabilities and Net Assets	<u><u>\$ 2,751,405</u></u>
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See accompanying Notes to Financial Statements.

**BRIDGES CHARTER SCHOOL
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2024**

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE			
State Revenue:			
State Aid	\$ 1,191,206	\$ -	\$ 1,191,206
Other State Revenue	380,997	182,065	563,062
Federal Revenue:			
Grants and Entitlements	182,977	-	182,977
Local Revenue:			
In-Lieu Property Tax Revenue	2,673,603	-	2,673,603
Interest Income	82,390	-	82,390
Other Grants and Entitlements	322,135	-	322,135
Other Revenue	107,474	-	107,474
Net Assets Released from Restrictions	354,539	(354,539)	-
Total Revenue	5,295,321	(172,474)	5,122,847
EXPENSES AND LOSSES			
Program Services	3,742,435	-	3,742,435
Management and General	1,404,655	-	1,404,655
Total Program Expenses	5,147,090	-	5,147,090
Contingent Loss	64,852	-	64,852
Total Expenses and Losses	5,211,942	-	5,211,942
CHANGE IN NET ASSETS	83,379	(172,474)	(89,095)
Net Assets - Beginning of Year	1,679,763	605,768	2,285,531
NET ASSETS - END OF YEAR	<u>\$ 1,763,142</u>	<u>\$ 433,294</u>	<u>\$ 2,196,436</u>

See accompanying Notes to Financial Statements.

**BRIDGES CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2024**

	Program Services	Management and General	Total Expenses
Employee Salaries	\$ 2,230,035	\$ 510,006	\$ 2,740,041
Employee Benefits	806,633	176,244	982,877
Occupancy Costs	20,380	230,256	250,636
Books and Supplies	314,206	9,295	323,501
Services and Other Operating Services	371,181	458,034	829,215
Depreciation	-	20,820	20,820
	<hr/>	<hr/>	<hr/>
Total Functional Expenses	<u>\$ 3,742,435</u>	<u>\$ 1,404,655</u>	<u>\$ 5,147,090</u>

See accompanying Notes to Financial Statements.

**BRIDGES CHARTER SCHOOL
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2024**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ (89,095)
Adjustments to Reconcile Change in Net Assets to	
Net Cash Provided by Operating Activities:	
Depreciation	20,820
Noncash Lease Expense	14,167
Noncash Contingent Loss	64,852
Change in Operating Assets:	
Accounts Receivable - Federal and State	274,700
Accounts Receivable - Other	(77,612)
Prepaid Expenditures	23,740
Change in Operating Liabilities:	
Accounts Payable	(30,317)
Deferred Revenue	(84,799)
Lease Liability - Operating	(14,167)
Net Cash Provided by Operating Activities	<u>102,289</u>

NET CHANGE IN CASH AND CASH EQUIVALENTS

102,289

Cash and Cash Equivalents - Beginning of Year

1,771,853**CASH AND CASH EQUIVALENTS - END OF YEAR**\$ 1,874,142**SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION**

Cash Paid for Interest	<u><u>\$ 233</u></u>
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See accompanying Notes to Financial Statements.

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

BRIDGES Charter School (the School) is a nonprofit public charter school approved by the Ventura County Office of Education, which started operations in September 2010. The Board of Directors is elected independent of any Ventura County Office of Education appointments. The School board is responsible for approving their own budgets and accounting related activities.

The School is funded principally through State of California public education monies received through the California Department of Education (CDE).

Basis of Accounting

The financial statements have been prepared on the accrual method of accounting and accordingly, reflect all significant receivables and liabilities.

Basis of Presentation

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Financial Accounting Standards Board.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

Functional Allocation of Expenses

Costs of providing the School's programs and other activities have been presented in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and support services benefited. Therefore, expenses require allocation on a reasonable basis that is consistently applied.

Cash and Cash Equivalents

The School defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

Receivables

Accounts receivable consists of funds due from federal and state governments as of June 30, 2024. Management believes that all receivables are fully collectible; therefore, no provisions for uncollectible accounts were recorded.

Property and Equipment

Property and equipment are stated at cost, if purchased, or at estimated fair value if donated. Depreciation is provided on a straight-line basis over the estimated useful lives of the asset. The School capitalizes all expenditures for land, buildings, and equipment in excess of \$5,000.

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases

The School leases a copier. The School determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, other current liabilities, and operating lease liabilities on the balance sheets. Finance leases are included in property and equipment, other current liabilities, and other long-term liabilities on our balance sheets.

ROU assets represent the School's right to use an underlying asset for the lease term and lease liabilities represent the School's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. As most of leases do not provide an implicit rate, the School uses its incremental borrowing rate or a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term.

Net Asset Classes

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. According, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The School does not currently have any net assets with donor restrictions that are perpetual in nature. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue Recognition

Amounts received from the CDE are conditional and recognized as revenue by the School based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in net assets with donor restrictions.

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions

All contributions are considered to be available for general operating use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as contributions with donor restrictions. Restricted contributions that are received and released in the same period are reported as promises to give without donor restrictions. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair value at the date of the promise. Conditional promises to give (those with a measurable performance or other barrier and a right of return) are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

Conditional Grants

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the School has incurred expenses in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position.

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the School is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

Income Taxes

The School is a nonprofit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School is subject to income tax on net income that is derived from business activities that are unrelated to the exempt purposes. The School files an exempt School return and applicable unrelated business income tax return in the U.S. federal jurisdiction and with the California Franchise Tax Board.

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Evaluation of Subsequent Events

The School has evaluated subsequent events through December 9, 2024, the date these financial statements were available to be issued. There were no subsequent events requiring recognition or disclosure.

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure are those without donor or other restrictions limiting their use within one year of the statement of financial position date. Financial assets available for general expenditures comprise of the following:

Cash and Cash Equivalents	\$ 1,874,142
Accounts Receivable - Federal and State	391,567
Accounts Receivable - Other	271,140
Less: Net Assets with Donor-Restrictions	(433,294)
Total	<u>\$ 2,103,555</u>

As part of its liquidity management plan, the School monitors liquidity required and cash flows to meet operating needs on a monthly basis. The School structures its financial assets to be available as general expenditures, liabilities, and other obligations come due.

NOTE 3 CONCENTRATION OF CREDIT RISK

The School maintains substantially all of its cash in the Ventura County Treasury (the County). The County pools these funds with those of other educational organizations in the county and invests the cash. These pooled funds are carried at cost which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or collateralized.

Custodial credit risk is the risk that in the event of a bank failure, the School's deposits may not be returned to it. As of June 30, 2024, the School was not exposed to any such credit risk.

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 4 ACCOUNTING SERVICES

The Ventura County Schools Business Services Authority charges the School an administration fee for accounting services. The administrative fee was \$306,590 for the year ended June 30, 2024.

NOTE 5 PROPERTY AND EQUIPMENT

Property and equipment in the accompanying financial statements is presented net of accumulated depreciation. Depreciation expense was \$20,820 for the year ended June 30, 2024.

The components of property and equipment as of June 30, 2024 are as follows:

Buildings and Improvements	\$ 270,125
Equipment	74,082
Total	<u>344,207</u>
Less: Accumulated Depreciation	(138,724)
Total Property and Equipment, Net	<u><u>\$ 205,483</u></u>

NOTE 6 NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are restricted for the following purposes:

Subject to Expenditures for Specified Purpose:

Expanded Learning Opportunities Program	31,686
Child Nutrition Program	81,308
Educator Effectiveness	4,218
Lottery	107,114
State Mental Health	21,272
Arts, Music, and Instructional Materials Block Grant	185,915
Proposition 28: Arts and Music in Schools	1,781
Total	<u><u>433,294</u></u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose for the year ended June 30, 2024:

Satisfaction of Purpose Restrictions:

Expanded Learning Opportunities Program	\$ 64,779
Child Nutrition Program	92,816
Educator Effectiveness	37,658
Lottery	24,081
Learning Recovery Support	135,205
Total	<u><u>\$ 354,539</u></u>

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 7 LEASES

The School leases a copier under a long-term, non-cancelable lease agreement. The lease expires August 2024 and is expected to be renewed or replaced by a similar lease. The lease was calculated at 2.84% based on the School's incremental costs of borrowing.

The School classifies the total undiscounted lease payments that are due in the next 12 months as current. A maturity analysis of annual undiscounted cash flows for lease liabilities as of June 30, 2024 is as follows:

<u>Year</u>	<u>Operating Leases</u>
2025	1,703
Less: Interest	(1)
Present Value of Lease Liabilities	<u>\$ 1,702</u>

The School recorded \$14,167 in lease expense for the year ended June 30, 2024.

NOTE 8 EMPLOYEE RETIREMENT

Multiemployer Defined Benefit Pension Plans

Qualified employees are covered under multiemployer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

The risks of participating in this multiemployer defined benefit pension plan are different from single employer plans because: (a) assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and state contribution rates are set by the California Legislature, and (c) if the School chooses to stop participating in the multiemployer plan, it may be required to pay a withdrawal liability to the plan. The School has no plans to withdraw from this multiemployer plan.

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 8 EMPLOYEE RETIREMENT (CONTINUED)

California State Teachers' Retirement System (CalSTRS)

Plan Description

The School contributes to the State Teachers' Retirement Plan (STRP), a cost-sharing multiemployer public employee retirement system defined benefit pension plan administered by the California State Teachers' Retirement System (CalSTRS). Plan information for STRP is not publicly available. The plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Annual Comprehensive Financial Report and Actuarial Valuation Report for the year ended June 30, 2023, total STRP plan net assets are \$316.9 billion, the total actuarial present value of accumulated plan benefits is \$393.1 billion, contributions from all employers totaled \$7.8 billion, and the plan is 81% funded. The School did not contribute more than 5% of the total contributions to the plan. Copies of the CalSTRS annual comprehensive financial reports may be obtained from CalSTRS.

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.205% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalSTRS Teachers' Retirement Board. The required employer contribution rate for year ended June 30, 2024 was 19.10% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

The School contributions to STRS for the past three years are as follows:

<u>Year Ending June 30,</u>	<u>Required Contribution</u>	<u>Percent Contribution</u>
2022	\$ 329,108	100%
2023	367,047	100%
2024	396,472	100%

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 8 EMPLOYEE RETIREMENT (CONTINUED)

California Public Employees' Retirement System (CalPERS)

Plan Description

The School contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. According to the most recently available Measurement Report for the year ended June 30, 2023, the School Employer Pool total plan assets are \$84.3 billion, the present value of accumulated plan benefits is \$120.5 billion, contributions from all employers totaled \$4.4 billion, and the plan is 70% funded. The school did not contribute more than 5% of the total contributions to the plan. Copies of the CalPERS' annual comprehensive financial reports may be obtained from CalPERS.

Funding Policy

Active plan members are required to contribute 7.0% of their salary while new members after January 1, 2013 are required to contribute 7.0% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for year ended June 30, 2024 was 26.68%. The contribution requirements of the plan members are established and may be amended by state statute.

The School's contributions to CalPERS for the past three fiscal years are as follows:

<u>Year Ending June 30,</u>	<u>Required Contribution</u>	<u>Percent Contribution</u>
2022	\$ 110,093	100%
2023	116,858	100%
2024	127,043	100%

**BRIDGES CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 9 CONTINGENCIES, RISKS, AND UNCERTAINTIES

Loss Contingency

The School has received federal funds related to the Employee Retention Credit which is subject to review and audit by the Internal Revenue Service. The School has determined that the likelihood of loss in the event of a review and audit is probable based on the lack of documentation to support the credits claimed. The amount of the potential loss is calculated at \$316,983 and a contingent liability has been accrued.

State and Federal Allowances, Awards and Grants

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

SUPPLEMENTARY INFORMATION

BRIDGES CHARTER SCHOOL
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)
YEAR ENDED JUNE 30, 2024

	Second Period Report Certificate # 4D5608B4		Annual Report Certificate # 2615280E	
	Classroom Based	Total Regular ADA	Classroom Based	Total Regular ADA
TK/K-3	128.00	168.56	127.77	169.58
Grades 4-6	103.20	128.80	103.37	128.54
Grades 7-8	51.69	52.79	51.67	52.74
ADA Totals	<u>282.89</u>	<u>350.15</u>	<u>282.81</u>	<u>350.86</u>

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

**BRIDGES CHARTER SCHOOL
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2024**

Grade Level	Minutes		Traditional Calendar Days	Status
	Requirement	Actual		
Grade K	36,000	43,820	176	In Compliance
Grade 1	50,400	51,700	176	In Compliance
Grade 2	50,400	51,700	176	In Compliance
Grade 3	50,400	51,700	176	In Compliance
Grade 4	54,000	54,300	176	In Compliance
Grade 5	54,000	54,300	176	In Compliance
Grade 6	54,000	55,520	176	In Compliance
Grade 7	54,000	55,520	176	In Compliance
Grade 8	54,000	55,520	176	In Compliance

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

**BRIDGES CHARTER SCHOOL
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH
AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

There were no differences between the net assets reported on the June 30, 2024 Annual Financial Report and the audited financial statements.

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

**BRIDGES CHARTER SCHOOL
NOTES TO SUPPLEMENTARY INFORMATION
JUNE 30, 2024**

PURPOSE OF SCHEDULES

NOTE 1 SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

NOTE 2 SCHEDULE OF INSTRUCTIONAL TIME

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of the California Education Code. Since the School offers only an independent study program, therefore, minimum instructional minute requirements are not applicable.

NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.

OTHER INFORMATION

**BRIDGES CHARTER SCHOOL
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
YEAR ENDED JUNE 30, 2024**

BRIDGES Charter School, (the School) is a nonprofit public charter school serving students from kindergarten through eighth grade. It commenced operations in the beginning of the 2010-11 fiscal year. The mission of BRIDGES Charter School 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 potentials, through our commitment to nourish curiosity, compassion, independence, resourcefulness, and respect for diversity.

The charter was granted in May 6, 2010 by the Ventura County Office of Education and the California Department of Education.

The charter school number is 1203.

The Board of Directors and the administrator for the fiscal year ended June 30, 2024 were as follows:

BOARD OF DIRECTORS

Member	Office	Term Expires
Katerina Yevmenkina	President	June 2026
Ozge Gunday Heerma	Vice President	June 2024
Nikkie Hashemi	Parliamentarian	June 2026
Nicole Taylor	Secretary	June 2024
Keith Wheeler	Member	June 2024

ADMINISTRATORS

Kelly Simon	Director
Tami Peterson	Chief Business Official



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
BRIDGES Charter School
Thousand Oaks, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of BRIDGES Charter School (the School), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, the related notes to the financial statements, and have issued our report thereon dated December 9, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

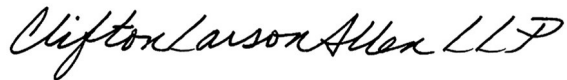
Board of Directors
BRIDGES Charter School

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024



CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Board of Directors
BRIDGES Charter School
Thousand Oaks, California

Report on State Compliance

Opinion on State Compliance

We have audited BRIDGES Charter School (the School) compliance with the types of compliance requirements applicable to the School described in the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2024. The School's applicable state compliance requirements are identified in the table below.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that are applicable to the School for the year ended June 30, 2024.

Basis for Opinion on State Compliance

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the state compliance requirements as identified in the table provided below. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for State Compliance

Management is responsible for compliance with the requirements referred to above, and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the School's state programs.

Board of Directors
BRIDGES Charter School

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of state programs as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, but not for the purpose of expressing an opinion on the effectiveness of the School's internal controls over compliance. Accordingly, we express no such opinion; and

Board of Directors
BRIDGES Charter School

- Select and test transactions and records to determine the School's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
Local Education Agencies:	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Immunizations	Yes
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant	Not Applicable
Expanded Learning Opportunities Program	Yes
Transitional Kindergarten	Yes
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes - Classroom Based	Yes
Charter School Facility Grant Program	Not Applicable

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Board of Directors
BRIDGES Charter School

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

**BRIDGES CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024**

All audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Section I – Financial Statement Findings

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

Section II – State Compliance Findings

Our audit did not disclose any matters required to be reported in accordance with the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

**BRIDGES CHARTER SCHOOL
SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2024**

There were no findings related to the financial statements or state awards for the prior year.



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Coversheet

Amendment to MOU between the Ventura County Board of Education and Bridges Charter School

Section: VII. Business and Operations
Item: B. Amendment to MOU between the Ventura County Board of Education
and Bridges Charter School
Purpose: Vote
Submitted by:
Related Material: Bridges_Charter_School_MOU_Amendment_2025.docx

**Ventura County Office of Education
Amendment to Memorandum of Understanding between the
Ventura County Board of Education and
Bridges Charter School**

The Ventura County Board of Education ("County Board") and Bridges Charter School ("Charter School") (collectively "Parties") enter into this agreement ("Amendment") to amend the Parties' operational memorandum of understanding dated March 23, 2020 ("Agreement"), on the following terms and conditions:

WHEREAS the County Board renewed Bridges Charter School's charter petition on March 23, 2020, for a term of 5 years, from July 1, 2020, to June 30, 2025.

WHEREAS Assembly Bill ("AB") 130 and Senate Bill ("SB") 114, approved by the Governor on July 9, 2021, and July 10, 2023, respectively, added Education Code section 47607.4, which provides:

Notwithstanding the renewal process and criteria established in Sections 47605.9, 47607, and 47607.2 or any other law, effective July 1, 2021, all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two years, and all charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one additional year.

WHEREAS, pursuant to AB 130 and SB114 and Education Code section 47607.4, Bridges Charter School's petition shall be extended for three years, to June 30, 2028, and

THEREFORE, the Parties agree as follows:

1. The above recitals are true and correct.
2. The current expiration date of the Agreement shall be extended to June 30, 2028.
3. All other terms of the Agreement shall remain in full force and effect.

Approved by the Bridges Charter School Board on January 13, 2025.

Approved by the County Board on February 24, 2025.

Katerina Yevmenkina
President, Bridges Charter School

January 13, 2025

Dr. Ramon Flores
President, Ventura County Board of Education

February __, 2025

Coversheet

2024-2025 CARS Winter Release

Section:	VII. Business and Operations
Item:	C. 2024-2025 CARS Winter Release
Purpose:	Vote
Submitted by:	
Related Material:	2024-25_Consolidated_Application__Winter_Release_.pdf

California Department of Education**Consolidated Application**

BRIDGES Charter (56 10561 0121756)

Status: Certified
Saved by: Rudy Calasin
Date: 1/8/2025 1:06 PM**2022–23 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months**

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2022 through September 30, 2024.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2022–23 Title II, Part A allocation	\$4,740
2022–23 Title II, Part A total apportionment issued	\$4,740
Transferred–in amount	\$0
Transferred–out amount	\$0
2022–23 Total allocation	\$4,740

Professional Development Expenditures

Professional development for teachers	\$1,163
Professional development for administrators	\$3,577
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$4,740
2022–23 Unspent funds	\$0

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:1/8/2025

R02

Page 1 of 2

2022–23 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2022 through September 30, 2024.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

Note: CDE will invoice the LEA for the unspent 2022–23 total allocation	
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*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

BRIDGES Charter (56 10561 0121756)

Status: Certified
 Saved by: Rudy Calasin
 Date: 1/8/2025 1:06 PM

2022–23 Title IV, Part A LEA Closeout Report

The purpose of this data collection is to report final expenditures, by activity, and calculate Title IV, Part A unspent funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2022–23 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Transferred-out amount	\$0
2022–23 Title IV, Part A LEA available allocation	\$10,000

Final Expenditures

Administrative and indirect costs	\$514
Well-Rounded Educational Opportunities activities	\$0
Safe and Healthy Students activities	\$0
Effective Use of Technology activities	\$9,486
Technology Infrastructure	\$0
Total expenditures	\$10,000
Amount of unspent funds	\$0
Note: CDE will invoice the LEA for the unspent funds	

BRIDGES Charter (56 10561 0121756)

Status: Certified
 Saved by: Rudy Calasin
 Date: 1/8/2025 1:06 PM

2023–24 Title I, Part A LEA Carryover

Report only expenditures and obligations made through September 30 for fiscal year 2023–24 allocation to determine funds to be carried over.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

Carryover Calculation

2023–24 Title I, Part A LEA allocation	\$10,887
Transferred-in amount	\$0
2023–24 Title I, Part A LEA available allocation	\$10,887
Expenditures and obligations through September 30, 2024	\$10,887
Carryover as of September 30, 2024	\$0
Carryover percent as of September 30, 2024	0.00%

Warning

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2023–24 Title IV, Part A LEA Use of Funds and Carryover

The purpose of this data collection is to report year-to-date expenditures, by activity, and calculate Title IV, Part A carryover funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2023–24 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Transferred-out amount	\$0
2023–24 Title IV, Part A LEA available allocation	\$10,000

Expenditures

Administrative and indirect costs	\$0
Well-Rounded Educational Opportunities activities	\$0
Safe and Healthy Students activities	\$0
Effective Use of Technology activities	\$10,000
Technology Infrastructure	\$0
Total expenditures	\$10,000
Carryover as of September 30, 2024	\$0

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

California Department of Education**Consolidated Application**

BRIDGES Charter (56 10561 0121756)

Status: Certified
Saved by: Rudy Calasin
Date: 1/8/2025 1:06 PM**2024–25 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Fund Use Authority (AFUA) governed by ESEA Section 5211.

Note: Funds utilized under Title V, Part B AFUA are not to be included on this form.

CDE Program Contact:

Lisa Fassett, Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963
Kevin Donnelly, Rural Education and Student Support Office, TitleIV@cde.ca.gov, 916-319-0942

Title II, Part A Transfers

2024–25 Title II, Part A allocation	\$5,025
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2024–25 Title II, Part A allocation after transfers out	\$5,025

Title IV, Part A Transfers

2024–25 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2024–25 Title IV, Part A allocation after transfers out	\$10,000

*****Warning*****

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Report Date:1/8/2025

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California Department of Education**Consolidated Application**

BRIDGES Charter (56 10561 0121756)

Status: Certified
Saved by: Rudy Calasin
Date: 1/8/2025 1:06 PM**2024–25 Title I, Part A LEA Allocation and Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:Sylvia Hanna, Title I Policy, Program, and Support Office, SHanna@cde.ca.gov, 916-319-0948Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

2024–25 Title I, Part A LEA allocation (+)	\$22,474
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2024–25 Title I, Part A LEA available allocation	\$22,474

Required Reservations

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Local neglected institutions Does the LEA have local institutions for neglected children?	
Local neglected institutions reservation	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	
Local delinquent institutions reservation	
Direct or indirect services to homeless children, regardless of their school of attendance	\$100

Authorized Reservations

Public school Choice transportation	\$0
Other authorized activities	\$0
2024–25 Approved indirect cost rate	6.44%
Indirect cost reservation	\$0
Administrative reservation	\$0

Reservation Summary

Total LEA required and authorized reservations	\$100
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$22,374

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Report Date:1/8/2025

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2024–25 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2024–25 Title II, Part A allocation	\$5,025
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
2024–25 Total allocation	\$5,025
Administrative and indirect costs	\$0
Reservation for equitable services for nonprofit private schools	\$0
2024–25 Title II, Part A adjusted allocation	\$5,025

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2024–25 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the allocation available to the local educational agency (LEA) and report reservations of Title IV, Part funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2024–25 Title IV, Part A LEA allocation	\$10,000
Funds transferred-in amount	\$0
Funds transferred-out amount	\$0
2024–25 Title IV, Part A LEA available allocation	\$10,000

Reservations

Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2024–25 Title IV, Part A LEA adjusted allocation	\$10,000

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2024–25 Consolidation of Administrative Funds

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

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2024–25 Title I, Part A School Student Counts

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

School ranking options Within the LEA

Select the highest to lowest school ranking method

Select a low income measure FRPM

Comment

If composite is the low income measure selected, then an explanation must be provided detailing how the student count is derived.

Explanation of Pre-populated Student Counts

The data fields in this form, containing total student enrollment counts and eligible low income students counts, were pre-populated with PRIOR year (Fiscal Year 2023–24) certified data from CALPADS Fall 1 data submission.

Note: The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students
BRIDGES Charter	0121756	K	8	1	378	63

Warning

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California Department of Education

BRIDGES Charter (56 10561 0121756)

Consolidated Application

Status: Certified
 Saved by: Rudy Calasin
 Date: 1/8/2025 1:06 PM

2024–25 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

LEA meets small LEA criteria.

A local educational agency (LEA) is defined as a small LEA if, based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or both of the following:

Is a single school LEA

Has enrollment total for all schools less than 1,000

If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

a - Below LEA average and at or above 35% student low income

d - Waiver for a desegregation plan on file

e - Grandfather provision

f - Feeder pattern

Low income measure

FRPM

Ranking Schools Highest to Lowest

Within the LEA

LEA-wide low income %

16.67%

Available Title I, Part A school allocations

\$22,374

Available parent and family engagement reservation

\$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2023–24 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
BRIDGES Charter	0121756	1	378	63	16.67	*	*	1	355.14	22373.82	\$0	\$0	22373.82	

*****Warning*****

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2024–25 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)
BRIDGES Charter	0121756	N			

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Coversheet

Cell Phone Stipend for all Staff

Section:	VII. Business and Operations
Item:	D. Cell Phone Stipend for all Staff
Purpose:	Vote
Submitted by:	
Related Material:	Appendix_C.docx_Cell_Phone_Stipend (1).docx

Appendix C: Cell Phone Stipend:

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 of \$10 to partially offset the cost of their mobile plan, provided they adhere to company guidelines regarding appropriate usage and data security.

It is expected that permanent Employees use their personal cell phones while at work only for work-related calls, texts, and emails unless they are on their scheduled breaks. Cell phones should not be used for personal entertainment or excessive social media browsing during work hours.

Disciplinary Consequences

Bridges Charter School retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with school operations, we may prohibit the employee from using their cell phones during their scheduled work time.

Employees may face severe disciplinary action up to and including termination in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Cause an accident or injury to a student by recklessly using their phones.

Coversheet

School Accountability Report Card

Section: VII. Business and Operations
Item: E. School Accountability Report Card
Purpose: Vote
Submitted by:
Related Material:
2024_School_Accountability_Report_Card_Bridges_Charter_School_20250124.pdf

BRIDGES Charter School

2023-2024 School Accountability Report Card

(Published During the 2024-2025 School Year)



General Information about the School Accountability Report Card (SARC)

SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

A hard copy of the School Accountability Report Card is available at your School Office, upon request.

DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard



The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

Admission Requirements for the University of California (UC)

Admission requirements for the UC follow guidelines set forth in the Master Plan, which requires that the top one-eighth of the state's high school graduates, as well as those transfer students who have successfully completed specified college course work, be eligible for admission to the UC. These requirements are designed to ensure that all eligible students are adequately prepared for University-level work. For general admissions requirements, please visit the UC Admissions Information website at <https://admission.universityofcalifornia.edu/>.

Admission Requirements for the California State University (CSU)

Eligibility for admission to the CSU is determined by three factors: (1) Specific high school courses, (2) Grades in specified courses and test scores, and (3) Graduation from high school. Some campuses have higher standards for particular majors or students who live outside the local campus area. Because of the number of students who apply, a few campuses have higher standards (supplementary admission criteria) for all applicants. Most CSU campuses have local admission guarantee policies for students who graduate or transfer from high schools and colleges that are historically served by a CSU campus in that region. For admission, application, and fee information, see the CSU website at <https://www2.calstate.edu/>.

2024-25 School Contact Information

School Name	BRIDGES Charter School
Street	1335 Calle Bouganvilla
City, State, Zip	Thousand Oaks, CA 91360
Phone Number	805-492-3569
Principal	Dr. Kelly Simon
Email Address	kelly.simon@bridgescharter.org
School Website	https://bridgescharter.org/
Grade Span	K-8
County-District-School (CDS) Code	56-10561-0121756

2024-25 District Contact Information

District Name	Bridges Charter School
Phone Number	(805) 492-3569
Superintendent	Kelly Simon
Email Address	kelly.simon@bridgescharter.org
District Website	www.bridgescharter.org

2024-25 School Description and Mission Statement

Bridges Charter School is a TK-8 community of learners who share the priority of providing developmentally appropriate opportunities for students to reach their intellectual, creative, and leadership potential through learning opportunities that evoke curiosity, compassion, independence, resourcefulness, and a respect for diversity. We continue to keep Whole Child education at the center of our identity. We also have enhanced our programs in inquiry based learning, environmental education, and creative arts. Bridges Charter School is a 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.

2024-25 School Description and Mission Statement

Mission Statement

Bridges Charter School engages TK-8 students in an academically rigorous education through arts integration, outdoor education, and inquiry-based study in a community that focuses on social and emotional learning. Teachers implement research-based curriculum in order to prepare students to become the next generation of creative thinkers. Students are empowered to develop a sense of self in an environment that fosters belonging, purposeful learning, and opportunities to develop as leaders and responsible citizens.

Our Goal

Bridges Charter School is committed to providing a high quality, effective, and standards-based program through the education of the whole child, whereby the individual student is challenged, engaged, supported, healthy and safe.

Homeschool Program

Bridges Charter School provides a personalized learning program to families who share the school's philosophy and who wish to homeschool their children under the guidance of a credentialed supervising teacher for no more than 20% of its total ADA. Each student is assigned a credentialed supervising teacher who assists parents in the creation and implementation of a personalized learning plan. Students have the opportunity to study at home and also participate in the unique nurturing environment of Bridges. The program also allows students the flexibility to pursue academic achievement in a way that emphasizes their interests and enhances their motivation to learn.

About this School

2023-24 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	51
Grade 1	41
Grade 2	39
Grade 3	52
Grade 4	47
Grade 5	51
Grade 6	40
Grade 7	37
Grade 8	20
Total Enrollment	378

2023-24 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	47.1
Male	52.6
Non-Binary	0.3
Asian	2.1
Black or African American	0.5
Filipino	1.1
Hispanic or Latino	27.2
Two or More Races	7.9
White	61.1
English Learners	4.2
Homeless	1.1
Socioeconomically Disadvantaged	20.9
Students with Disabilities	16.4

A. Conditions of Learning **State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

2020-21 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	18.30	94.84	145.10	60.85	228366.10	83.12
Intern Credential Holders Properly Assigned	0.00	0.00	1.00	0.42	4205.90	1.53
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.00	0.00	5.40	2.27	11216.70	4.08
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	0.00	0.00	61.40	25.75	12115.80	4.41
Unknown/Incomplete/NA	1.00	5.16	25.50	10.71	18854.30	6.86
Total Teaching Positions	19.30	100.00	238.60	100.00	274759.10	100.00

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	19.50	97.75	137.80	59.16	234405.20	84.00
Intern Credential Holders Properly Assigned	0.00	0.00	6.00	2.58	4853.00	1.74
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.30	1.50	13.60	5.87	12001.50	4.30
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	0.00	0.00	65.60	28.16	11953.10	4.28
Unknown/Incomplete/NA	0.10	0.75	9.80	4.22	15831.90	5.67
Total Teaching Positions	19.90	100.00	232.90	100.00	279044.80	100.00

Note: The data in this table is based on Full-Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2022-23 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	17.50	88.44	129.60	56.82	231142.40	100.00
Intern Credential Holders Properly Assigned	0.00	0.00	6.00	2.63	5566.40	2.00
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	2.20	11.51	19.10	8.38	14938.30	5.38
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	0.00	0.00	65.30	28.64	11746.90	4.23
Unknown/Incomplete/NA	0.00	0.00	8.00	3.52	14303.80	5.15
Total Teaching Positions	19.80	100.00	228.10	100.00	277698	100

Note: The data in this table is based on Full-Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers Without Credentials and Misassignments (considered “ineffective” under ESSA)

Authorization/Assignment	2020-21	2021-22	2022-23
Permits and Waivers	0.00	0.00	0
Misassignments	0.00	0.30	2.2
Vacant Positions	0.00	0.00	0
Total Teachers Without Credentials and	0.00	0.30	2.2

Credentialed Teachers Assigned Out-of-Field (considered “out-of-field” under ESSA)

Indicator	2020-21	2021-22	2022-23
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0.00	0
Local Assignment Options	0.00	0.00	0
Total Out-of-Field Teachers	0.00	0.00	0

Class Assignments

Indicator	2020-21	2021-22	2022-23
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0.00	6	15
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.00	3.9	4.6

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

2024-25 Quality, Currency, Availability of Textbooks and Other Instructional Materials

Year and month in which the data were collected		August 2024	
Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Express Readers Grades K-2 X Lucy Calkins Reader's Workshop (Grades 1-5) 2010 Words Their Way 2013 Glencoe Critical Reading 2016 McDougal Littell Writer's Craft Prentice Hall Literature Anthologies McDougal Littell Literature Anthologies Rev it Up Vocabulary 6 Traits of Writing Step up to Writing Daily Oral Language Multi-Sensory Phonics Zoo Phonics Amplify - CKLA CKLA Skills CKLA Knowledge Scholastic Early Reader Series X Primary Phonics Reading A-Z Handwriting Without Tears Storia Scholastic Heggerty Phonological & Phonemic Awareness mClass Dibels Assessments Sylvia Ashton Warner Journaling Process	Yes	0%
Mathematics	Illustrative Math California Math Graw-Hill Grades 6 - 8 Grades 2014 AIMS Activity Book Math Their Way Prodigy - Online Resource Free Number Talks CPM Khan Academy - Online Resource NextGen Math - Online Resource	Yes	0%
Science	Mystery Science	Yes	0%

	STEM Scopes AIMS Amplify		
History-Social Science	California Education Environment Initiative Glencoe/McGraw-Hill Discovering the Past Scholastic Social Studies Magazine California Studies Weekly Historical Novels	Yes	0%
Foreign Language	Spanish For You Series	Yes	0%
Health	Positive Prevention Plus PROTECT Program	Yes	
Visual and Performing Arts	Art of Ed Getting to Know the Worlds' Greatest Artist SRA Artworks Scholastic Magazines	Yes	

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

The school is currently located in a former Conejo Valley Unified School District elementary school campus under the provisions of Prop. 39. BRIDGES occupies 17 regular classrooms, one portable housing two classrooms, a portable building for the library, the multi-purpose room, and the administrative office space with workrooms. There are several large fenced-in fields and a large sandbox housing swings and a play structure. In addition, there is a smaller separately fenced playground area outside the kindergarten classrooms. There are two sets of student restrooms on campus along with a gender-neutral restroom located in the main office as well as a custodian closet and ballroom. Gender inclusive signage has been posted on all of our single-stall restrooms. Old lighting has been replaced with more cost-effective energy efficient LED lighting throughout the campus. Two hydration stations have been added to the campus to improve the water quality for the community. Security cameras have been installed and are being actively monitored in the office as well as on portable devices by administration. Murals aligned with the culture of the school have been designed and painted on many of the outdoor walls to enhance the appearance of the building.

Bridges recently redesigned the outdoor classroom for more learning spaces and began a program called Bridges Edible Education (BEE). Through a grant from the CFDA, Bridges is further developing the BEE program by planting sustainable organic gardens and partnering with local farmers.

The school continues to maintain the facilities by working directly with CVUSD and engaging parents in the beautification of the school.

Year and month of the most recent FIT report

Aug 2019

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X			

School Facility Conditions and Planned Improvements

Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

Overall Facility Rate

Exemplary	Good	Fair	Poor
	X		

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Subject	School 2022-23	School 2023-24	District 2022-23	District 2023-24	State 2022-23	State 2023-24
English Language Arts/Literacy (grades 3-8 and 11)	61	64	45	46	46	47
Mathematics (grades 3-8 and 11)	49	54	34	36	34	35

2023-24 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

ELA test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	246	241	97.97	2.03	63.90
Female	121	118	97.52	2.48	62.71
Male	124	122	98.39	1.61	64.75
American Indian or Alaska Native	0	0	0	0	0
Asian	--	--	--	--	--
Black or African American	--	--	--	--	--
Filipino	--	--	--	--	--
Hispanic or Latino	71	69	97.18	2.82	55.07
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	18	18	100.00	0.00	83.33

White	149	146	97.99	2.01	65.07
English Learners	--	--	--	--	--
Foster Youth	0	0	0	0	0
Homeless	--	--	--	--	--
Military	0	0	0	0	0
Socioeconomically Disadvantaged	52	52	100.00	0.00	50.00
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	57	55	96.49	3.51	30.91

2023-24 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	246	242	98.37	1.63	53.72
Female	121	119	98.35	1.65	47.90
Male	124	122	98.39	1.61	59.02
American Indian or Alaska Native	0	0	0	0	0
Asian	--	--	--	--	--
Black or African American	--	--	--	--	--
Filipino	--	--	--	--	--
Hispanic or Latino	71	70	98.59	1.41	42.86
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	18	18	100.00	0.00	55.56
White	149	146	97.99	2.01	58.22
English Learners	--	--	--	--	--
Foster Youth	0	0	0	0	0
Homeless	--	--	--	--	--
Military	0	0	0	0	0

Socioeconomically Disadvantaged	52	52	100.00	0.00	32.69
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	57	55	96.49	3.51	25.45

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated in a science assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Subject	School 2022-23	School 2023-24	District 2022-23	District 2023-24	State 2022-23	State 2023-24
Science (grades 5, 8 and high school)	46.75	45.71	5.00	11.36	30.29	30.73

2023-24 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	74	72	97.30	2.70	45.83
Female	31	30	96.77	3.23	46.67
Male	43	42	97.67	2.33	45.24
American Indian or Alaska Native	0	0	0	0	0
Asian	--	--	--	--	--
Black or African American	--	--	--	--	--
Filipino	0	0	0	0	0
Hispanic or Latino	28	27	96.43	3.57	22.22
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	--	--	--	--	--
White	37	37	100.00	0.00	62.16
English Learners	--	--	--	--	--
Foster Youth	0	0	0	0	0
Homeless	--	--	--	--	--
Military	0	0	0	0	0
Socioeconomically Disadvantaged	18	18	100.00	0.00	44.44
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	21	21	100.00	0.00	38.10

B. Pupil Outcomes

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2023-24 California Physical Fitness Test Results

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT requires only participation results for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
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C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2024-25 Opportunities for Parental Involvement

Our Parent Advisory Council (PAC), equivalent to a PTA, consists of an advisory board group of five elected parents and Parent Managed Cohorts, known as PMCs. We have had 36 parent representatives serve on our PAC since its inception in 2010. All parents are welcomed and encouraged to participate in discussions, ideas, fiscal spending, and much more. Every family is entitled a vote on specific items. The PAC consistently raises over \$80,000 through events such as our Annual Silent Auction, Fun Run & Carnival, Family Events, Performing Arts Programs, and Food Sales. Working with teachers and staff, PAC supports Harvest Festival, Movie Nights, Art Shows, Family Literacy Nights, our Outdoor Education Program, and Book Fairs. Parents are encouraged to serve on the PAC board and volunteer at our events. Our Parent Managed Cohorts (PMC) are small parent-led committees established to focus on the specific needs of our school community. Parents with similar interests and skills have formed cohorts that manage many of the school's non-administrative functions. Examples of PMC include Art, Community Outreach, Fundraising, Library, and Performing Arts.

Classroom Volunteers are an integral part of Bridges Charter School and provide support to the students and school in numerous ways whether it be in the classroom, volunteering at fundraising events and community activities, or donating goods or funds. Each classroom has a room parent that helps coordinate classroom volunteering.

Parents are also recruited to serve on committees and task forces sponsored by our Board of Directors to work through specific areas of identified need. They are asked to give input and make recommendations to the Executive Director on issues impacting student learning.

Parent Surveys are given annually. Bridges Charter School surveys all parents using an electronic instrument to collect feedback regarding school strengths and areas for growth and improvement. Specifically, parents are asked to respond to questions about their inclusion in school decision making, opportunities for parental participation, quality of instructional programs, student progress, home-school communication, campus safety, and school climate. This survey data is measured annually in our LCAP and compared year over year.

Parent orientation and volunteer trainings are held annually for current and new families to introduce new attendance policies, school norms, parent volunteer procedures. Each classroom teacher also hosts back-to-school orientations to discuss opportunities to engage in the classroom, learn how to support their child through the curriculum, and to review classroom expectations and procedures.

2023-24 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	411	395	72	18.2
Female	196	187	32	17.1
Male	214	207	39	18.8
Non-Binary	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Black or African American	--	--	--	--
Filipino	--	--	--	--
Hispanic or Latino	116	111	24	21.6
Native Hawaiian or Pacific Islander	--	--	--	--
Two or More Races	34	33	5	15.2
White	244	235	36	15.3
English Learners	21	19	1	5.3
Foster Youth	--	--	--	--
Homeless	--	--	--	--
Socioeconomically Disadvantaged	98	92	20	21.7
Students Receiving Migrant Education Services	--	--	--	--
Students with Disabilities	81	78	18	23.1

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

C. Engagement

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

This table displays suspensions data.

Suspensions								
School 2021-22	School 2022-23	School 2023-24	District 2021-22	District 2022-23	District 2023-24	State 2021-22	State 2022-23	State 2023-24
1.68	3.85	1.95	1.61	1.99	1.49	3.17	3.6	3.28

This table displays expulsions data.

Expulsions								
School 2021-22	School 2022-23	School 2023-24	District 2021-22	District 2022-23	District 2023-24	State 2021-22	State 2022-23	State 2023-24
0	0	0	0	0	0	0.07	0.08	0.07

2023-24 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students	1.95	0.00
Female	1.02	0.00
Male	2.80	0.00
Non-Binary	0.00	0.00
American Indian or Alaska Native	0.00	0.00
Asian	0.00	0.00
Black or African American	0.00	0.00
Filipino	0.00	0.00
Hispanic or Latino	0.86	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	2.94	0.00
White	2.05	0.00
English Learners	9.52	0.00
Foster Youth	0.00	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	5.10	0.00
Students Receiving Migrant Education Services	0.00	0.00
Students with Disabilities	1.23	0.00

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2024-25 School Safety Plan

The Bridges comprehensive School Safety Plan is revised on an ongoing basis. Numerous policies related to the School Safety Plan are regularly updated and presented to the Board. Training for all staff has been completed in the areas of mandated reporting, bloodborne pathogens, epi-pen administration, epilepsy, as well as cyber-bullying and suicide prevention.

2024-25 School Safety Plan

When on site, disaster preparedness drills, shelter in place drills, and fire drills are scheduled and held regularly. A school-wide discipline plan which includes behavior expectations and "norms" has been successfully implemented with students on site. The plan includes effective classroom management strategies, positive playground standards, and school attendance expectations, along with criteria for suspensions and expulsions. The Family Handbook reflects these safety practices. An increased number of school staff has been trained in NCPI in the past year. Additionally, Our Executive Director has engaged in the Active Assailant Threat Assessment and Preparedness through VCOE with other school leaders for the past three school years.

The school safety committee has focused on revising emergency communication protocols and establishing updates to designated roles and responsibilities in the event of an emergency or natural disaster.

Teachers regularly review norms and expectations for health and safety with classroom learners.

Faculty, parent representatives, and student representatives continue to review the School Safety Plan annually and as needed for final input and presentation to the Board for annual approval.

The administration meets with security resource officers to review campus visitor and volunteer policies. Security cameras are installed allowing better monitoring of identified key areas of the campus including entrance and exit of the campus.

Bridges recently updated its' visitor management security system and installed a doorbell front entry system to enhance campus safety. The system scans and checks visitors and alerts office staff of potential registered sex offenders.

In the past year, we have installed panic alarm buttons in all of our classrooms and have provided all of our yard staff and outdoor PE teacher panic buttons on lanyards.

Fire drill and exit maps have been reviewed with students and staff and posted on campus in each classroom each calendar year. The ShakeOut Drill is held annually in October. When students are on site, monthly drills are scheduled and conducted. Policies and procedures are reviewed at faculty meetings with a discussion on areas of improvement.

Classroom one-use kit with instructions is provided to teachers along with the procedure for handling bodily fluids in the classroom.

The Family Handbook is updated, reviewed, and Board approved annually to reflect changes in policy and procedure. Policies including health and safety as well as rules and procedures on school discipline were reviewed at staff meetings. The Student Handbook has been posted online and given to each family in hard copy format as requested. Playground Rules are posted and reviewed with students during homeroom and on an on-going basis.

D. Other SARC Information Information Required in the SARC

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

2021-22 Elementary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	9	5		
1	13	3		
2	16	3		
3	22		2	
4	11	3		
5	8	5		
6	18	12	5	1
Other	5	8		

2022-23 Elementary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	7	6		
1	11	3		
2	14	2	1	
3	18	2		
4	12	3		
5	7	6		
6	13	11	4	
Other	5	7		

2023-24 Elementary Average Class Size and Class Size Distribution

This table displays the 2023-24 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	7	5		
1	11	2	1	
2	16	1	1	
3	23		2	
4	10	3		
5	15	3		
6	19	6	1	3
Other	6	8		

2023-24 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	472.5

2023-24 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. The “Other” category is for all other student support services staff positions not listed.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.8
Library Media Teacher (Librarian)	1.0
Library Media Services Staff (Paraprofessional)	
Psychologist	1
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	.5
Resource Specialist (non-teaching)	
Other	

Fiscal Year 2022-23 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2022-23 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$14,307	\$2,741	\$11,566	\$72,604
District	N/A	N/A	\$11,566	
Percent Difference - School Site and District	N/A	N/A	0.0	
State	N/A	N/A		
Percent Difference - School Site and State	N/A	N/A		

Fiscal Year 2023-24 Types of Services Funded

Campus-wide common assessments in Math, Reading, and Writing are implemented in Kindergarten through 8th grade. Bridges utilizes NWEA Map Growth Assessments for students in grades 3-8. Map Growth Assessments are a research-based system of assessment solutions that precisely measure growth and proficiency in the areas of reading, language development, and math and provide insights to help tailor instruction. Student data from the common assessments is reviewed with parents as well as with the school psychologist, resource specialist, intervention specialist, and service providers as needed.

Student Support Teams meet regularly to discuss and implement additional strategies for struggling students. Any needs for additional testing or assessment are considered during an SST. Scheduled social skills classes are offered on a pull-out basis by the school counselor. Our school counselor and school psychologist also lead social emotional curriculum in classrooms with all students that focuses on friendships, conflict resolution, and anti-bullying. Students identified as needing support with peer interactions meet periodically either on an individual basis or in a small group to further improve on social skill interactions. The speech therapists are designated to work with students identified in need of more support in the areas of articulation and pragmatics.

Upon receiving results from the ELPAC, students designated as language learners receive both integrated and designated EL instruction with our EL coordinator. Bridges is also investing in more professional development in supporting teachers in understanding the English Learner Roadmap, and we are investing and review of a student's current academic performance a student is referred to the school speech therapist or the intervention specialist for intensive weekly language intervention as needed. Further, we have adopted ELlevation for tracking progress of our multilingual students and for providing teachers with integrated strategies for teaching EL students.

Grades K-2 provide students with additional literacy instruction in the afternoon once a week for 30 minutes as needed. An intervention teacher provides small group intensive instruction to those students identified by the primary grade teachers as at risk beginning in the fall of each year. Teachers in every grade are providing small group and individual intervention support for students who are at risk of meeting grade level standards in the areas of reading and math.

In 2024, Bridges K-5 teachers adopted Dibels mClass as a reading assessment tool in order to better track reading growth across grade levels.

We expended our reading intervention teachers' hours so that she can provide more cohesive intervention support for students in grades 4&5 in addition to K-3. She provides extra support with one-on-one instruction or small group instruction anywhere from 2-4 times a week depending on each individual student's academic need for a minimum of 20 minutes each session. We identify students for intervention based upon teacher recommendation and/or assessments that include mClass, Express Reader's, NWEA, BPST, DRA and Guided Reading Assessments. Classroom teachers also provide tier 2 interventions to students in the areas of math and reading.

Using a strengths-based Universal Monitoring surveys distributed to students in grades 3-8, we track social and emotional strengths and weaknesses of our students in order to implement targeted interventions in general education classrooms. We employ a part-time counselor who provides in-person counseling for students individually or in small groups. An SST (student

Fiscal Year 2023-24 Types of Services Funded

study team) referral process is used to refer students identified as in need for counseling services. Additionally the counselor serves any student identified with services via their IEP. Our PE job description has also been broadened to include counseling and social skill development.

A campus-wide Social and Emotional Curriculum, "Toolbox" has been adopted to support the needs of our campus which aligns with our mission and vision of our school. "Toolbox" is a social and emotional learning program that strengthens children's innate capacity for resilience, self-mastery, and empathy for others. Friends Fridays are led by our school counselor and school psychologist to explore school-wide SEL themes at least 5 times annually.

Fiscal Year 2022-23 Teacher and Administrative Salaries

This table displays the 2022-23 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary		
Mid-Range Teacher Salary		
Highest Teacher Salary		
Average Principal Salary (Elementary)		
Average Principal Salary (Middle)		
Average Principal Salary (High)		
Superintendent Salary		
Percent of Budget for Teacher Salaries		
Percent of Budget for Administrative Salaries		

Professional Development

Staff Development provided to faculty and support staff emphasizes key elements of whole child education focusing in on emotional intelligence, nonviolent communication techniques, conflict resolution and circle and council integration in the classroom. Further, our leadership committee has led learning opportunities in equity, diversity, and implicit bias awareness. Our literacy committee has been acquiring professional learning in the Science of Reading which has been informing curriculum adoption. We continued to provide professional development on strategies for improving math instruction, and we utilized student assessment data to inform these discussions. Our teachers continued their collaborative efforts in both math and reading to calibrate student achievement data and refine instructional practices utilizing benchmark assessments and NWEA Map Growth assessments.

Further, an intensive focus on Trauma Informed classrooms, and effective strategies for social, emotional, behavioral, and academic interventions was provided by our school psychologist and school counselor.

Other professional development opportunities for staff members include attendance at California Charter Schools Association annual conference, Ventura County Schools workshops, the California Math Conference, and the Kindergarten Conference.

Individual teacher observation and evaluation processes occur annually. Collegial coaching, and goal setting meetings with administration, our data teams, and our school counselor and school psychologist occur throughout the year. Goals and objectives are discussed in a pre-conference as well student data and performance. Administration observes teachers on a formal and informal basis and will review with each teacher at a post-conference giving them feedback on areas of strength and any areas that may need improvement. Any teacher needing individual growth through professional development will be addressed through these conferences.

Professional Development

Future campus goals include extending the study and use of the data management system, development, and implementation of technology standards within each grade level, implementation of project-based learning units, and more interactive learning opportunities for staff members.

For mandated training, we utilize SafeSchools online training such as mandated reporter, suicide prevention, active shooter, sexual harassment, and bloodborne pathogens.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2022-23	2023-24	2024-25
Number of school days dedicated to Staff Development and Continuous Improvement	9	10	10

Coversheet

Bridges Certificated Salary Schedule 2024-2025: retro as of January 1, 2025

Section: VII. Business and Operations
Item: F. Bridges Certificated Salary Schedule 2024-2025: retro as of January 1, 2025
Purpose: Vote
Submitted by:
Related Material:
Bridges 24-25 Salary Schedule (Cert Updated for 2025 Min Wage) 1-15-25.pdf

BRIDGES
CERTIFICATED MANAGEMENT SALARY SCHEDULE
2024-2025

POSITION	SCHEDULE	# OF DAYS	RATE	DR/01	DR/02	DR/03	DR/04	DR/05	DR/06	DR/07	DR/08	DR/09
DIRECTOR	CE214	1.0 FTE	ANNUAL	\$104,009.40	\$109,210.20	\$114,670.60	\$120,403.80	\$126,423.00	\$132,744.70	\$139,382.10	\$146,350.60	\$150,235.80
CONTRACT DAYS		214	Daily	\$486.03	\$510.33	\$535.84	\$562.63	\$590.76	\$620.30	\$651.32	\$683.88	\$702.04

POSITION	SCHEDULE	# OF DAYS	RATE	AD/01	AD/02	AD/03	AD/04	AD/05	AD/06	AD/07	AD/08	AD/09
DIRECTOR OF DAILY OPERATIONS	AD214	1.0 FTE	ANNUAL	\$94,554.00	\$99,282.00	\$104,246.00	\$109,458.00	\$114,930.00	\$120,677.00	\$126,711.00	\$133,046.00	\$136,578.00
CONTRACT DAYS		214	Daily	\$441.84	\$463.93	\$487.13	\$511.49	\$537.06	\$563.91	\$592.11	\$621.71	\$638.21
DIRECTOR OF STUDENT SUPPORT SERVICES	AD214	1.0 FTE	ANNUAL	\$94,554.00	\$99,282.00	\$104,246.00	\$109,458.00	\$114,930.00	\$120,677.00	\$126,711.00	\$133,046.00	\$136,578.00
CONTRACT DAYS		214	Daily	\$441.84	\$463.93	\$487.13	\$511.49	\$537.06	\$563.91	\$592.11	\$621.71	\$638.21

Health & Welfare Annual Cap: \$17,873.10 (\$1,787.31 per month for 10 months for full-time eligible employees) - 90%-99% FTE prorated

EFFECTIVE: July 1, 2024

BOARD ADOPTED : August 12, 2024

REVISED: June 13, 2024

BRIDGES
CERTIFICATED SALARY SCHEDULE
2024-2025

	01/CL1 CLASS I BACHELOR'S	01/CL2 CLASS II BACHELOR'S	01/CL3 CLASS III BACHELOR'S	01/CL4 CLASS IV BACHELOR'S	01/CL5 CLASS V BACHELOR'S
STEP	DEGREE	PLUS 15 *	PLUS 45 *	PLUS 60 *	PLUS 75 MA & DOC *
1	56,600.00	56,600.00	56,600.00	56,600.00	56,600.00
2	56,600.00	56,600.00	56,600.00	56,600.00	57,450.00
3	56,600.00	56,600.00	56,600.00	56,600.00	58,303.00
4	56,600.00	56,600.00	56,600.00	56,600.00	59,742.00
5	56,600.00	56,600.00	58,864.00	59,040.00	62,873.00
6	56,600.00	56,600.00	58,864.00	62,137.00	66,012.00
7	56,600.00	57,204.00	64,295.00	65,241.00	69,147.00
8	56,600.00	60,226.00	64,295.00	68,341.00	72,285.00
9	56,600.00	63,265.00	67,361.00	71,437.00	75,432.00
10		66,282.00	70,429.00	74,544.00	78,565.00
11		69,301.00	73,492.00	77,630.00	81,706.00
12		69,301.00	73,492.00	80,736.00	84,841.00
13		69,301.00	73,492.00	83,830.00	87,987.00
14		69,301.00	73,492.00	83,830.00	91,183.00
15		69,301.00	73,492.00	83,830.00	91,183.00
16		69,301.00	73,492.00	83,830.00	91,183.00
17		69,301.00	73,492.00	83,830.00	91,183.00
18		69,301.00	73,492.00	83,830.00	91,183.00
19		70,177.00	74,369.00	84,706.00	91,999.00
20		70,177.00	74,369.00	84,706.00	91,999.00
21		70,177.00	74,369.00	84,706.00	91,999.00
22		70,177.00	74,369.00	84,706.00	91,999.00
23		70,177.00	74,369.00	84,706.00	91,999.00
24		71,055.00	75,246.00	85,584.00	92,875.00
25		71,055.00	75,246.00	85,584.00	92,875.00
26		71,055.00	75,246.00	85,584.00	92,875.00
27		71,055.00	75,246.00	85,584.00	92,875.00
28		71,055.00	75,246.00	85,584.00	92,875.00
29		71,931.00	76,124.00	86,460.00	94,422.00

185 Teacher days (176 Student days) *

Health & Welfare Annual Cap: \$17,873.10 (\$1,787.31 per month for 10 months for full-time eligible employees) - 90%-99% FTE prorated

PLACEMENT RULES: Credit will be given for up to 10 years full-time verified previous teaching experience at an accredited institution.

Full-time equals at least 75% of a school year.

* SEMESTER UNITS = 15 HOURS PER UNIT

EFFECTIVE: January 1, 2025

BOARD ADOPTED :

REVISED: January 14, 2025

BRIDGES
CERTIFICATED HOURLY SALARY SCHEDULE
2024-2025

	01H/CL1 CLASS I BACHELOR'S	01H/CL2 CLASS II BACHELOR'S	01H/CL3 CLASS III BACHELOR'S	01H/CL4 CLASS IV BACHELOR'S	01H/CL5 CLASS V BACHELOR'S
STEP	DEGREE	PLUS 15 *	PLUS 45 *	PLUS 60 *	PLUS 75 MA & DOC *
1	38.24	38.24	38.24	38.24	38.24
2	38.24	38.24	38.24	38.24	38.82
3	38.24	38.24	38.24	38.24	39.39
4	38.24	38.24	38.24	38.24	40.37
5	38.24	38.24	39.77	39.89	42.48
6	38.24	38.24	39.77	41.98	44.60
7	38.24	38.65	43.44	44.08	46.72
8	38.24	40.69	43.44	46.18	48.84
9	38.24	42.75	45.51	48.27	50.97
10	0.00	44.79	47.59	50.37	53.08
11	0.00	46.83	49.66	52.45	55.21
12	0.00	46.83	49.66	54.55	57.33
13	0.00	46.83	49.66	56.64	59.45
14	0.00	46.83	49.66	56.64	61.61
15	0.00	46.83	49.66	56.64	61.61
16	0.00	46.83	49.66	56.64	61.61
17	0.00	46.83	49.66	56.64	61.61
18	0.00	46.83	49.66	56.64	61.61
19	0.00	47.42	50.25	57.23	62.16
20	0.00	47.42	50.25	57.23	62.16
21	0.00	47.42	50.25	57.23	62.16
22	0.00	47.42	50.25	57.23	62.16
23	0.00	47.42	50.25	57.23	62.16
24	0.00	48.01	50.84	57.83	62.75
25	0.00	48.01	50.84	57.83	62.75
26	0.00	48.01	50.84	57.83	62.75
27	0.00	48.01	50.84	57.83	62.75
28	0.00	48.01	50.84	57.83	62.75
29	0.00	48.60	51.44	58.42	63.80

185 Teacher days (176 Student days) *

Health & Welfare Annual Cap: \$17,873.10 (\$1,787.31 per month for 10 months for full-time eligible employees) - 90%-99% FTE prorated

PLACEMENT RULES: Credit will be given for up to 10 years full-time verified previous teaching experience at an accredited institution.

Full-time equals at least 75% of a school year.

* SEMESTER UNITS = 15 HOURS PER UNIT

EFFECTIVE: January 1, 2025

BOARD ADOPTED :

REVISED: January 14, 2025

BRIDGES
MISCELLANEOUS CERTIFICATED SALARY SCHEDULE
2024-2025

POSITION	SCHEDULE	RATE PER STUDENT PER DAY
HOME SCHOOL SUPERVISING TEACHER Year 1	HS/001/1	\$10.10
HOME SCHOOL SUPERVISING TEACHER Year 2	HS/002/1	\$10.59
HOME SCHOOL SUPERVISING TEACHER Year 3	HS/003/1	\$11.12
HOME SCHOOL SUPERVISING TEACHER Year 4	HS/004/1	\$11.68
HOME SCHOOL SUPERVISING TEACHER Year 5	HS/005/1	\$12.27
HOME SCHOOL SUPERVISING TEACHER Year 6	HS/006/1	\$12.86
HOME SCHOOL SUPERVISING TEACHER Year 7	HS/007/1	\$13.50
HOME SCHOOL SUPERVISING TEACHER Year 8	HS/008/1	\$14.18
HOME SCHOOL SUPERVISING TEACHER Year 9	HS/009/1	\$14.91
HOME SCHOOL SUPERVISING TEACHER Year 10	HS/010/1	\$15.66
HOME SCHOOL SUPERVISING TEACHER Year 11	HS/011/1	\$16.44

176 Student Days + 4 Professional Development Days

POSITION	SCHEDULE	DAILY RATE
SCHOOL PSYCHOLOGIST	06/2/1	\$371.39
SCHOOL PSYCHOLOGIST	06/2/2	\$424.44
SCHOOL PSYCHOLOGIST	06/2/3	\$450.98
SCHOOL PSYCHOLOGIST	06/2/4	\$477.50
SCHOOL PSYCHOLOGIST	06/2/5	\$530.55

POSITION	SCHEDULE	DAILY RATE
COUNSELOR	COUNSEL 1/1	\$385.26
COUNSELOR	COUNSEL 1/2	\$408.70
COUNSELOR	COUNSEL 1/3	\$433.62

POSITION	SCHEDULE	DAILY RATE
RESPONSE TO INTERVENTION	06/5/1	\$395.50
RESPONSE TO INTERVENTION	06/5/2	\$401.51
RESPONSE TO INTERVENTION	06/5/3	\$407.63
RESPONSE TO INTERVENTION	06/5/4	\$413.75
RESPONSE TO INTERVENTION	06/5/5	\$419.96
RESPONSE TO INTERVENTION	06/5/6	\$426.26

POSITION	SCHEDULE	ANNUAL RATE
LEARNING CENTER COORDINATOR 195 Days	LCC/01/01	\$76,505.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/02	\$78,800.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/03	\$81,165.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/04	\$83,600.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/05	\$86,108.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/06	\$88,692.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/07	\$91,353.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/08	\$94,095.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/09	\$96,918.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/10	\$99,825.00

BRIDGES
MISCELLANEOUS CERTIFICATED SALARY SCHEDULE
2024-2025

POSITION	SCHEDULE	ANNUAL RATE
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/01	\$76,505.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/02	\$78,800.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/03	\$81,165.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/04	\$83,600.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/05	\$86,108.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/06	\$88,692.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/07	\$91,353.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/08	\$94,095.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/09	\$96,918.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/10	\$99,825.00

POSITION	SCHEDULE	ANNUAL RATE
LIBRARY MEDIA SPECIALIST 185 DAYS	LIB/01/01	\$56,514
LIBRARY MEDIA SPECIALIST 185 DAYS	LIB/01/02	\$57,361
LIBRARY MEDIA SPECIALIST 185 DAYS	LIB/01/03	\$58,222
LIBRARY MEDIA SPECIALIST 185 DAYS	LIB/01/04	\$59,095
LIBRARY MEDIA SPECIALIST 185 DAYS	LIB/01/05	\$59,981
LIBRARY MEDIA SPECIALIST 185 DAYS	LIB/01/06	\$60,881

POSITION	SCHEDULE	HOURLY RATE
MATH TUTOR	03/4/1	\$32.00
EXTRA DUTY/ TEACHER COVERAGE	03/4/2	\$33.33
SUBSTITUTE PSYCHOLOGIST	03/4/3	\$55.00
SPEECH THERAPIST	03/4/4	\$50.00

POSITION	SCHEDULE	DAILY RATE
SUBSTITUTE TEACHER	06/1/1	\$200.00
LONG TERM SUBSTITUTE TEACHER (11+ days)	06/1/2	\$220.00
SUBSTITUTE STIPEND **	06/1/3	\$250.00

*Long Term pay obtained by working in the same assignment in which the Substitute Teacher works for a period of 11 consecutive days or longer.

**Substitute Stipend paid after every 40 days worked. Days do not need to be consecutive. Resets each fiscal year.

POSITION	SCHEDULE	DAILY RATE
SUBSTITUTE ADMINISTRATOR	06/4/1	\$450.00

POSITION	SCHEDULE	DAILY RATE
ADVISOR	06/3/1	\$600.00

EFFECTIVE: September 1, 2024

BOARD ADOPTED : August 12, 2024

REVISED: December 9, 2024

BRIDGES
HOMESCHOOL HOURLY SALARY SCHEDULE
2024-2025

POSITION	SCHEDULE	HOURLY RATE
HOME SCHOOL SUPERVISING TEACHER Year 1	HSH/001/1	\$31.56
HOME SCHOOL SUPERVISING TEACHER Year 2	HSH/002/1	\$33.09
HOME SCHOOL SUPERVISING TEACHER Year 3	HSH/003/1	\$34.75
HOME SCHOOL SUPERVISING TEACHER Year 4	HSH/004/1	\$36.50
HOME SCHOOL SUPERVISING TEACHER Year 5	HSH/005/1	\$38.34
HOME SCHOOL SUPERVISING TEACHER Year 6	HSH/006/1	\$40.19
HOME SCHOOL SUPERVISING TEACHER Year 7	HSH/007/1	\$42.19
HOME SCHOOL SUPERVISING TEACHER Year 8	HSH/008/1	\$44.31
HOME SCHOOL SUPERVISING TEACHER Year 9	HSH/009/1	\$46.59
HOME SCHOOL SUPERVISING TEACHER Year 10	HSH/010/1	\$48.94
HOME SCHOOL SUPERVISING TEACHER Year 11	HSH/011/1	\$51.38

176 Student Days + 4 Professional Development Days

Hourly rate is based on 25 students per day (3.125 students = 1 hour)

EFFECTIVE: September 1, 2024

BOARD ADOPTED : August 12, 2024

REVISED: December 9, 2024

**BRIDGES
SPECIALIST PAY
2024-2025**

HOURLY POSITIONS	SCHEDULE	HOURLY RATE
Art Specialist	SPC HRLY/AS01	\$33.76
	SPC HRLY/AS02	\$34.78
	SPC HRLY/AS03	\$35.82
	SPC HRLY/AS04	\$36.89
	SPC HRLY/AS05	\$38.00
Environmental Education and Nutrition Specialist	SPC HRLY/EEN01	\$33.76
	SPC HRLY/EEN02	\$34.78
	SPC HRLY/EEN03	\$35.82
	SPC HRLY/EEN04	\$36.89
	SPC HRLY/EEN05	\$38.00
Band Specialist	SPC HRLY/BS01	\$33.76
	SPC HRLY/BS02	\$34.78
	SPC HRLY/BS03	\$35.82
	SPC HRLY/BS04	\$36.89
	SPC HRLY/BS05	\$38.00
Foreign Language Specialist	SPC HRLY/LAN01	\$33.76
	SPC HRLY/LAN02	\$34.78
	SPC HRLY/LAN03	\$35.82
	SPC HRLY/LAN04	\$36.89
	SPC HRLY/LAN05	\$38.00
Library Specialist	SPC HRLY/LIB05	\$26.60
	SPC HRLY/LIB06	\$27.42
	SPC HRLY/LIB07	\$28.23
	SPC HRLY/LIB08	\$29.08
	SPC HRLY/LIB09	\$29.95
Music Specialist	SPC HRLY/MS01	\$33.76
	SPC HRLY/MS02	\$34.78
	SPC HRLY/MS03	\$35.82
	SPC HRLY/MS04	\$36.89
	SPC HRLY/MS05	\$38.00
P.E. Specialist	SPC HRLY/PES01	\$33.76
	SPC HRLY/PES02	\$34.78
	SPC HRLY/PES03	\$35.82
	SPC HRLY/PES04	\$36.89
	SPC HRLY/PES05	\$38.00
Homeschool Specialist	SPC HRLY/HS01	\$33.76
	SPC HRLY/HS02	\$34.78
	SPC HRLY/HS03	\$35.82
	SPC HRLY/HS04	\$36.89
	SPC HRLY/HS05	\$38.00
Intervention Specialist	SPC HRLY/RTI01	\$33.76
	SPC HRLY/RTI02	\$34.78
	SPC HRLY/RTI03	\$35.82
	SPC HRLY/RTI04	\$36.89
	SPC HRLY/RTI05	\$38.00
Information Technology Specialist	SPC HRLY/ITS01	\$39.48
	SPC HRLY/ITS02	\$40.27
	SPC HRLY/ITS03	\$41.48
	SPC HRLY/ITS04	\$42.72
	SPC HRLY/ITS05	\$44.00
	SPC HRLY/ITS06	\$45.32

Credential not required

Health & Welfare Annual Cap: \$17,873.10 (\$1,787.31 per month for 10 months for full-time eligible employees) - 90%-99% FTE prorated

Classified employees who work over 225 days annually shall be entitled to 10 days of vacation each fiscal year

EFFECTIVE: September 1, 2024

BOARD ADOPTED : August 12, 2024

REVISED: December 9, 2024

BRIDGES
CLASSIFIED SALARY SCHEDULE
2024-2025
HOURLY

HOURLY POSITIONS	SCHEDULE	HOURLY RATE
Custodian	02H/B/005	\$19.00
	02H/B/006	\$19.57
	02H/B/007	\$20.16
	02H/B/008	\$20.76
	02H/B/009	\$21.40
Attendance/Health Clerk Office Assistant	02H/D/006	\$20.55
	02H/D/007	\$21.17
	02H/D/008	\$21.81
	02H/D/009	\$22.46
	02H/D/010	\$23.12
	02H/D/011	\$23.81
Instructional Assistant	02H/F/006	\$16.43
	02H/F/007	\$17.52
	02H/F/008	\$18.05
	02H/F/009	\$18.59
	02H/F/010	\$19.15
	02H/F/011	\$19.72
Child Care Assistant	02H/H/005	\$16.39
	02H/H/006	\$16.88
	02H/H/007	\$17.39
	02H/H/008	\$17.91
	02H/H/009	\$18.45
Child Care Leader	02H/I/008	\$18.00
	02H/I/009	\$18.54
	02H/I/010	\$19.10
	02H/I/011	\$19.67
	02H/I/012	\$20.26
Child Care Supervisor	02H/J/005	\$20.26
	02H/J/006	\$20.88
	02H/J/007	\$21.51
	02H/J/008	\$22.15
	02H/J/009	\$22.79
	02H/J/010	\$23.47
	02H/J/011	\$24.18
	02H/J/012	\$24.91

BRIDGES
CLASSIFIED SALARY SCHEDULE
2024-2025
HOURLY

HOURLY POSITIONS	SCHEDULE	HOURLY RATE
Outreach Coordinator Enrollment Coordinator	02H/K/001	\$19.00
	02H/K/002	\$19.57
	02H/K/003	\$20.16
	02H/K/004	\$20.76
	02H/K/005	\$21.40
Food Service Supervisor	02H/L/005	\$17.61
	02H/L/006	\$18.14
	02H/L/007	\$18.68
	02H/L/008	\$19.24
	02H/L/009	\$19.82
Food Service Assistant	02H/M/005	\$17.23
	02H/M/006	\$17.75
	02H/M/007	\$18.28
	02H/M/008	\$18.83
	02H/M/009	\$19.39
EL Liaison	02H/N/004	\$23.00
	02H/N/005	\$24.08
	02H/N/006	\$24.80
	02H/N/007	\$25.54
	02H/N/008	\$26.32
	02H/N/009	\$27.11
Attendance/Health Technician	02H/O/004	\$23.05
	02H/O/005	\$24.13
	02H/O/006	\$25.21
	02H/O/007	\$25.97
	02H/O/008	\$26.75
	02H/O/009	\$27.55
	02H/O/010	\$28.37
EL Testing	02H/P/001	\$25.00

Health & Welfare Annual Cap: \$17,873.10 (\$1,787.31 per month for 10 months for full-time eligible employees) - 90%-99% FTE prorated

Non-exempt classified employees who work over 225 days annually shall be entitled to 10 days of vacation each fiscal year prorated by FTE

13 Paid Holidays prorated by FTE

10 Sick Days prorated by FTE

EFFECTIVE: September 1, 2024

BOARD ADOPTED : August 12, 2024

REVISED: December 9, 2024

BRIDGES
CLASSIFIED CONFIDENTIAL SALARY SCHEDULE
2024-2025

POSITION	SCHEDULE	# OF DAYS	RATE	AC/01	AC/02	AC/03	AC/04	AC/05	AC/06	AC/07	AC/08	AC/09	AC/10
ADMIN COORDINATOR	AC225	1.0 FTE	ANNUAL	\$54,106.00	\$55,729.00	\$57,401.00	\$59,123.00	\$60,897.00	\$62,723.00	\$64,605.00	\$66,543.00	\$68,539.00	\$70,595.00
CONTRACT DAYS		225	Daily	\$240.47	\$247.68	\$255.12	\$262.77	\$270.65	\$278.77	\$287.13	\$295.75	\$304.62	\$313.76
			Hourly	\$30.06	\$30.96	\$31.89	\$32.85	\$33.83	\$34.85	\$35.89	\$36.97	\$38.08	\$39.22

Health & Welfare Annual Cap: \$17,873.10 (\$1,787.31 per month for 10 months for full-time eligible employees) - 90%-99% FTE prorated

EFFECTIVE: September 1, 2024

BOARD ADOPTED : August 12, 2024

REVISED: December 9, 2024

BRIDGES
MISCELLANEOUS CLASSIFIED SALARY SCHEDULE
2024-2025

HOURLY

HOURLY POSITIONS	SCHEDULE	HOURLY RATE
Sub Custodian	02H/01	\$16.50
Sub Extension Assistant	02H/02	\$16.50
Sub Office	02H/03	\$16.50
Sub Instructional Aide	02H/04	\$16.50

Positions do not accrue holiday/vacation pay or health benefits

EFFECTIVE: January 1, 2025
 BOARD ADOPTED : August 12, 2024
 REVISED: January 14, 2025

Coversheet

ExEd Agreement

Section:	VII. Business and Operations
Item:	G. ExEd Agreement
Purpose:	Vote
Submitted by:	
Related Material:	Bridges Charter - ExED Agreement 25-26, 26-27, 27-28.pdf

EXCELLENT EDUCATION DEVELOPMENT MANAGEMENT AND ACCOUNTING SERVICES AGREEMENT

This Management and Accounting Services Agreement (the “Agreement”) is entered into as of the 1st day of July 2025 (the “Effective Date”) by Bridges Charter School, a California nonprofit public benefit corporation (“Client”), and Excellent Education Development, a California nonprofit public benefit corporation (“ExED”), with reference to the following facts:

BACKGROUND

ExED is a non-profit organization that exists to advance the purpose of giving every child access to an excellent public education that opens the doors to opportunity and provides a pathway out of poverty for those in need.

ExED will support Client with an articulated suite of services (defined as the “Services below”) at a fixed monthly price to fulfill Client’s need for the financial expertise, skills and integrity required to operate at the highest level.

In furtherance of Client’s long-term financial and organizational initiatives, ExED may make additional services available based upon the periodic or specific needs of Client and in accordance with an agreed upon fee for such additional services.

ExED is driven to help Client create efficiencies and implement sound business practices that will allow Client’s leadership to direct more of their time and energy to the classroom.

ExED’s expectation is that Client will observe the highest standards in its governance and management, and that it will dedicate itself to delivering a high-quality education to its students.

ExED believes in sustained collaboration on Client’s work and has structured this management agreement to provide services for period that is longer than a single school year. During the initial school year covered by this Agreement, ExED will begin providing Client with services as of the Effective Date. Subsequently, this Agreement will renew and extend for one-year periods, beginning next year, as described in more detail below. This structure allows ExED to attend to financial matters such as closing financial statements and audits that occur in subsequent school or fiscal years, and to prepare budgets for use in forthcoming years. This structure also offers consistency and predictability to ExED and Client and their respective staffs and governing boards.

Now therefore, in consideration of the premises, and of the mutual covenants and conditions contained herein, Client and ExED agree as follows:

1. DEFINITIONS.

The following terms will have the meanings ascribed to them herein:

- a. “ADA” means the average daily attendance, reported as required by the California Department of Education, which must be filed by the Client with the State of California in accordance with applicable laws and regulations.
- b. “Additional Services” means any supplemental services to be provided by ExED at request of Client. If Additional Services are part of this Agreement, they are described in a Schedule entitled “Additional Services Scope of Work to be Performed by ExED” and attached hereto. Additional Services supplement the Basic Services provided by ExED under this Agreement.
- c. “Affiliate” means nonprofit corporations or limited liability companies that are controlled by or under common control with Client. In this Agreement, the following corporation(s) or limited liability companies are Affiliates of Client: Not Applicable.
- d. “Auditor” means an independent certified public accountant selected by Client to prepare annual audited financial statements for Client, as required by California Education Code 41020.
- e. “Basic Services” means the services provided by ExED as selected by Client and described in Schedule A.
- f. “Board” means the governing body of the Client.
- g. “Budget” means the current and future budgets of the Client prepared by ExED in coordination with the Client as described in this Agreement and adopted by the Board.
- h. “California Department of Education” means The California Department of Education, which is the governmental agency within the State of California that oversees public education.
- i. “Categorical Funding Applications” means State funding programs for which the Client may be eligible and apply for and not included within the Local Control Funding Formula (LCFF).
- j. “Chartering Authority” means the local school district or county office of education or state board of education that has issued a charter to Client to operate a School.
- k. “Client Administrator” means one or more Client staff or Board member(s) in leadership positions authorized to work with ExED with respect to the services outlined in this Agreement. Unless otherwise notified in writing, the Client Administrator herein shall be (i) the chief executive officer, executive director or equivalent, (ii) the presiding officer of the Board, and (iii) the principal or head of school for matters pertaining to any specific School operated by Client.
- l. “Confidential Information” means any and all technical and non-technical information including copyright, trade secret, and proprietary information, inventions, know-how, processes and algorithms, software programs, and software source documents. Confidential Information includes, without limitation, information acquired from a student information systems used to

maintain individual-level data (including student demographics, course data, discipline, assessments, staff demographics, staff assignments), financial information, procurement requirements, purchasing information, plans and personnel information of the parties, and student information as protected under the Family Educational Rights and Privacy Act (FERPA) and other privacy protection laws, as applicable to the operations of Client and ExED under this Agreement.

Confidential Information does not include information that: (a) is now publicly or generally known or available or that hereafter, through no act or failure on the part of the receiving party, or through any violation of law or contract becomes generally known or available; (b) is known to the receiving party at the time of receiving such information; (c) is furnished to others by the disclosing party without a restriction on disclosure; (d) is hereafter furnished to the receiving party by a third party without restriction on disclosure, where such third party legally obtained such information and the right to disclose it to the receiving party; or (e) is independently developed by the receiving party without violation of any legal rights which the disclosing party may have in such information.

- m. “Effective Date Year” means the calendar year in which the Effective Date occurs.
- n. “Fiscal Year” means the accounting period between July 1 and June 30.
- o. “myExED Portal” means the ExED client portal (myexed.org) and the associated applications made available to select Client staff via this website.
- p. “Notice of Non-Renewal” means written notice from Client, substantially in the form attached hereto as Exhibit 2, delivered to ExED no later than 60 days from delivery by ExED of a Notice of Terms Supplement, that Client will not be renewing ExED’s Services under this Agreement for the coming Fiscal Year.
- q. “Notice of Terms Supplement” means written notice from ExED, substantially in the form attached hereto as Exhibit 1, and delivered to Client each year following the Effective Date Year.
- r. “P-1/P-2/P-3/Annual” means the attendance reports that must be submitted to the State of California for ADA apportionment purposes.
- s. “Payroll Provider” means the third-party human capital management software provider (e.g., Paychex or Paycom) that Client has contracted with to provide payroll processing and other human resource services.
- t. “Proprietary Property of ExED” means all right, title and interest in and to the materials and systems developed and used by ExED in the performance of the Agreement including, without limitation, all trade secrets, know-how, protocols, policies, specifications, software, forms, as well as additions and modifications thereto developed and/or used by ExED in the furtherance of its operations and in performance of its obligations under this Agreement.

Proprietary Property also includes ExED work product, reports, templates, studies, specifications, business methods, tools, methodologies, techniques, solution construction aids, analytical frameworks, algorithms, products, documentation, abstracts and summaries thereof that do not contain or embody Client's Confidential Information. Proprietary Property includes "ExED Core Business Components," defined as those general skills, know-how, expertise, techniques, methodologies, processes, templates, and business methods that are acquired or developed during the performance of the Agreement and that are related to ExED's primary business, such as, by way of example, but not of limitation, methodologies and processes for managing school budgets and financial reporting, that do not contain or embody Client's Confidential Information. Proprietary Property also includes "ExED Knowledge Capital," which means ExED materials existing prior to commencement of the Agreement, or developed outside the scope of the Agreement, that are proprietary to ExED, and all associated intellectual property rights and any enhancements and modifications to such materials, whether or not such enhancements and modifications are developed as part of the Agreement.

- u. "School" means each charter school that Client has been authorized to operate by a Chartering Authority, which is actually operated by Client and included in the scope of the Services described herein.
- v. "Standard Financial Reports" means the financial reports prepared by ExED for Client Administrators or the Board. See Schedule A for a list of reports included.
- w. "State Budget" means the current budget of the State of California as approved and signed by the Governor of the State of California for the current Fiscal Year.
- x. "Term" means the period of time during which this Agreement is in effect between the parties, which shall commence as of the Effective Date (or, if the Client and ExED have an existing service agreement in effect on Effective Date, the date immediately after the expiration of such existing service agreement), and terminated upon receipt by ExED of the Client's Notice of Non-Renewal, unless and until earlier terminated in accordance with the terms and conditions hereof, and subject to any provisions which, by their express terms, survive expiration or termination of the Agreement.

2. THE SERVICES

- a. Basic Services. During the Term of this Agreement, ExED will provide Client with the Basic Services described on Schedule A. ExED shall provide Client a non-exclusive, non-assignable license to use the Proprietary Property of ExED solely for Client operations, at no additional cost, during the Term of this Agreement. Client specifically acknowledges that the Services do not include any services not specifically included on Schedule A (or additional schedules which outline Additional Services), including without limitation, those services expressly listed as Exclusions therein.
- b. Additional Services. Client may request ExED to provide additional Services. If ExED agrees to provide Additional Services, the Additional Services will be described in detail in a separate Schedule to be added to this Agreement and signed by authorized representatives of both parties. Charges, fees, responsibilities and obligations with respect to the Services will be adjusted as described in the separate schedule.
- c. Prior Term Services. Client may request ExED to provide services pertaining to a period prior to the Term of the Agreement or to prior Fiscal Years under Agreement (which request (i) is made to ExED after May 15th following the applicable Fiscal Year end, and (ii) not the result of ExED's default in the provision of such Services) ("Retroactive Services"). If ExED agrees to provide Retroactive Services, the services will be described in a separate schedule to be added to this Agreement as Schedule B and signed by authorized representatives of both parties. Charges, fees, responsibilities and obligations with respect to the Retroactive Services will be adjusted as described in that Schedule. For purposes of this Agreement, Retroactive Services shall be deemed to be Additional Services.
- d. Services to Affiliates. ExED does not provide any services to Affiliates of Client under this Agreement. Client shall cause its Affiliates to engage ExED for a separate scope of services or shall manage the financial affairs of its Affiliates without ExED assistance. If ExED has been engaged by one or more Affiliates to provide services, and Client has been designated to pay for such services (in lieu of paying higher rent, otherwise required for the Affiliate to pay directly, for example), Client agrees that ExED fees for such services will be billed to and due from Client. This direct billing and payment arrangement will be described in a separate agreement between ExED, the Client and the Affiliate, or, at ExED's election, a separate schedule to be added to this Agreement and signed by authorized representatives of both parties. Any termination or modification (including, without limitation through a Notice of Non-Renewal or Notices of Terms Supplements, respectively) applicable to this Agreement shall also apply to the rendering of services to such Client affiliate, unless the Client affiliate services are set forth in a separate agreement.

3. PAYMENT AND TERMS

- a. Fees and Charges. In addition to any other fees set forth herein, during the Term of this Agreement, Client will pay ExED for the Basic Services as outlined below.

Service	2025-26 Annual	2025-26 Monthly	2025-26 Fee Schedule	2026-27 Fee Schedule	2027-28 Fee Schedule	Comments
Fee Calendar		July 1, 2025 - June 30, 2026		July 1, 2026 - June 30, 2027	July 1, 2027 - June 30, 2028	
School Finance & Accounting	\$ 91,000.00	\$ 7,583.33	1.75% of total revenue assuming total revenue of \$5.2 million	1.75% of total revenue	1.75% of total revenue	Based on the total revenue in the board-approved budget.
Payroll Processing & Retirement Reporting	\$ 9,840.00	\$ 820.00	Fee equivalent to \$20.50 per employee per month assuming 40 employees	\$21.00 per employee per month.	\$21.75 per employee per month.	Based on the number of employees assumed in the board-approved budget.
Data Management - Attendance Reporting	\$ 3,024.00	\$ 252.00	\$7.20 per student assuming 420 students	\$7.40 per student	\$7.65 per student	Based on the enrollment (P-2) assumed in the board-approved budget.
Data Management - Nutrition Reporting	\$ 2,163.00	\$ 180.25	\$5.15 per student assuming 420 students	\$5.30 per student	\$5.50 per student	Based on the enrollment (P-2) assumed in the board-approved budget.
Total	\$ 106,027.00	\$ 8,835.58				

- b. The annual fees for fiscal years 2025-26, 2026-27, and 2027-28 will be determined based on the board-approved budget, and ExED will communicate the fees via a Notice of Terms Supplement.
- c. Client will reimburse ExED for its actual, reasonable out-of-pocket expenses incurred in providing the Basic Services as provided for in Schedule A. These out-of-pocket expenses will not exceed \$150 per month without prior, written authorization from the Client.
- d. One-Time Fee. Not applicable.
- e. Invoicing. ExED will invoice Client monthly for services.
- f. Payment Terms. Payment is due thirty (30) days from the date of delivery of the monthly invoice.
- g. Right to Suspend Performance. In the event of default or delay in payment greater than 30 days from the date of delivery of the monthly invoice, ExED reserves the right to suspend part or all of its performance of duties under this Agreement, including the rendering of Services, until all amounts for Services that are due and payable are paid in full. In the event Client disputes all or any portion of the invoice that is due, Client shall notify ExED in writing within 20 days of receipt of the invoice and initiate the dispute resolution process under Section 10 hereof, but shall pay the invoice in full, pending the outcome of such process.

- h. Taxes. Except as expressly stated in this Agreement, ExED and Client are responsible for any and all taxes on their respective incomes, and for payment and withholding of all applicable taxes, including but not limited to income, property and sales taxes.
- i. Late Payments. Payments made after the 30-day period set forth in Section 3.c. are subject to a late payment penalty equal to a monthly rate of 1%, not to exceed the maximum allowed under applicable law.
- j. Notice of Terms Supplement. The prices and related charges for the Services are subject to change each year, beginning June 30th of the year following the Effective Date Year. ExED shall deliver a Notice of Terms Supplement each year following the Effective Date Year, which Notice of Terms Supplement shall be in the form as attached hereto as Exhibit 1, and shall detail any applicable changes in Service prices, and related costs, including without limitation, with respect to expense reimbursements, and any other amendments, changes, or supplements to the terms and conditions of this Agreement. If Client determines not to renew ExED's Services under this Agreement, it shall timely deliver a Notice of Non-Renewal no later than 60 days from delivery by ExED of a Notice of Terms Supplement. Failure by Client to timely deliver a Notice of Non-Renewal shall be deemed to be Client's agreement to renewal of this Agreement, as modified by the terms and conditions contained in the Notice Terms Supplement. In consideration of the Service fees set forth in Section 3(a), which Service fees ExED agrees to maintain until June 30th of the third year following the Effective Date Year, notwithstanding anything to the contrary set forth herein, Client hereby waives its right to issue a Notice of Non-Renewal until after receipt of the Notice of Terms Supplement issued hereunder in connection with the renewal of the Agreement on June 30th of the third year following the Effective Date Year. For the avoidance of doubt, (i) ExED will not change its Service fees hereunder prior to June 30th of the third year following the Effective Date Year, but reserves the right to modify non-Service fee related terms and conditions through a Notice of Terms Supplement (including, without limitation, out-of-pocket expenses for which ExED may be reimbursed without prior Client approval, rush check fees, and late payroll information fees) (ii) ExED reserves the right to charge additional fees for any Additional Services the Client and ExED determine to add to this Agreement, in accordance with Section 2(b) above.

4. RELATIONSHIP OF THE PARTIES

- a. Independent Contractors. ExED and Client are independent contractors. No representations or assertions shall be made, nor actions taken by either party that would create any joint venture, partnership, employment, fiduciary, or trust relationship between the parties with respect to the subject matter of this Agreement. Except as may be expressly agreed upon in this Agreement or a Schedule attached hereto, neither party has any authority or power to act as an agent of the other, or to enter into any agreement, contract or commitment on

behalf of the other, or to create any liability or obligation whatsoever on behalf of the other, to any third person or entity.

- b. No Benefits. No ExED employee is eligible to participate in any benefits programs offered by Client to its employees, nor in any pension plans, insurance plans or other similar plans offered by Client to its employees.
- c. Employees. Each party will exercise day-to-day control over and supervision of their respective employees, including, but not limited to, hiring, evaluation, promotion, demotion, compensation, employee benefits, discipline and discharge. All work assignments, instruction, scheduling, staffing and direction of Client employees shall be the exclusive province of the Client. Each party is responsible for obtaining and maintaining worker's compensation coverage and unemployment insurance for its employees.
- d. Subcontractors. ExED reserves the right to subcontract with other individuals and businesses for the Services. ExED will be responsible for its subcontractors, all payments to subcontractors, and the direction and control of the work to be performed by its subcontractors, if any. All subcontractors, if any, will be required by ExED to comply with the terms and conditions of this Agreement respecting Client Confidential Information.

5. THE CLIENT'S OBLIGATIONS.

- a. Authorized Personnel. The Client Administrator(s) identified herein are authorized to work with ExED and authorize their staff to work with ExED with respect to the services outlined in this Agreement.
- b. Alternative Contacts. The Board may also identify, in writing to ExED, its key or principal contact, if other than the Client Administrator, who is authorized to receive and disclose Confidential Information, receive payroll checks and discuss personnel issues; as well as an alternate contact in the event the Client Administrator cannot or should not serve as the Client's contact due to conflict or suspected misconduct. In the absence of such designated persons, the chief executive officer and the presiding officer of the Board shall have such authority.
- c. Financial Records and Audit.
 - (i) The Client will maintain customary and reasonably correct, complete and accurate records and other supporting information which will enable ExED to render the Services hereunder. The Client will deliver all supporting documentation in accordance with the monthly close timeline developed by ExED and provided to Client. If Client submits required supporting documentation after monthly close deadline, ExED cannot guarantee on-time submission of financial reports for Client management review and/or Client board meetings.
 - (ii) The Client will obtain an annual audit of its books and records at the end of each Fiscal Year from a state-approved Auditor and immediately provide ExED with a copy of any annual audit and related reports, notes or statements. Client authorizes and instructs

ExED to work with Client's Auditor on any matter or issue pertinent to the Services and will confirm such authorization upon request by ExED.

- (iii) Client covenants that it will respond promptly and professionally to any and all questions or investigations from the Chartering Authority, any governmental investigating or funding authority or Client's Auditor, to the extent required by law, including exceptions noted in any independent accountant's report, in each case, to the extent required by law and to effectively render the Services.
- d. Coordination and Cooperation. Client will cause the Client Administrator(s) and other authorized staff members to work closely and cooperatively with ExED to facilitate the effective performance and delivery of the Services. Client will comply with and respond promptly to all reasonable requests of ExED for information or documents from the Client.
 - (i) Client covenants to assist ExED in reconciling outstanding invoices, and to provide ExED with copies or originals of vendor invoices and correspondence, as well as other statements and receipts in accordance with the monthly close deadline established by ExED.
 - (ii) Client staff with access to the myExED Portal will take reasonable steps to maintain the confidentiality of their myExED login credentials. Client staff will notify ExED in writing if the confidentiality of their myExED login credentials has been compromised.
 - (iii) Client staff will take reasonable steps to ensure the security of the devices used to access the myExED Portal and will use their best effort to notify ExED in writing if the security of a device has been compromised.
 - (iv) Client staff will only use the myExED Portal for work-related activities.
- e. Payroll. Client will provide all necessary and proper data to ExED for payroll processing and retirement reporting, if applicable.
 - (i) All original documents as it relates to personnel files or payroll logs will be maintained at the Client Site.
 - (ii) If necessary, Client will use, and purchase if necessary to use, commercially reasonable time clocks for timekeeping purposes.
 - (iii) Client will sign, or has signed, a service agreement with Payroll Provider for the necessary services so that ExED can process payroll using the Payroll Provider service.
 - (iv) Payroll Provider will file Client's annual forms W-2/W-3.
 - (v) Payroll Provider will file the Federal, State Withholding, and State Disability taxes and tax returns, quarterly and annual, associated with

payrolls processed through Payroll Provider's system. If necessary, Payroll Provider may request ExED to file the tax returns it cannot do so.

- (vi) Client will be responsible for all fees and charges assessed by Payroll Provider.
- (vii) Client will submit all necessary payroll and time and attendance data within the Payroll Provider's software.
- (viii) Client will be responsible for maintaining employee information, not related to payroll processing, within the Payroll Provider's software.
- (ix) Client will be responsible for working with Payroll Provider to setup and track any payroll accruals (e.g., vacation, sick, etc.). ExED should be informed of these requests and will assist where possible with this setup.
- (x) Client will approve all final check calculations. ExED will follow the California Labor Code when calculating an employee's final check unless directed by the Client to follow the calculation method commonly used by school districts.
- (xi) Client is responsible for complying with the retirement enrollment and reporting rules for the retirement program(s) in which the Client participates (e.g., CalSTRS, CalPERS) and is responsible for communicating to ExED the following information (it being acknowledged and understood that Client's failure to timely provide the following information completely and accurately to ExED may impact ExED's ability to timely and accurately perform retirement program reporting, classification and other retirement program-related Services hereunder):
 - (1) A determination of which retirement system a job should be reported to, based on job description and applicable education code(s)
 - (2) Staff job classification and applicable retirement system, per the rules of the respective retirement program(s) as applied to Charter Schools
 - (3) Staff eligibility of enrollment into an applicable retirement system, per the rules of the respective retirement program(s) as applied to Charter Schools
 - (4) Details of time worked, pay rates and wages earned, as necessary for retirement reporting per the rules of the respective retirement program(s)
- (xii) Client is responsible for providing ExED with accurate health and welfare deductions for each Client employee.

- f. Attendance Records and Reports. Client must take all necessary and proper steps to provide regular, accurate and timely responses to daily attendance tracking reports.
 - (i) Client is responsible for taking daily attendance records compliant with the California Education Code. Client must maintain phone logs, tardy logs and other pertinent information related to appropriate attendance tracking.
- g. Grant and Funding Requirements. Client covenants to comply with all material grant and funding requirements, as the same may impact the rendering of ExED's Services hereunder, including record keeping, reporting, management and financial controls and policies and procedures.
 - (i) Client to prepare Semiannual Certifications and/or Personnel Activity Reports to account for wages paid for with federal funds.
- h. Chartering Authority Requirements. Client covenants to comply with all material requirements, as the same may impact the rendering of ExED's Services hereunder, including policies and procedures of the Chartering Authority to the extent applicable to the Client.
- i. Client Policies and Procedures. Client covenants to develop, apply and follow not less than customary and reasonable policies and procedures applicable to human resources, payroll administration, internal financial controls, accounts payable and other disbursements and, if applicable, competitive bid procedures for vendors.
- j. Insurance. Client will obtain and maintain customary and reasonable general liability coverage for its facilities and operations. ExED shall be entitled to request and receive evidence of such coverage.
- k. Notice and Information. Client covenants that it will provide ExED with prompt, complete and accurate notice of and information concerning any material errors in Client data and Client's books and records, as well as with respect to investigations or inquiries into the Client, its activities, operations and reports by the Chartering Authority or any other governmental authority, to the extent permitted by law. Client will promptly provide ExED with copies of every report or notice provided to the Chartering Authority or any other governmental agency, including any schedules or exhibits thereto, to the extent such report or notice relates to the Services outlined in this Agreement.
- l. Designation of ExED. Client hereby designates employees and subcontractors of ExED whose duties require access to Confidential Information, including personnel and student information, as having a legitimate educational interest under FERPA.
- m. Protection of Proprietary Property of ExED. Client shall maintain the confidentiality of all Proprietary Property of ExED and shall not divulge such information to any third parties both during the Term of this Agreement and after its termination except (i) as may be necessary for the discharge of its obligations under this Agreement, and (ii) as required by law. Client shall take

reasonable precautions against disclosure of any Proprietary Property of ExED to any unauthorized person by any of its officers, directors, employees or agents. Client shall not directly or indirectly, without the express prior written permission of ExED, use the Proprietary Property of ExED for any purpose except to the limited extent necessary for the conduct of its operations in accordance with this Agreement. Upon termination of this Agreement for any reason, Client shall cease all use of Proprietary Property of ExED and discard and destroy any tangible portion of the Proprietary Property in its possession or control.

- n. Integrity and Financial Responsibility. Client will act in good faith and alert the management of ExED to any fraudulent activity which is reasonably related to the Services as soon as the Client becomes aware, to the extent permitted by law. Client acknowledges that ExED's ability to provide Services is premised upon the Client acting in a financially prudent manner, including but not limited to timely approval of balanced budgets and maintaining a positive variance to budget throughout the year to the extent feasible.

6. REPRESENTATIONS AND WARRANTIES OF CLIENT

- a. Organization of Client. Client is a California nonprofit public benefit corporation, duly organized, validly existing, and in good standing under the laws of the State of California and eligible for determination as a tax-exempt organization which has all requisite power and authority to own, lease and operate its properties and to carry on its educational operations as they are now being conducted.
- b. Corporate Power and Authorization. Client has full corporate power and authority to execute and deliver this Agreement and to perform its obligations hereunder. The execution, delivery and performance of this Agreement by Client have been duly authorized by all necessary corporate action. This Agreement has been duly executed and delivered by Client and constitutes the valid and legally binding obligation of Client enforceable in accordance with its terms and conditions. Client need not give any notice to, make any filing with, or obtain any authorization, consent, or approval of any government or governmental agency to consummate the transactions contemplated by this Agreement.
- c. No Breach. Neither the execution and delivery of this Agreement, nor the consummation of the transactions contemplated hereby, will (i) violate any, statute, regulation, rule, injunction, judgment, order, decree, ruling, charge, or other restriction of any government, governmental agency, or court to which Client is subject or any provision of its Articles of Incorporation, Bylaws or Charter, nor (ii) conflict with, result in a breach of, constitute a default under, result in the acceleration of, create in any party the right to accelerate, terminate, modify, or cancel, or require any notice under any agreement, contract, lease, license, instrument or other arrangement to which Client is a party or by which it is bound or to which any of its assets is subject.

- d. **No Litigation.** Other than as disclosed to ExED, there are no pending or threatened legal actions, arbitrations or other proceedings against Client, nor are there any pending or threatened proceedings as to unpaid or disputed tax liabilities of Client which may adversely impact its operations or ability to perform its obligations under this Agreement.

7. **REPRESENTATIONS AND WARRANTIES OF ExED**

- a. **Corporate Power and Authorization.** ExED has full corporate power and authority to execute and deliver this Agreement and to perform its obligations hereunder. The execution, delivery and performance of this Agreement by ExED have been duly authorized by all necessary corporate action. This Agreement has been duly executed and delivered by ExED and constitutes the valid and legally binding obligation of ExED enforceable in accordance with its terms and conditions. ExED need not give any notice to, make any filing with, or obtain any authorization, consent, or approval of any government or governmental agency to consummate the transactions contemplated by this Agreement.
- b. **No Breach.** Neither the execution and delivery of this Agreement, nor the consummation of the transactions contemplated hereby, will (i) violate any, statute, regulation, rule, injunction, judgment, order, decree, ruling, charge, or other restriction of any government, governmental agency, or court to which ExED is subject or any provision of its Articles of Incorporation or Bylaws or (ii) conflict with, result in a breach of, constitute a default under, result in the acceleration of, create in any party the right to accelerate, terminate, modify, or cancel, or require any notice under any agreement, contract, lease, license, instrument or other arrangement to which ExED is a party or by which it is bound or to which any of its assets is subject.
- c. **Insurance.** ExED will obtain and maintain customary and reasonable comprehensive commercial general liability, professional liability, crime, and cyber liability insurance appropriate to the Services being rendered under this Agreement.
- d. **No Duty to Monitor Compliance with Obligations.** In the course of its work, and consistent with Client's obligations hereunder, ExED may become aware of instances of non-compliance by Client with its own policies, procedures or other obligations described in Section 5 of this Agreement. ExED may bring such failures to the attention of the Client Administrator or chief executive officer or the presiding officer of the Board, but shall have no obligation to do so, unless the failure directly and materially affects ExED's ability to carry out its obligations under this Agreement or is the basis for termination of the Agreement for cause.
- e. **Confidentiality.** ExED shall use commercially reasonable efforts to keep all Confidential Information made available to it under this Agreement confidential to the extent required by law; provided that nothing herein shall be

construed as restricting ExED in performing the Services, which require routine disclosure of such information to Auditors, Chartering Authorities, regulatory agencies, insurance carriers, service providers and suppliers, and the Client. Confidential Information shall be handled by ExED, its employees and subcontractors as follows:

- (i) Except as set forth in (vi) below, ExED shall not use the Confidential Information disclosed by the Client pursuant to this Agreement for any purpose other than carrying out its obligations under this Agreement.
 - (ii) ExED and any ExED subcontractors granted access to Client Confidential Information, will take reasonable steps to maintain the confidentiality of Client's Confidential Information and will notify Client if the confidentiality has been compromised.
 - (iii) ExED and any ExED subcontractors will take reasonable steps to ensure the security of the devices used by their staff to access Client Information and will use their best effort to notify Client if the security of a device has been compromised.
 - (iv) ExED shall maintain reasonable security measures to safeguard the Confidential Information.
 - (v) ExED may, but shall not be required to, destroy the Confidential Information in its possession when no longer needed to carry out the purposes of this Agreement. To the extent such Confidential Information resides only on equipment or in files owned or controlled by ExED, upon termination of this Agreement, ExED shall provide copies to Client at Client's expense. ExED shall require its employees and subcontractors to agree to comply with these Standard Conditions for the handling of Confidential Information.
 - (vi) Notwithstanding the foregoing, ExED shall have the right to use Client Confidential Information in a non-identifiable way, as part of its overall database of information about public charter schools. For example, Client salaries may be included in overall information ExED compiles, and provides to Client, about the range of salaries offered by similar schools.
- f. Limited Services Warranty. ExED represents and warrants that it has the requisite personnel, equipment, expertise, experience and skill to perform its obligations hereunder and provide the Services to Client in a timely and professional manner.

8. INDEMNITIES, DISCLAIMERS AND LIMITATION OF LIABILITY.

- a. Subject to the terms of Section 8(d) below, Client and ExED agree to indemnify each other and hold each other, and each other's officers, directors, employees, agents harmless, from and against any and all direct claims, costs, losses, liabilities and expenses for personal injury and property damage, including reasonable attorneys' fees, attributable to their actions and omissions

in violation of the terms of this Agreement, but excluding claims that would not be made but for the gross negligence or willful misconduct of the party seeking indemnification.

b. Disclaimer of all Other Warranties.

THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY MADE IN SECTION 7 OF THIS AGREEMENT. ExED DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE SERVICES, OR ANY THIRD-PARTY SOFTWARE OR HARDWARE USED IN CONNECTION THEREWITH, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

c. Limited Remedy. Client's exclusive remedy for a default in the provision of Services hereunder is to (i) provide written notice detailing the default to ExED and, following review and a determination of fault by ExED, to have ExED perform or reperform the applicable Service at ExED's expense, and/or (ii) to terminate this Agreement in accordance with Section 9(b) below.

d. Limitation of Liability.

EVEN IF ExED CANNOT OR DOES NOT PERFORM OR REPERFORM ANY DEFECTIVE SERVICES, AND CLIENT'S EXCLUSIVE REMEDY FAILS OF ITS ESSENTIAL PURPOSE, ExED'S (INCLUDING ITS DIRECTORS, OFFICERS, AND EMPLOYEES') TOTAL AND AGGREGATE LIABILITY, WHETHER ARISING IN TORT, CONTRACT, MISREPRESENTATION, BREACH OF WARRANTY OR FOR ANY OTHER CAUSE OF ACTION AT LAW OR IN EQUITY SHALL NOT EXCEED ExED'S TOTAL AGGREGATE FEES ACTUALLY PAID FOR SERVICES RENDERED PURSUANT TO THIS AGREEMENT DURING THE PRIOR 12 MONTH PERIOD ENDING ON THE DATE THE CLAIM GIVING RISE TO SUCH LIABILITY IS MADE HEREUNDER. IN NO EVENT SHALL ExED BE LIABLE TO THE CLIENT OR ANYONE CLAIMING BY OR THROUGH THE CLIENT FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES SUFFERED BY THE CLIENT OR ANY AFFILIATE OF THE CLIENT, WHETHER OR NOT SUCH DAMAGES WERE OR COULD HAVE BEEN FORESEEABLE TO ExED. NO DIRECTOR, OFFICER OR EMPLOYEE OF ExED SHALL BE LIABLE TO CLIENT OR ANYONE CLAIMING BY OR THROUGH THE CLIENT ON ACCOUNT OF ANY ACT OR OMISSION OF ExED, REGARDLESS OF THE NATURE OF SUCH ACT OR OMISSION OF ExED, OR THE THEORY OF LIABILITY ASSERTED AGAINST ExED OR SUCH DIRECTOR, OFFICER OR EMPLOYEE OF ExED, EITHER INDEPENDENTLY OR IN A VICARIOUS CAPACITY.

- e. Allocation of Risk. Client acknowledges that the pricing of the Services and the other terms of this Agreement have been set based on the foregoing sections of this Agreement providing for an agreed allocation of the risk for any default in Services, as between the parties. Client further acknowledges that the pricing and terms would have been different if there had been a different allocation of such risk.
- f. THE LIMITATIONS SET FORTH IN THIS SECTION SHALL APPLY EVEN IF ANY REMEDIES FAIL IN THEIR ESSENTIAL PURPOSE.
- g. Survival. The terms of this Section 8 shall survive the expiration or earlier termination of the Agreement.

9. TERM, EXPIRATION AND EARLY TERMINATION.

- a. The Term. This Agreement shall continue in full force and effect during the Term. The Term of this Agreement shall renew and extend automatically for one year, on June 30th of the year following the Effective Date Year, and on each year anniversary thereafter, unless Client duly delivers a Notice of Non-Renewal to ExED. Notice of Non-Renewals delivered after 60 days from delivery by ExED of a Notice of Terms Supplement shall be deemed to be a termination for convenience on the part of Client under Section 9(d) below.
- b. Termination for Uncured Breach. If either party to this Agreement materially defaults in the performance of any of the terms of this Agreement, the non-defaulting party may terminate this Agreement by providing written notice of termination to the defaulting party of the nature of the default or material breach of this Agreement and the termination shall be effective thirty days from receipt of notice unless the defaulting party cures such default within said thirty-day period.
- c. Insolvency. In the event that either party is unable to pay its debts when they become due, declares bankruptcy or insolvency, or makes an assignment for the benefit of its creditors, the other party may terminate this Agreement upon written notice.
- d. Termination for Convenience. Either party may terminate this Agreement upon 30 days written notice to the other party, without cause. During the notice period, the parties shall cooperate to wind up and complete the pending Service work for the current month and payment for Services hereunder shall be made through the end of the month in which termination occurs. After a termination of this Agreement for convenience, the Client may request ExED to provide services pertaining to the Term of the Agreement or Retroactive Services. If ExED agrees to provide services, the services and fees will be described in a separate agreement.
- e. Immediate Termination for Cause. ExED may immediately terminate this Agreement in the event it determines that (i) it cannot provide the Services in a timely or professional manner, due to the actions or inaction of the Client with respect to financial controls, management or operations, or (ii) Client has

engaged or been accused of engaging in material misconduct inconsistent with ExED's mission or nonprofit purpose; in such event, ExED will cooperate with Client to transition its duties to Client personnel or another vendor and ExED shall be entitled to payment of its fees and reimbursable expenses for each month ExED is involved with such transition of duties.

- f. Non-Renewal. If Client timely delivers a Notice of Non-Renewal to ExED ending the Term of this Agreement, ExED shall be entitled to a close out fee equal to two month's fees for completion of any financial reporting Services pertaining to the last Fiscal Year covered by this Agreement. After this time, Client may request ExED to provide services pertaining to the Term of the Agreement or Retroactive Services. If ExED agrees to provide services, the services and fees will be described in a separate agreement.
- g. Other Rights. Subject to the terms of Section 8(c), (i) the rights of the parties to terminate this Agreement are not exclusive of any other rights and remedies available at law or in equity, and such rights are cumulative, and (ii) the exercise of any right or remedy under this Section 9 does not preclude the exercise of any other right or remedy.
- h. Proration of Service Fees Upon Termination. If this Agreement is terminated early, as provided for above in Section 9(b)-9(e), in addition to any fees and other amounts due and owing to ExED as may be set forth in each such Section, ExED's Service fees and expense reimbursements shall prorated to the date of such termination, and ExED shall have the right to payment for all Services rendered and reimbursable expenses incurred up to the date of termination of this Agreement.

10. DISPUTE RESOLUTION.

Any dispute, controversy or claim, whether based on contract, tort, strict liability, fraud, misrepresentation, or any other legal theory, arising out of either party's performance of this Agreement ("Dispute") shall be resolved solely in accordance with the terms of this Section 10.

- a. Resolution Sequence. The claiming party with respect to the Dispute shall provide written notice of the Dispute to the non-claiming party, with reasonable detail regarding the claiming party's position and supporting facts. The parties shall have their chief executive officers meet and confer in good faith, in person if reasonably possible, within thirty (30) days of receipt such written notice regarding the Dispute, in an effort to resolve the Dispute in a mutually acceptable manner. If the Dispute cannot be settled by good faith negotiation between the chief executive officers of the parties, ExED and Client will submit the Dispute to the judicial reference process pursuant to California Code of Civil Procedure Section 688, et seq. Any Dispute brought before a forum in which pre-dispute waivers of the right to trial by jury are invalid under applicable law shall be subject to the terms of this Section 10, in lieu of the jury trial waivers otherwise provided for in this Agreement.

- b. Referee Qualifications. The referee shall be a retired California state court judge, or an attorney licensed to practice law in the State of California with at least ten (10) years' experience practicing commercial law. The parties shall not seek to appoint a referee that may be disqualified pursuant to California Code of Civil Procedure Section 641 or 641.2 without the prior written consent of all parties.
- c. Referee Selection. If the parties are unable to agree upon a referee within ten (10) calendar days after the thirty (30) day negotiation period referenced above has ended, then the referee will be selected by the court in accordance with California Code of Civil Procedure Section 640(b).
- d. Reference Procedure. The referee shall render a written statement of decision and shall conduct the proceedings in accordance with the California Code of Civil Procedure, the Rules of Court, and California Evidence Code, except as otherwise specifically agreed by the parties and approved by the referee. The referee's statement of decision shall set forth findings of fact and conclusions of law. The decision of the referee shall be entered as a judgment in the court in accordance with the provisions of California Code of Civil Procedure Sections 644 and 645. The decision of the referee shall be appealable to the same extent and in the same manner that such decision would be appealable if rendered by a judge of the superior court.
- e. Expenses. During the pendency of any Dispute which is submitted to judicial reference in accordance with this Agreement, each of the parties to such Dispute shall bear their own legal expenses, and equal shares of the fees charged, and costs incurred by the referee in performing the services described in this Section 10. The compensation of the referee shall not exceed the prevailing rate for like services. Following adjudication of a Dispute, the prevailing party shall be entitled to reasonable court costs and legal fees, including customary attorney fees, expert witness fees, paralegal fees, the fees of the referee and other reasonable costs and disbursements charged to the party by its counsel, in such amount as is determined by the referee.
- f. Equitable Relief and Indemnification. Each of the parties acknowledges and agrees that due to the unique nature of the Confidential Information and the Proprietary Information of ExED there can be no adequate remedy of law for any breach of its obligations to maintain the confidentiality and security of such information, and that any breach may allow the breaching party or third parties to unfairly compete with the non-breaching party resulting in irreparable harm to the non-breaching party that cannot be adequately compensated for through damages. Therefore, notwithstanding the foregoing provisions of this Section 10, upon any such breach or any threat thereof, the non-breaching party may, at its option, seek temporary, preliminary, and permanent injunctive relief, and other provisional or ancillary remedies, and, subject to the terms of Section 8(d) hereof, to be indemnified by the breaching party from any loss or harm, including without limitation, actual attorney fees, in connection with any breach or enforcement of the breaching party's obligations to keep the non-breaching party's Proprietary Information and

Confidential Information confidential and secure, or the unauthorized use or release of any such Proprietary Information and Confidential Information. Each party will notify the other party in writing immediately upon the occurrence of any unauthorized release or other breach of which it is aware. The obligations of the parties under this paragraph shall survive the expiration or termination for any reason of this Agreement.

- g. Bankruptcy Proceedings. In addition, the foregoing provisions of this Section 10 shall not be deemed to apply to or limit the right of the claiming party to pursue rights against the non-claiming party in a bankruptcy or insolvency proceeding.
- h. Exercise of Rights & Remedies Not A Waiver. The exercise of the rights and remedies set forth in Section 10(f)-(g) which are not subject to the judicial reference process described in this Section 10 shall constitute a waiver of the right of any party, including, but not limited to, the claiming party in any such action, to require submission to judicial reference the merits of the Dispute occasioning resort to such remedies.
- i. THIS SECTION 10 CONSTITUTES A “REFERENCE AGREEMENT” BETWEEN OR AMONG THE PARTIES WITHIN THE MEANING OF AND FOR PURPOSES OF CALIFORNIA CODE OF CIVIL PROCEDURE SECTION 638.
- j. Limitation on Actions. Any Dispute either party may have against the other with respect to this Agreement must be brought within two years after the cause of action arises. This Section 10 shall survive the expiration or termination for any reason of this Agreement.

11. GENERAL.

- a. Entire Agreement. This Agreement sets forth the entire agreement between the parties hereto, fully supersedes any and all prior agreements or understandings pertaining to the subject matter hereof and no change in, modification of or addition, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by each and all of the parties hereto subsequent to the execution of this Agreement.
- b. Waiver in Writing. During the term of this Agreement, neither party shall be deemed to have waived any right, power or privilege under this Agreement or any provision thereof unless such waiver shall have been duly executed in writing and acknowledged by the party to be charged with such waiver.
- c. No Implied Waiver. The failure of any party to act or exercise its rights hereunder upon the breach of any of the terms or conditions hereof shall not be construed as a waiver of such breach, nor shall it prevent such party from hereafter enforcing strict compliance with any and all of the terms and conditions herein set forth.
- d. Communications. Any notice or other communication required by, or permitted to be made by or given to, either party pursuant to this Agreement shall be sent to such party by electronic mail, registered, certified or express

mail, postage prepaid or prepaid courier service, addressed to such party at the address listed on its website or to such other addresses as such party shall designate by written notice given to the other party, and shall be deemed to have been made, given or provided on the date of receipt.

- e. Assignment; Successors. This Agreement is personal, being entered into in reliance upon and in consideration of the skill, qualifications and representations of, and trust and confidence reposed in, ExED and its employees and its selected subcontractors. Accordingly, neither this Agreement nor any of its rights or privileges shall be sold, assigned, transferred, shared, or encumbered, by operation of law or otherwise, without the prior written consent of the affected (non-assigning) party, except that ExED may assign this Agreement to an affiliate which ExED controls. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- f. Force Majeure. Neither party shall be liable for any delay or failure in its performance of any of the acts required by this Agreement, except for the payment of money as and when due, when such delay or failure arises from circumstances beyond the control and without the fault or negligence of such party. Such causes may include, without limitation, acts of God, acts of public enemies, acts of civil or military authority, labor disputes, material or component shortages, embargoes, rationing, quarantines, blockades, sabotage, utility or communication failures or delays, earthquakes, fire, flood, epidemics, riots or strikes. The time for performance of any act delayed by any such event may be postponed for a period equal to the period of such delay. In order to avail itself of rights under this Section 11(f), a party claiming force majeure excusal must provide written notice to the other party of the circumstances constituting force majeure within 15 days of their occurrence. The provisions of this Section 11(f) shall not excuse the payment of money by the parties when and as due, regardless of force majeure.
- g. Publicity. Client may act as a reference for ExED with respect to the Services upon ExED's reasonable request. ExED may issue press releases or identify Client in marketing materials provided that all references to Client are fair, accurate and not misleading and approved by Client in writing, in advance, in each instance.
- h. Headings. The headings of the several articles and sections are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.
- i. Governing Law. This Agreement shall be governed by the laws of the State of California, without regard to principles of conflicts of law.
- j. Counterparts. This Agreement (and its schedules) may be executed in several counterparts, including electronic counterparts (such as facsimile or .pdf), each of which shall be deemed to be an original, and all of which together shall

constitute one agreement binding on all parties hereto, notwithstanding that all of the parties shall not have signed the same counterpart.

- k. Waiver of Jury Trial; Venue. TO THE EXTENT PERMITTED BY LAW, THE PARTIES WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM BROUGHT BY EITHER OF THE PARTIES HERETO AGAINST THE OTHER ON ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS AGREEMENT OR THE SERVICES RENDERED HEREUNDER, AND AGREE THAT ANY SUCH ACTION OR PROCEEDING SHALL BE TRIED BEFORE A COURT AND NOT BEFORE A JURY. TO THE FULLEST EXTENT PERMITTED BY LAW, THE VENUE FOR ANY ACTIONS OR PROCEEDINGS ARISING IN CONNECTION WITH THIS SHALL BE LAID IN LOCAL OR FEDERAL COURTS LOCATED IN LOS, ANGELES, CALIFORNIA. THE PARTIES HEREBY WAIVE ANY DEFENSE OF INCONVENIENT FORUM.

IN WITNESS WHEREOF, the parties hereto execute this Agreement in counterparts as of the Effective Date through duly authorized representatives.

CLIENT:

By: _____ Dated: _____,

Name: Dr. Kelly Simon

Title: Director

ExED:

By: _____ Dated: _____,

Name: Tait Anderson

Title: CFO/COO

SCHEDULE A:

SUMMARY OF BASIC SERVICES TO BE PERFORMED BY EXED

School Finance & Accounting Services

- 1) Budgeting, Financial Reporting, and Forecasting
 - A) Budget Development
 - 1) Work with Client Administrator to develop an annual budget for each School for the subsequent Fiscal Year, beginning in March of each year, for approval by Client's governing board no later than June 30th.
 - B) Budget Revisions
 - 1) Upon the approval of the State Budget, ExED will work with Client Administrator to perform any needed revisions to the Budget to reflect the legislation adopted.
 - C) Standard Financial Reports
 - 1) Prepare and email and/or make electronically available Standard Financial Reports, or subset of Standard Financial Reports approved by Client Administrator, by the 10th of the month following month-end reconciliation. For example, financial reports for September will be available by November 10th.
 - 2) In this Agreement, "Standard Financial Reports" shall mean:
 - (a) Financial Dashboard (excluded from July Financial Package)
 - (b) Cash Flow Forecast (excluded from July Financial Package)
 - (c) Financial Analysis (excluded from July Financial Package)
 - (d) Income Statement
 - (e) Balance Sheet
 - (f) Check Register
 - (g) Credit Card Register, if appropriate
 - D) Financial Dashboard
 - 1) Prepare a dashboard which displays key indicators of financial health – income statement summary with variances and forecast, cash flow charts with actuals and forecast for the year, ADA chart with actuals and forecast, and balance sheet summary.
 - E) Cash Flow Forecast
 - 1) ExED will prepare a Cash Flow Forecast report for each School throughout the year as part of the Standard Financial Reports.
 - F) Financial Analysis
 - 1) ExED will perform on-going analysis of actual versus budget revenue and expenses and monitor cash flow.
 - G) Client & Board Meetings
 - 1) At a minimum once every quarter, ExED shall prepare and review Client's financials with Client Administrator.
 - 2) Prepare and present Client's financial health to the Board as appropriate, but no less than once every quarter, and including special Board meetings.
 - 3) Prepare and present Client's financial reports to Finance Committees as appropriate.
 - 4) Provide analytical support and training to assist management and governing board

in interpreting financial statements and generally managing financial challenges facing the organization.

H) Chartering Authority Financial Reporting

- 1) Complete and submit all financial reporting required to Chartering Authority including First Interim, Second Interim, Unaudited Actuals, and Preliminary Budget as required by any mandated due dates.

2) Accounting and Bookkeeping Services

A) General Ledger Maintenance

- 1) Establish and maintain Client's general ledger per the account codes mandated by the California Department of Education. ExED will monitor and edit revenue and expenditure account code structure, add program and location codes when needed, and perform all other regular maintenance.

B) Bookkeeping

- 1) Record all transactions into accounting system with appropriate coding to enable the required reporting.
- 2) Perform lease accounting that complies with the new lease accounting standards (ASC 842).
- 3) Establish Client-specific tracking codes to support Client's reporting and budget management needs.
- 4) Complete the fiscal year-end closing.

C) Balance Sheet Reconciliation

- 1) Perform monthly reconciliation of all bank statements. Quarterly perform reconciliation of remaining balance sheet accounts: Prepaid/Deposits, Accounts Receivable, Accounts Payable, Payroll Liability, Debt/Loans, and any Other Asset or Liability Item.
- 2) Record monthly depreciation entries and update asset values for capitalized items.

D) Accounts Payable

- 1) Process vendor invoices for payments, in accordance with Client fiscal policies.
- 2) Complete 1099s for independent contractors.
- 3) Process credit card transactions and employee reimbursements based on information provided by Client.
- 4) Supports Client's use of Ramp, if appropriate, for virtual credit cards and employee reimbursements.

E) Accounts Receivable

- 1) Monitor receipt of revenue to ensure the Client receives all entitlements. Perform collection activities to receive past due funding from government agencies, not including initiation of legal proceedings.

F) Training and Support

- 1) Train school personnel on accounting processes, myExED applications, and internal control procedures.
- 2) Provide accounting consultation on coding, procurement, compliance, and process changes to improve accuracy in accounting.

3) Audit Preparation, Tax Preparation, and Authorizer Oversight

A) Audit Preparation

- 1) Collect, or arrange for Client to provide, all information required by Auditors for

- testing and audit report drafting.
 - 2) Prepare required schedules (e.g., accrual worksheet, fixed asset ledger, balance sheet account detail, etc.).
 - 3) Serve as the point of contact for all communication with the Auditors regarding financial data maintained by ExED.
 - 4) Work and meet with Client's Audit Committee as needed.
 - 5) Prepare the adjusting journal entries as required by the auditors during the audit.
 - B) Tax Preparation
 - 1) Prepare and collect the required information for the Auditor to complete the 990 tax return.
 - C) Charter Authorizer Oversight
 - 1) Prepare fiscal materials requested for oversight reviews from charter authorizers and governmental agencies and participate in oversight reviews.
- 4) Cash Management
- A) Cash Position Reports
 - 1) Prepare and distribute weekly cash position report to the Client summarizing current bank balance, checks issued and accounts payable balance.
 - B) Loans & Lines of Credit
 - 1) Analyze working capital needs and assist client in preparing or renewing loan or line of credit applications if needed. In the case of state cash deferrals, prepare application for deferral exemptions if eligible.
 - C) Invoice Payment
 - 1) Manage the timing of invoice payment.
- 5) Compliance and Fiscal Reporting
- A) Categorical Funding Applications
 - 1) Prepare funding applications for funding sources identified in Client's Budget. This includes the following (if applicable): Mandated Block Grant, Consolidated Application (ConApp), Title III Consortium Application English Learner, the Annual Funding Survey, the PENSEC Report for new/expanding schools, SB 740 Facility Grant Program, and the Facilities Incentive Grant, if the Client is eligible and requests that ExED complete the application.
 - 2) Assist with budget/financial sections of Public Charter Schools Grant Program (PCSGP) and other grant applications, if applicable.
 - B) Compliance and Fiscal Reporting
 - 1) Prepare the preliminary Budget report and submit to Chartering Authority in the required format.
 - 2) LCAP Reporting
 - (a) Provide Local Control Funding Formula (LCFF) funding numbers (LCFF Base Revenue, LCFF Supplemental and Concentration, and Minimum Proportionality Percentage) required for Local Control and Accountability Plan (LCAP).
 - (b) Assist with budget estimates related to the actions and services included in LCAP. ExED expects the development of the LCAP to be an iterative, ongoing process that is developed over multiple months. For each iteration,

ExED requires 10 business days to provide budget estimates. If ExED is not provided sufficient time to develop budget estimates or if Client develops LCAP in a short time frame, ExED may not be able to provide budget estimates and Client will need to develop these estimates.

- (c) Assist with completing the financial portions of the mid-year and annual LCAP updates.
 - 3) Prepare and disseminate fiscal reports to lenders and creditors as appropriate.
 - 4) Prepare and submit Title I, II, III, IV and V reporting as appropriate.
 - 5) If appropriate, complete After School Educational & Safety program reporting.
 - 6) Prepare per pupil expenditure section of the School Accountability Report Card (SARC).
 - 7) Prepare school expenditure section of the Civil Rights Data Collection.
 - 8) Prepare the Every Student Succeeds Act Per Pupil Expenditure Report.
 - 9) Prepare and submit federal and state expenditure reporting as appropriate, including expenditure reporting for one-time funding sources (ESSER, GEER, In Person Instruction, Expanded Learning Opportunity Grant, Arts Music and Instructional Materials Discretionary Block Grant, Learning Recovery Emergency Block Grant, Educator Effectiveness, and the Universal Pre-K Planning Grant)
 - 10) Submit Federal Cash Management reports and prepare calculations for interest earned on federal funds.
 - 11) Provide assistance, as appropriate, to prepare for Federal Program Monitoring visits.
- 6) Charter Authorizer Support
 - A) Support the Client with all financial and business communications with Charter Authorizer. ExED will:
 - 1) Prepare regular financial reporting (budget and interim reporting)
 - 2) Provide financial documents and reports as requested
 - 3) Work with Client Administrator to meet with authorizer staff to discuss fiscal health and outlook of the school
 - B) Assist in the charter renewal process by preparing the required forecasts and cash flow projections.
 - 7) Strategic Planning
 - A) Partner with Client Administrator(s) and the Client's board of directors to assess long-term planning needs to best prepare the school for long-term success.

Payroll Processing and Retirement Reporting

- 8) Payroll Processing and Retirement Reporting
 - A) Payroll Processing
 - 1) Review the information Client maintains within the Payroll Provider software, in a manner consistent with the information given to ExED including, (i) employee information related to payroll processing and (ii) non-tax payment information, such as voluntary deductions and garnishments.
 - 2) Calculate and submit to federal and state authorities federal and state payroll tax

payments and reports and state unemployment taxes and quarterly returns if Payroll Provider requests/requires assistance for reports it does not file.

- 3) Provide the Client a payroll schedule for the calendar year which includes accrual period and deadlines for ExED to receive from the Client the following information: new hire documentation, personnel change forms and payroll time data for each respective pay period. The Client is responsible to submit all information by the deadlines established per Client's payroll schedule.
 - 4) If Client is closed for school break and cannot receive payroll package, Client can approve payroll package to be mailed to ExED. ExED will deliver the payroll package to Client at the next scheduled school meeting or via an agreed upon delivery mechanism. At Client's direction and Client's expense, ExED can mail out each individual employee's paystub.
 - 5) Create or review employee earning, deduction, and benefit codes.
 - 6) Process supplemental payroll runs as needed, including supplemental checks for terminations, stipends, and bonuses.
 - 7) Process garnishments.
 - 8) Oversee W-2 and W-3 process.
 - 9) Set up the coding to track payroll expenses related to restricted grants, LCAP, multiple school sites, etc.
 - 10) Create the payroll journal entry to record detailed payroll expenses in the general ledger ensuring coding is correct.
 - 11) Assist with general payroll-related questions.
- B) Retirement Reporting
- 1) STRS/PERS
 - (a) Submit monthly the required information to the local county office of education or the designated 3rd party administrator and comply with all retirement program requirements. This shall also include coordinating the remittance of STRS/PERS contributions with the accounting department at the county office of education.
 - (b) Calculate and report all retirement benefits for STRS and PERS in alignment with the information provided by Client based on employee and payroll data provided by the Client unless Client does not provide the required data. If Client does not provide the required employee and payroll data, ExED will use its knowledge of the respective retirement program to report the necessary information but cannot guarantee it will comply with all retirement program requirements.
 - (c) ExED will coordinate remittance of STRS/PERS contributions with the county office of education accounting department via check, ACH or debit from Client's apportionment account.
 - 2) Other retirement plans (e.g., 403B, 401K, 457, etc.) – ExED will process appropriate deductions for employees upon receipt of appropriate paperwork from the Client. ExED will submit payment to the applicable retirement company based on Client payroll schedule.

Data Management Services

- 9) Attendance Reporting
 - A) Prepare PENSEC 20-Day, P-1, P-2, and Annual attendance reports from Client-

- provided records and submit to the Chartering Authority as required.
- B) Prepare and submit monthly attendance reports, if required to be submitted by Chartering Authority.
- C) Submit monthly attendance revisions.

10) Nutrition Claims Reporting

- A) Prepare monthly claim information for federal and state meal programs, as appropriate, and transfer information into Child Nutrition Information and Payment System (CNIPS) based on Client-provided records. Client reviews ExED has prepared, notifies ExED of any discrepancies, and submits final monthly claim information in CNIPS.
- B) Prepare and submit year-end Cost and Revenue reporting.
- C) Provide assistance in preparing for the financial components of the School Nutrition Program administrative review.

ExED Systems and Other Items

11) Support Systems, Tools, and Services

- A) myExED Portal
 - 1) Provide secure access to the myExED Portal (myexed.org) for relevant Client staff to access ExED applications and exchange necessary information.
 - 2) From within the myExED Portal, or direct login, ExED will provide select Client staff access to various applications, including but not limited to the following:
 - (a) Box - FileShare
 - (b) Power BI - Financials
 - (c) ScreenSteps - Knowledge Base
 - (d) SpendBridge - Marketplace
 - (e) ExED Business Guide

12) EXCLUSIONS & ADDITIONS.

- A) The following services, responsibilities and activities are hereby expressly excluded from the Services, together with any services, responsibilities and activities by ExED on behalf of the Client not specifically set forth on this Schedule A:
 - 1) Managing or designing Human Resources processes to ensure Client compliance as the employer of record.
 - 2) Managing or confirming accuracy of vacation and sick accrual balances.
 - 3) Identifying or applying for private grants. Should a client receive a private grant, client is responsible for tracking and informing ExED of financial reporting requirements.
 - 4) Developing Local Control and Accountability Plan (LCAP) goals and actions or identifying actions that contribute to increasing or improving services for unduplicated pupils.
 - 5) Drafting the narrative sections of the Budget Overview of Parents.
 - 6) Ensuring compliance for programs paid for with restricted funds, including determining allowable expenses and completing time and effort reporting.

- 7) Preparing and filing property tax exemption forms.
 - 8) System for Award Management (SAM) registration or renewal registration.
 - 9) Maintaining corporation/non-profit status including Statement of Information filings.
 - 10) Obtaining or renewing liability and worker's compensation insurance.
 - 11) Ensuring Brown Act compliance or providing Brown Act training.
- B) The following services, responsibilities and activities are available as part of the Services, as requested by the Client in writing, for the additional charges and fees described below:
- 1) For new charter school petitions, ExED will prepare the budget to be submitted with the petition for an additional fee of \$3,750.
 - 2) Rush Checks: Rush checks are strongly discouraged. The Client will be allowed one rush check a month. After that, the Client will be charged a fee of \$40.00 per rushed check requested by the Client or as a result of the Client's acts or omissions (e.g., invoices held up at the Client site). The Client will also be charged the cost of delivery, if applicable. Rush Checks are defined as checks requested to be sent out immediately and/or outside the normal weekly processing schedule.
 - 3) Payroll
 - (a) Late Payroll Submission: If a client consistently does not submit payroll information by the deadline or submits incomplete information and ExED has to submit additional information after the payroll deadline, the Client will be charged a late fee of \$145.00 per payroll period and/or a fee of \$57.00 per supplement check.
 - (b) Prior Period Adjustment: Client may request ExED to make a prior pay period adjustment to payroll and/or retirement reports for an employee. If ExED agrees to make the requested adjustment, it will charge a fee of \$340.00. Client will be responsible for any additional fees charged by the payroll provider, retirement program, or other 3rd party entities that result from the adjustment.
 - 4) ExED has established an hourly rate ("Supplemental Fee Schedule") it will charge for Additional Services Client requests that are outside the Basic services defined in the Agreement and ExED agrees to perform. The Supplemental Fee Schedule sets the hourly rate at:

VP or Director:	\$150
Manager:	\$86
Other Staff:	\$57
 - 5) ExED will charge \$150/hour for making prior period CalPERS or CalSTRS adjustments or corrections or for any Retroactive Services related to a prior term.
 - 6) ExED will charge \$150/hour for work related to securing facility financing (e.g., providing financial analysis, developing financial scenarios, and preparing financial reporting that is required to assist Client in securing (or applying for) facility financing.
 - 7) ExED will provide Meal-Claims reporting and Attendance Reporting orientation workshops for Client leadership staff (i.e., Client Administrator, School Leader,

or Other Staff) who are hired mid-year. ExED will charge Client \$220 per workshop.

EXHIBIT 1**Excellent Education Development Management and Accounting Services Agreement - NOTICE OF TERMS SUPPLEMENT**

Reference is made to that certain Excellent Education Development Management and Accounting Services Agreement between Bridges Charter School, a California nonprofit public benefit corporation (“Client”), and Excellent Education Development (“ExED”), a California nonprofit public benefit corporation, dated the 1st day of July 2025 (the “Agreement”). Capitalized terms not defined herein shall have the meanings set forth in the Agreement.

Unless a Notice of Non-Renewal is received by ExED within 60 days of the date hereof, the Agreement Term is hereby extended for a period of one year from June 30th of the year in which this Notice of Terms Supplement (“Notice”) is delivered, on the same terms and conditions as contained in the Agreement, except as expressly set forth below.

1. SERVICE FEES AND RELATED EXPENSES.

- a. ExED’s fees and related charges are hereby amended, modified and/or supplemented as follows:
 - (i) ExED’s monthly fees for [Basic Services/Additional Services] are hereby [increased to ____] effective [July 1st of the current year].
 - (ii) ExED’s out-of-pocket-expenses will not exceed [\$____] per month without the prior, written authorization from Client.
 - (iii) ExED’s [late payment charge for Service fees/rush check fee /late payroll information fee/ ____] is hereby [increased to ____] effective [July 1st of the current year].
 - (iv) [_____].

2. OTHER CHANGES.

- a. The Agreement is hereby amended, modified and/or supplemented as follows:
 - (i) [_____].

3. AGREEMENT IN FULL FORCE IN EFFECT; NOTICE OF NON-RENEWAL REQUIRED TO TERMINATE.

- a. The Agreement remains in full force and effect, on its original terms and conditions, except as may be modified by this (and any prior) Notices. The Agreement, together with this Notice (and any prior Notice) shall be taken together and construed as the complete agreement of the parties. If Client does not wish to extend the Term of the Agreement as described in this Notice,

Client is required by the terms of the Agreement to deliver a Notice of Non-Renewal to ExED no later than 60 days from the date of this Notice.

We thank you for your continued collaboration,

ExED:

By: _____

Dated: _____,

Name: _____

Title: _____

EXHIBIT 2

Excellent Education Development Management and Accounting Services Agreement - NOTICE OF NON-RENEWAL

Reference is made to that certain Excellent Education Development Management and Accounting Services Agreement between Bridges Charter School, a California nonprofit public benefit corporation (“Client”), and Excellent Education Development (“ExED”), a California nonprofit public benefit corporation, dated the 1st day of July 2025 (the “Agreement”). Capitalized terms not defined herein shall have the meanings set forth in the Agreement.

The Client is in receipt of a Notice of Terms Supplement from ExED as provided for under the Agreement, and as per the terms of the Agreement and the Notice of Terms Supplement, Client has 60 days to issue a Notice of Non-Renewal terminating the Agreement.

1. **NOTICE OF NON-RENEWAL.**

- a. Client hereby elects to issue this Notice of Non-Renewal, terminating the Agreement, effective as of June 30th of the year in which this Notice of Non-Renewal is delivered. Those provisions of the Agreement which by their express terms survive expiration or termination of the Agreement shall remain in full force and effect.

Client:

By: _____

Dated: _____,

Name: _____

Title: _____

Coversheet

Parsec Contract 2025-2027, NTE \$37,125

Section:	VII. Business and Operations
Item:	H. Parsec Contract 2025-2027, NTE \$37,125
Purpose:	Vote
Submitted by:	
Related Material:	Bridges Charter Renewal 2024_2025.pdf

Service Order			
Client		Parsec Education, Inc	
<i>Client Legal Name ("Client")</i>	Bridges Charter Academy	<i>Company Name</i>	Parsec Education Inc.
<i>Primary Contact, Title</i>	Kelly R. Simon, PhD	<i>Primary Contact</i>	Babatunde Ilori
<i>Billing / Payment Address</i>	1335 Calle Bouganvilla	<i>Billing Address</i>	PO Box 286 Fresno, CA, 93708
<i>City / State / Zip</i>	Thousand Oaks 91360	<i>City / State / Zip</i>	Fresno, CA 93721
<i>E-mail</i>	kelly.simon@bridgescharter.org	<i>E-mail</i>	babatunde@parseceducation.com
<i>Phone</i>	(805) 492-3569	<i>Phone</i>	(559) 753-4529

Description of Services and Fees		
Services	Fees	
License(s) and Services(s): <input type="checkbox"/> Parsec STANDARD <input checked="" type="checkbox"/> Parsec PREMIUM <i>Premium-Only Add-Ons</i> <input checked="" type="checkbox"/> Customized Dashboard <input type="checkbox"/> Street Data Approach to LCAP <input type="checkbox"/> Charter Renewal Support <input type="checkbox"/> Student Champion Report <input type="checkbox"/> Exception Report <input type="checkbox"/> Parsec REAL <input type="checkbox"/> Parsec ACADEMY Additional Services (no package required) <input type="checkbox"/> General Professional Development <input type="checkbox"/> Keynote Conference Speaker <input type="checkbox"/> Additional Consultation	Effective Date:	3/15/24
	Termination Date:	3/14/27
	Enrollment Count:	351
	Teacher Count: (For Academy only)	
	Premium Analytics	\$8,500.00
	Premium Onboarding	\$1,500.00
	Premium Consulting	\$6,500.00
	Custom Dashboard	\$9,500.00
	Subtotal:	\$26,000.00
	Discounts (include description): (Partner Loyalty Discount)	\$18,500.00
	Total:	\$7,500.00
	Notes: Custom Dashboard now scheduled to renew the same time as Analytics each year	

Explanation of Services
Parsec STANDARD <ul style="list-style-type: none"> Onboarding <ul style="list-style-type: none"> 1 x onboarding meeting (2 hrs, virtual) - intro to the platform Platform <ul style="list-style-type: none"> Standard Analytics Platform <ul style="list-style-type: none"> State assessment analysis tool Trend analysis reports

- County, school, district comparison
- Longitudinal overview reports
- Student group analysis reports
- Growth analysis reports
- Dataquest Data
- State assessment presentation ready reports
 - English, Spanish, and Hmong translations available
 - User-friendly online viewing platform (public or password protected)
 - Compare up to 4 report simultaneously
 - High quality data visualization
 - Full-screen presentation mode capabilities

Parsec PREMIUM

- Onboarding
 - 1 x onboarding meeting (2 hrs, virtual) - intro to the platform
- Consulting
 - 3 x data insights meetings (2 hrs, virtual)
 - 1 x presentation (e.g.: board meeting; staff meeting; cabinet meeting, etc.)
- Platform

This includes the Standard platform features PLUS:

 - Premium Analytics Platform
 - Cloud-based Data Warehouse
 - Individualized Student Data
 - CA School Dashboard Filters
 - Dashboards:
 - Student Enrollment
 - Historical Enrollment Analysis
 - Percentage Breakdown
 - State Assessment
 - Overall
 - Claim Areas
 - Distance From Standard
 - Trend Analysis
 - Spread Analysis
 - Enrollment Length
 - Growth Model
 - Local Assessment
 - Overall
 - By Race/Ethnicity
 - By Student Group
 - Trend Analysis
 - Growth Analysis
 - Correlation Analysis (3rd-6th)
 - Correlation Analysis (MS & HS)
 - Graduation Rate
 - Overall
 - Bty Outcome
 - Student List
 - ELPAC/CAST
 - Overall
 - Trend
 - Student List
 - Presentation Ready Reports
 - Student Status Certificates
 - 1 x year
 - Measure student achievement
 - Student Growth Certificates
 - 1 x year
 - Measure student growth
 - Multiple Measures Report-
 - 3 x year
 - View your student's state and local assessments in a single report - with a deep dive in their local assessment trends
 - *Note: Attendance and discipline may be added to this report with an SIS integration and custom pricing*
- Network

Receive complimentary access to Parsec's network improvement communities. Anticipating to launch Fall 2024.

 - Access for one participant to the District network
 - Access for one participant to the Principal network

Parsec PREMIUM Add-On Services:

Note: Must have Parsec Premium package to purchase these services

- **Customized Dashboard**
 - Custom dashboards to meet your organization's needs
- **Street Data Approach to LCAP**
 - 4 x ½ day sessions (in-person)
 - Supports in evaluating the effectiveness of actions outlined in the Local Control Accountability Plan (LCAP) or School Plan for Student Achievement (SPSA)
- **Charter Renewal Support**
 - Partner with our data analysts to prepare for your charter renewal
- **Student Champion Report**
 - A comprehensive report for teachers and principals to reflect and review on their prior year's performance
 - Note: Currently only available to customers using Aeries and PowerSchool for their SIS
- **Exception Report**
 - Detect potential errors in your SIS data, and present them in an easy to use dashboard.

Parsec REAL

Provides rich qualitative feedback through recorded video interviews and powerful analysis capability. Uncover new insights that inspire action.

- Platform
 - Video Surveys
 - Templated Prompts
 - Customized Prompts
 - Admin Dashboard
 - Insights Search
 - Insights Report
 - Insights "Real"
 - Data Integration and Implementation
- Onboarding
 - NEW PARTNERS: 1 x onboarding meeting (2 hrs, virtual) - intro to the platform
 - RENEWING PARTNERS: 1 x annual review + plan for upcoming year meeting
- Consulting
 - NEW PARTNERS: Street Data Capacity Building (½ day, in-person)
 - RENEWING PARTNERS: Street Data Capacity Building OR ½ day of on-site consulting
Street data capacity building focused on deep listening will equip participants with the skills to practice deep listening, enabling them to connect more meaningfully with students, colleagues, and the educational community at large.

Parsec ACADEMY

- Platform
 - Full access to Parsec Academy features.
- Onboarding
 - NEW PARTNERS: 1 x onboarding meeting (2 hrs, virtual) - intro to the platform
 - RENEWING PARTNERS: 1 x annual review + plan for upcoming year meeting
- Consulting
 - NEW PARTNERS: One full day of training for all active users- includes power standards, overview of parsec academy, and grade level collaboration time.
 - Receive 1 set of power standards books per teacher in attendance
 - RENEWING PARTNERS: Onboard new staff or go deeper into high quality PLC/improvement science/instructional practices
- Network: Access to the monthly network for one teacher per school

Agreement

The Service Order, along with the Terms and Service attached as "Exhibit A" and Parsec Privacy Policy found here: <https://www.parseceducation.com/pages/privacy-policy> and the Acceptable Use Policy found here: <https://www.parseceducation.com/pages/acceptable-use-policy>, constitute the entire "Agreement" by and between the Client and Parsec.

Authorization

EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS, AND THAT THE PERSON SIGNING ON ITS BEHALF HAS BEEN AUTHORIZED TO DO SO. THE PERSON EXECUTING THIS AGREEMENT ON CLIENT'S BEHALF REPRESENTS THAT HE OR SHE HAS THE AUTHORITY TO BIND CLIENT TO THESE TERMS AND CONDITIONS. By signing below, the parties hereto ACCEPT AND AGREE to this Agreement as of the Effective Date above .

Client Signature:	Print Name, Title:	Date:
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Parsec Education Signature:	Print Name, Title: Babatunde Ilori, CEO	Date:
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Coversheet

ExEd CalPads Agreement

Section:	VII. Business and Operations
Item:	I. ExEd CalPads Agreement
Purpose:	Vote
Submitted by:	
Related Material:	Bridges Charter - ExED CALPADS Reporting 25-26, 26-27, 27-28.pdf

Schedule B:**ADDITIONAL SERVICES SCOPE OF WORK TO BE PERFORMED BY EXED**

This Schedule (the “Schedule”) is entered into as of the 1st day of July 2025 (the “Effective Date”). The Schedule outlines the additional services ExED will provide Bridges Charter School, a California nonprofit public benefit corporation (“Client”), as part of the Management and Accounting Services Agreement (the “Agreement”) that ExED and Client entered into on the 1st day of July 2025. The services identified in this Schedule include CALPADS Data Management and Data Reporting Support Services and are included in the definition of “Additional Services” in the Agreement.

1. DEFINITIONS

- a. “CALPADS” means the California Longitudinal Pupil Achievement Data System. CALPADS is a longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting.
- b. “CBEDS” means California Basic Educational Data System. CBEDS data are reported through an Online Reporting Application called CBEDS-ORA. The purpose of CBEDS is to collect data about schools and districts, as well as some aggregate data on students and staff.
- c. “SEDS” means Special Education Data System or Systems. Special Education data is managed via Special Education information data systems that have been identified by Client’s SELPA (Special Education Local Plan Area). A SEDS allows centralized management of IEPs (Individualized Education Plans), Special Education data, CALPADS reporting, and service tracking. Examples of SEDS are: Welligent, SEIS (Special Education Information System) and SIRAS (SELPA Information and Records Analysis Support).
- d. All other defined terms used in this Schedule shall have the definitions stated in the Agreement.

2. CALPADS DATA MANAGEMENT AND DATA REPORTING SERVICES

- a. ORIENTATION. Provide orientation to CALPADS Support Services.
 - (i) Discuss CALPADS reporting requirements related to School funding.
 - (ii) Review goals for ExED and Client.
 - (iii) Review responsibilities of ExED and Client.
 - (iv) Client Responsibility
 - (1) Provide ExED with appropriate access to its SIS (Student Information System) application.

- (2) Provide ExED Data Management Team Lead a CALPADS account with LEA Admin level access. LEA Admin account is the master account and allows for the creation of users and resetting of passwords.
 - (3) Provide ExED with a Designated Point Person to facilitate requests for records verification and collection in order to troubleshoot and clear errors in CALPADS data or other systems for which CALPADS certification is dependent upon (e.g., Special Education Data Systems – SEDS)
 - (4) Client staff will not directly change CALPADS data without first communicating to and coordinating with ExED.
 - (5) Client staff understands their responsibility to ensure compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g).
- b. **RESOURCES.** ExED will provide resources to Client-identified staff responsible for SIS, CALPADS, and data management in the following areas:
- (i) In workshop format, review data elements specific to CALPADS including Students, Staff, Courses, Discipline and Attendance.
 - (ii) Facilitate troubleshooting in SIS on issues specific to CALPADS.
 - (iii) Provide support via email, phone, remote assistance, and permitted in-person visits on issues specific to CALPADS.
 - (1) Phone support will be available during normal business hours.
 - (2) Email requests can be directed to ExED at: datamanagement@exed.org.
- c. **DATA INTEGRITY.** Assess and support data integrity for CALPADS-related data elements. ExED will:
- (i) Identify areas for improvement throughout our working partnership and offer guidance or resources for collecting and populating data to meet requirements.
 - (ii) Create and/or locate Statewide Student Identifiers (“SSIDs”) for new students enrolling at Client. ExED will complete this process as part of monthly attendance reporting.
 - (iii) Identify and communicate to Client any conflicting, missing and/or required data so as to comply with the CALPADS certification process. ExED will provide timelines, guidance, and instructions to Client to address missing and/or required data.
 - (iv) Support End of Year / Beginning of Year Rollover
 - (1) Provide guidance in managing the rollover process in SIS for the initial and successive school years.

- (2) Support set up of new academic terms in SIS and instruct Client on calendar set up for attendance or facilitate communication with SIS vendor for troubleshooting.

(v) Client responsibility.

- (1) Client is responsible for the integrity of their data.
- (2) Pupil records continue to be the property of and under the control of the Client.
- (3) Provide an overview to ExED of Client's data management structure and current processes for the collection, validation, and reporting of data.
- (4) Provide time for the appropriate staff to meet to review processes with ExED.
- (5) For all students who enroll and exit Client, Client is responsible to ensure enrollment is entered in the SIS in the correct grade-level within the first attendance reporting cycle of student's enrollment.
- (6) Client is responsible to notify ExED if enrolled students have a mid-year grade-level change once enrolled.
- (7) Client is responsible to notify District of Residence of exited student pursuant to California Education Code §47605(d)(3).
- (8) Client is responsible for completing any missing data and/or required data and entering the relevant data into Client's SIS or data entry templates as requested and within the timeframe established in the request for set up of Client's SIS system.
- (9) Client is responsible for follow-up with any data discrepancies and notifying ExED once resolved.
- (10) Client will provide ExED any requested dates and instructional calendar for school years covered by this Agreement and notify ExED of any changes when they occur.
- (11) Client will provide ExED next year school and next year grade information for returning students, including any retained students as required in their SIS.
- (12) Client will identify and properly transfer out non-returning students in the SIS and SEDS.

- d. DATA VALIDATION & CERTIFICATION. ExED will:
 - (i) Validate and extract data from SIS and upload, review, and certify Client-approved data in CALPADS as required, including the following for each school year during which ExED is rendering services under this Schedule:
 - (1) Prepare and facilitate LEA approval of Fall 1 data.
 - (2) Prepare and certify Fall 2 data.
 - (3) Prepare and certify End of Year 1 data (as applicable)
 - (4) Prepare and certify End of Year 2 data.
 - (5) Prepare and facilitate LEA approval of End of Year 3 data.
 - (6) Provide review of CALPADS data entered into Client SIS.
 - (7) Prepare and certify End of Year 4 data.
 - (8) Summarize key data for certification in CALPADS and secure Client sign-off and approval of CALPADS data prior to submitting for final approval and certification.
 - (9) Manage CALPADS anomalies, including Multiple Identifiers (MID), Exit Reason Discrepancies (ERD), and Concurrent Enrollments (CCE), within the threshold given by CALPADS for successful certification.
 - (10) Provide Certified Reports for Client reference and archives.
 - (11) If Client requests CALPADS amendment window is utilized, ExED has the right to charge an additional fee. ExED will notify Client of the additional fees prior to beginning work.
 - (ii) Data accuracy remains the responsibility of Client and is acknowledged upon signature of summary data provided by ExED.

- e. COMMUNICATION. Measure and report progress. ExED will:
 - (i) Summarize key data required for certification in CALPADS to Client's Administrator.
 - (ii) Navigate complex CALPADS requirements and stay up to date on frequently changing requirements, as applicable to Client's Schools.

- f. ADDITIONAL REPORTING SUPPORT. ExED will:
 - (i) Provide support and guidance on reporting California Basic Educational Data System ("CBEDS") data.
 - (1) Troubleshoot any issues with CBEDS extracts/data.
 - (2) Identify any discrepancies and anomalies with the CBEDS data in SIS, if applicable.

- (3) Provide review of CBEDS data entered into Client SIS.
- (4) Secure Client sign-off and approval of CBEDS data prior to final submission.

(ii) Client Responsibility.

- (1) Client will provide CBEDS-ORA login information and return CBEDS SIF to ExED as requested and within the timeframe established in the request.

3. PAYMENT AND TERMS

a. Fees and Charges.

(i) CALPADS Data Management and Data Reporting Support Services

- (1) Rate. Client will pay ExED for the CALPADS Data Management and Data Reporting Support Services as outlined below.

Service	2025-26 Annual	2025-26 Monthly	2025-26 Fee Schedule	2026-27 Fee Schedule	2027-28 Fee Schedule	Comments
Fee Calendar		July 1, 2025 - June 30, 2026		July 1, 2026 - June 30, 2027	July 1, 2027 - June 30, 2028	
Data Management - CALPADS Reporting	\$ 12,075.00	\$ 1,006.25	\$28.75 per student assuming 420 students	\$29.50 per student	\$30.50 per student	Based on the enrollment (P-2) assumed in the board-approved budget.

- (2) The annual fees for fiscal years 2025-26, 2026-27, and 2027-28 will be determined based on the enrollment (P-2) assumed in the board-approved budget and the per-student fees notes above. ExED will communicate the annual fees via a Notice of Terms Supplement.
- (3) Client will reimburse ExED for its actual, reasonable out-of-pocket expenses incurred in providing the services. These out-of-pocket expenses will not exceed \$150 per month without written authorization from Client.
- (4) Additional Fees. ExED will charge additional fees for the following activities:

a. Client transitions to a new SIS

	<u>1 School</u>	<u>2+ Schools</u>
Transition to Aeries or PowerSchool	\$ 3,450	\$ 6,900
Transition to Other SIS	\$ 5,750	\$ 11,500

- b. ExED will provide CALPADS orientation workshops for Client leadership staff (i.e., Client Administrator, School Leader, or CALPADS Principal Contact) who are hired mid-year. ExED will charge Client \$220 per workshop.
- c. Client may request additional support beyond the scope of CALPADS Reporting Services. If ExED agrees to provide the requested support, ExED will charge an hourly rate per the Supplemental Fee Schedule.
 - i. VP or Director \$150
 - ii. Manager \$86
 - iii. Other Staff \$57

(5) Invoicing. ExED will invoice monthly for services.

(6) Notice of Terms Supplement. The prices and related charges for the CALPADS Data Management and Data Reporting Support Services are subject to change each year, beginning June 30th of the year following the Effective Date Year, in accordance with the delivery by ExED of a Notice of Terms Supplement, as described in Section 3(j) of the Agreement.

4. **CONFIDENTIALITY AND SECURITY**

- a. ExED will directly access Client's SIS system and will extract data required for CALPADS reporting. Such information shall be considered Confidential Information to the extent it contains any personally identifiable information under FERPA.
- b. ExED will directly access student information using SIS as licensed to Client, and provide user technical support as well as develop reports, as reasonably requested by Client. Such information shall be considered Confidential Information to the extent it contains any personally identifiable information under FERPA.
- c. ExED will directly access information regarding eligibility for student participation in free and reduced price meals programs. Such information shall be considered Confidential Information to the extent it contains any personally identifiable information under FERPA.
- d. ExED may directly access information regarding Special Education eligibility programs and services if deemed necessary and acceptable. Such information shall be considered Confidential Information to the extent it contains any personally identifiable information under FERPA.
- e. ExED may directly access staff employment data if deemed necessary and acceptable. Such information shall be considered Confidential Information to the extent it contains any personally identifiable information.

- f. ExED will utilize software systems such as Citrix ShareFile and/or Box to share confidential student and staff information via a secured system rather than via individual emails.
- g. ExED will not use any information in the pupil record for any purpose other than those required or specifically permitted by this Schedule.
- h. ExED staff responsible for ensuring pupil records security and confidentiality will participate in FERPA training and designated PTAC trainings.
- i. Upon termination of this Schedule, ExED will transfer any data files containing pupil records to the Client via Box within 60 days of the termination.
- j. ExED will not intentionally share nor use personally identifiable information in pupil records to engage in targeted advertising.

5. **THE CLIENT'S OBLIGATIONS.**

- a. Authorized Personnel. The Board may identify to ExED, in writing, the Client Administrator and other staff member(s) authorized to work with ExED with respect to: CALPADS, SIS, and data management services. In the absence of such designated persons, ExED shall be authorized to communicate with any Client Administrator and the presiding officer of the Board.
- b. Principal Contact. The Board may also identify, in writing to ExED, its key or principal contact, if other than the Client Administrator, who is authorized to receive and disclose Confidential Information and approve CALPADS submissions; as well as an alternate contact in the event Client Administrator cannot or should not serve as Client's contact due to conflict or suspected misconduct. In the absence of such designated persons, any Client Administrator and the presiding officer of the Board shall have such authority.
- c. Access to State Systems. Client is responsible for maintaining master accounts with associated usernames and passwords for accessing the CALPADS state system, the CBEDS online reporting system, and any 3rd party systems (e.g. CAASPP/TOMS, CASEMIS, SEDS, Cal-SAAS).
- d. SIS Records. Client will maintain all data records in SIS. Client is responsible for maintaining the accuracy of Client's data records, correcting data errors, and entering new or corrected data. Client is solely responsible to ensure the accuracy of the data it provides to ExED or that is maintained in Client's SIS database. ExED has no responsibility to independently confirm the accuracy of the data it receives from Client or that is maintained in Client's SIS database and has right to rely on the same. ExED will advise Client of the data to be corrected so as to comply with the CALPADS certification process and may provide data entry templates, but Client is responsible for correcting the errors or completing the missing data.
- e. Coordination and Cooperation. Client, the Client Administrator, authorized staff members and the principal contact will work closely and cooperatively with ExED to facilitate the effective performance and delivery of the Additional Services identified in this Schedule. Client will comply with and respond promptly to all reasonable

requests of ExED to correct data errors and for information and documents from Client.

If Client does not meet timelines that ExED has established for making data corrections required for CALPADS certification, ExED will not be responsible if Client is unable to certify or if Client certifies with inaccurate data.

- f. Client Policies and Procedures. Client covenants to develop, apply and follow not less than customary and reasonable policies and procedures for a charter school applicable to data management, including, but not limited to enrollment, attendance, eligibility for student participation in free and reduced price meals programs, and special education.
- g. Integrity. Client will act in good faith and alert the management of ExED to any fraudulent activity which is reasonably related to the Additional Services identified in this Schedule as soon as Client becomes aware, to the extent permitted by law. Client acknowledges that ExED's ability to provide these Additional Services is conditioned upon Client acting in a good faith and commercially reasonable manner.

6. **OTHER PROVISIONS**

- a. ExED is not responsible for any other activities, including without limitation the Exclusions, unless mutually agreed to in writing.
- b. All other terms, conditions, obligations, rights and provisions of the Agreement, including but not limited to Section 8 and Section 10, shall apply to all Additional Services identified in this Schedule.

7. **TERM AND TERMINATION EXPIRATION.**

This Schedule to provide Additional Services shall continue in full force and effect from the Effective Date, through the duration of the Term of the Agreement (as renewed pursuant to Section 9(a) thereof) unless earlier terminated in accordance with the provisions of this Section 7.

- a. Termination for Uncured Breach. If either party to this Schedule materially defaults in the performance of any of the terms of this Schedule, the non-defaulting party may terminate this Schedule by providing written notice of termination to the defaulting party of the nature of the default or material breach of this Schedule, and the termination shall be effective thirty days from receipt of notice unless the defaulting party cures such default within said thirty-day period.
- b. Termination for Convenience. Either party may terminate this Schedule upon 30 days written notice to the other party, without cause. During the notice period, the parties shall cooperate to wind up and complete the pending Service work hereunder for the current month, and payment for Services hereunder shall be made through the end of the month in which termination occurs. After a termination of this Agreement for convenience, the Client may request ExED to provide services pertaining to the term of this Schedule or Retroactive Services. If ExED agrees to provide services, the services and fees will be described in a separate agreement.

- c. Immediate Termination for Cause. ExED may immediately terminate this Schedule in the event it determines that (i) it cannot provide the Services in a timely or professional manner due to the actions or inaction of Client with respect to data management or operations, or (ii) Client has engaged or been accused of engaging in material misconduct inconsistent with ExED's mission or nonprofit purpose; in such event, ExED will cooperate with Client to transition its duties to Client personnel or another vendor and ExED shall be entitled to payment of its fees and reimbursable expenses for each month ExED is involved with such transition of duties.
- d. Termination for California Educational Code Noncompliance. Failure to comply with the requirements of California Education Code 49073.1(a-b) shall render this Schedule void if, upon notice and a reasonable opportunity to cure, the noncompliant party fails to come into compliance and cure any defect. Written notice of noncompliance may be provided by any party to the Schedule. If this Schedule is voided under this provision, all parties hereto shall return all pupil records in their possession to the local educational agency (Client).
- e. Non-Renewal. In the event Client duly exercises its right to deliver a Notice of Non-Renewal, with respect to the Agreement, this Schedule shall also terminate, and the provisions of Section 9(f) of the Agreement shall control. In the event Client wishes to terminate solely this Schedule, Client may exercise its right to terminate for convenience, under Section 7(b) above. Client shall not have the right to terminate solely this Schedule (and not the Agreement as a whole) through delivery of a Notice of Non-Renewal.
- f. Other Rights. Subject to the terms of Section 8(c) of the Agreement, (i) the rights of the parties to terminate this Schedule are not exclusive of any other rights and remedies available at law or in equity, and such rights are cumulative, and (ii) the exercise of any right or remedy under this Section 7 does not preclude the exercise of any other right or remedy.
- g. Proration of Service Fees Upon Termination. If this Agreement is terminated early, as provided for above in Section 7(a)-7(e), in addition to any fees and other amounts due and owing to ExED as may be set forth in each such Section, ExED's CALPADS Data Management and Data Reporting Support Services fees and expense reimbursements shall prorate to the date of such termination, and ExED shall have the right to payment for all Services rendered and reimbursable expenses incurred up to the date of termination of this Schedule.
- h. Agreement Termination. This Schedule shall automatically terminate upon the termination of the Agreement, unless the parties separately enter into an agreement solely for the provision of ExED's CALPADS Data Management and Data Reporting Support Services to Client.

IN WITNESS WHEREOF, the parties hereto execute this Schedule in counterparts as of the Effective Date through duly authorized representatives.

CLIENT:

By: _____ Dated: _____,

Name: Dr. Kelly Simon

Title: Director

ExED:

By: _____ Dated: _____,


Name: Tait Anderson

Title: CFO/COO

Coversheet

Safe Schools for Immigrants Replacement Policy: BP5145.13

Section: XV. Charter Policies
Item: A. Safe Schools for Immigrants Replacement Policy: BP5145.13
Purpose: Vote
Submitted by:
Related Material:
BP6075SafeSchoolsforImmigrantsPolicy - Revised-Renamed BP 5145.13 (4907-9423-0802.v2).do
cx

 Bridges Charter School	Board Policy- Safe Schools for Immigrants Policy		
Policy Number: BP 6175 5145.13	Adopted: 05/09/22	Revised: [INSERT DATE(S)]	Replaced:

Policy

Bridges Charter School ("BCS") is committed to the success of all students and believes that the school site should be a safe and welcoming place for all students and their families irrespective regardless of their citizenship or immigration status. It is the policy of Bridges Charter School ("BCS") to provide all students with equal rights and opportunities to an education, regardless of specified characteristics, including based on immigration status: and that no student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in Bridges' programs and activities based on their immigration or citizenship status. A student or family's immigration status will not be used at BCS as a basis to deny students enrollment or access or opportunity to an equal education.

BCS adheres to all state and federal laws for student protection, including Assembly Bill 699--On that basis, the BCS Board of Directors proposes the following student proceduresadopts the following:

Student and Family Support:

Information about children's rights to a free education regardless of immigration status or religious beliefs and the Attorney General's Know Your Rights handout will be provided to students and parents. This information and notification will be provided in the School's annual notices to parents, or by other cost-effective means.

All notices provided to parents/guardians pursuant to this Policy shall be language-accessible in compliance with state and federal laws. Enrollment, registration, and uniform complaint procedures information provided on the Charter School website shall be language-accessible in compliance with state and federal laws.

BCS will provide "Parent Rights and Responsibilities" information to parents. For example, students have the right to a free public education regardless of immigration status, and BCS will advise parents of this right

Bullying and Harassment Education:

Revision Date:-

Commented [MB1]: AB 699/Ed Code 234.7(d)(1) requires the LEA to provide information to parents and guardians, as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. This information shall include information relating to "know your rights" immigration enforcement established by the Attorney General and may be provided in the annual notification to parents and guardians pursuant to Section 48980 or any other cost-effective means determined by the local educational agency.

We have enclosed this handout, which should be provided to families at least upon enrollment or reenrollment. You can also opt to provide annually, along with your student/parent handbook.

According to a Legislative analysis, there have been hundreds of reported incidents of bullying, harassment and intimidation across the country based on student immigration status. To combat this, BCS will educate students about the negative impacts of bullying based on a student's actual or perceived immigration status or their religious beliefs or customs. The School will continue to enforce its policies prohibiting discrimination and will also review its procedures for reporting and addressing such incidents, to make sure every effort is made to protect potentially affected students.

Responding to Hate Crimes and Bullying

Charter School has adopted and publicized a Title IX, Harassment, Intimidation, Discrimination, & Bullying Policy and Uniform Complaint Procedures (UCP) Policy, and provides annual notice of same to families. These policies expressly prohibit discrimination, harassment, intimidation, and bullying based on actual or perceived protected characteristics, including but not limited to, immigration status, nationality, race or ethnicity, immigration or citizenship status, color, religion, national origin, ancestry, or association with a person or group with one or a combination of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation. The Policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means. In accordance with the Title IX, Harassment, Intimidation, Discrimination, & Bullying Policy and its Uniform Complaint Policy and Procedures,

Charter School will promptly and thoroughly investigate any complaint of unlawful harassment, discrimination, intimidation, or bullying that constitute a hate crime or are otherwise based on the actual or perceived characteristics listed above, and take appropriate corrective action, if warranted. Charter School advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at Charter School and encourages students to practice compassion and respect each other. Charter School educates students to accept all student peers regardless of protected characteristics and about the negative impact of bullying other students based on these protected characteristics.

Charter School shall train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above.

Charter School shall inform students who are victims of hate crimes of their right to report such crimes.

Complete copies of the Uniform Complaint Policy and Procedures and the Title IX, Harassment, Discrimination, Intimidation, & Bullying Policy are available for review at the main office.

Revision-Date:-

Commented [MB2]: Aligns with AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1).

Commented [MB3]: Revise as needed to indicate the name of the school's policy.

Commented [MB4]: Aligns with AG's requirement that the LEA adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. **Please let us know if we can provide you with a sample policy or review an existing policy.**

These policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.

Commented [MB5]: Aligns with AG's requirement that the LEA adopt a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on protected characteristics. Please let us know if you we can provide a sample policy or review an existing policy.

Commented [MB6]: AB 699/Ed Code 234.7(d)(2) requires that LEAs educate pupils about the negative impact of bullying other pupils based on their actual or perceived immigration status or their religious beliefs and customs.

Commented [MB7]: 1) Per the AG model policies and Ed. Code section 234.1, such training, at minimum, **must** provide staff with the skills to do the following:

1. Discuss the varying immigration experiences among members of the student body and school community;
2. Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
3. Identify the signs of bullying or harassing behavior;
4. Take immediate corrective action when bullying is observed; and
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Commented [MB8]: Please revise as needed to indicate where these policies are located.

Collection and Management of Private Information

~~BCS will not collect or request information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at its school unless required by law, such as for student work permits or the federal school lunch program.~~

Charter School has adopted an Educational Records and Student Information Policy to apply to all educational records and student information maintained by Charter School and provides annual notice of same to all families. Appropriate personnel shall receive training regarding those policies and procedures.

Additionally, Charter School shall observe the following:

- Except as required by state or federal law or as required to administer a state or federally supported education program, Charter School officials and employees will not collect information or documents regarding citizenship or immigration status of students or their family members.
- If Charter School possesses information that could indicate immigration status, citizenship status, or national origin information, Charter School will not use the acquired information to discriminate against any student or families or bar children from enrolling in or attending school.
- If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin, Charter School will not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.
- Charter School will not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.
- Charter School will not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians, nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Admissions and Enrollment

Charter School shall accept alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.

Charter School will accept the following list of documents as reasonable evidence of residency:

- Property tax payment receipts

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Commented [MB9]: Revise as needed to reflect the name of the school's policy.

Commented [MB10]: The AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1) require that the LEA maintain policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall **receive training regarding those policies and procedures.**

Commented [MB11]: Please ensure this occurs. Not legally required, but strongly recommended.

Commented [MB12]: Aligns with AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1).

Commented [MB13]: Aligns with AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1).

Commented [MB14]: These are examples provided in the AG's model policies, and pursuant to Education Code section 48204.1. You may revise as necessary based on the charter school's admissions and enrollment policies. Please ensure that this does not conflict with the admissions/enrollment policy included within your charter.

- Rental property contract, lease, or payment receipts
- Utility service contract, statements, or payment receipts
- Pay stubs
- Voter registration
- Correspondence from a government agency
- Declaration of residency executed by the parent or legal guardian of the student
- Note: documents, information, or proof relating to citizenship or immigration status of students will never be requested for the enrollment process.

Charter School will accept the following list of documents as reasonable evidence of age:

- Certified copy of birth record
- Statement by the local registrar or county recorder certifying date of birth
- Baptism certificate
- Passport
- When none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian, or any other appropriate means of proving the child's age.

Commented [MB15]: While the Charter School is required to note the method by which the student's age was verified as part of the permanent student record, local educational agencies are not required to maintain a copy of the document used to show age

Commented [MB16]: These are examples provided in the AG's model policies and pursuant to Education Code section 48002. You may revise as necessary. Please ensure that this does not conflict with the admissions/enrollment policy included within your charter.

Parents and guardians are not required to provide each and every document listed above. In accordance with the McKinney-Vento Homeless Assistance Act, Charter School will immediately enroll a homeless child or youth even if the student is unable to provide proof of residency or age or other documentation normally required for enrollment.

Documents, information, or proof relating to citizenship or immigration status of students will never be requested for the enrollment process. Where any law requires submission of national origin related information to satisfy the requirements of a special program, Charter School personnel will solicit that documentation or information separately from the enrollment process.

Commented [MB17]: 42 U.S.C. § 11432(g)(3)(C); Ed. Code, § 48204.1, subd. (d)-e. Please ensure that the charter school maintains the legally required policy on the education of homeless youth. Please let us know if we can review an existing policy or provide a sample policy.

Commented [MB18]: Aligns with AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1).

Charter School may ask for (but parents are not required to provide) certain national origin related information—such as a student's place of birth, U.S. entry date, and the date the student first attended school in the U.S.—to comply with federal or state reporting requirements for special programs (e.g., for reporting on language instruction programs for English learners). However, Charter School shall not use the acquired data to discriminate against immigrant students or prevent children from enrolling in or attending school if their parents or guardians choose not to provide this information. To avoid deterring initial school enrollment of immigrants or their children, Charter School shall collect this information separately from the school enrollment process, if at all.

Commented [MB19]: See 20 U.S.C. §§ 7011(5), 7013, 7014.

Commented [MB20]: See, e.g., Cal. Code Regs., tit. 2, § 11154, subd. (i); see also 28 C.F.R. § 42.104(b)(2).

Social Security Information

Commented [MB21]: Aligns with AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1).

Unless otherwise required to do so pursuant to state or federal law, Charter School will not collect entire social security numbers or cards or a statement that the parent or guardian does not possess a Social Security number for the purposes of enrollment, and failure to provide this information will not bar a student from enrolling or attending Charter School. However, the last four digits of an adult
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Commented [MB22]: Ed. Code, § 49076.7, subd. (b)

household member's Social Security number may be solicited and/or collected if required to establish eligibility for federal benefit programs such as free or reduced-price meals. This Social Security information will only be collected for the limited purpose of establishing eligibility for federal benefit programs and will not affect student enrollment. If no adult household member has a Social Security number, the student still can qualify for free or reduced-price meals, if the family meets the income eligibility requirements. When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, Charter School shall explain the limited purpose for which this information is collected and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

Commented [MB23]: See 7 C.F.R. § 245.6(a)(6).

When a family is completing the "Free and Reduced-Price Meals" form, Charter School shall notify parents or guardians that:

- 1) If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of his or her Social Security number; and
- 2) If no household member of a student's family participates in CalFresh, CalWORKs, or FDPIR, and no adult household member has a Social Security number, the student still can qualify for free or reduced-price meals, if the family meets the income eligibility requirements. The "No SSN" box on the form must be checked for the application to be considered complete.

Commented [MB24]: Each LEA is now legally required to provide meals to students, regardless of free and reduced price lunch eligibility. However, these forms are still collected if the charter participates in the NSLP, in order to receive state reimbursement for meals. If this does not apply to your school, you can remove this language.

Commented [MB25]: We recommend including the below statements directly on your lunch forms.

Commented [MB26]: Federal law does not impose an affirmative duty on state or local government entities to collect information about an individual's citizenship or immigration status. California law generally prohibits law enforcement, including school police, from "inquiring into an individual's immigration status." Gov. Code, § 7284.6, subd. (a)(1)(A). Similarly, local educational agencies are prohibited from collecting citizenship or immigration status information specifically. Thus, an agency's acquisition of information about an individual's immigration status would generally be merely incidental to some other purpose (e.g., parental choice to submit a passport containing visa information as proof of student age). Therefore, local educational agencies seeking to protect immigrant students' privacy typically choose not to acquire facts surrounding immigration and citizenship status. Accordingly, agencies may have no such information about a given student to share with law enforcement for immigration-enforcement purposes.

Charter School shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the free and reduced lunch program, transportation, and educational instruction

Sharing Student and Family Information

Commented [MB27]: AB 699/Ed Code 234.7(f)(1)(C) requires an LEA to have procedures for responding to requests for personal information about pupils or their family members for purposes of immigration enforcement.

Charter School will avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or other federal or state law, or pursuant to a valid court order, warrant, or subpoena. Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the Charter School prohibits disclosure, Charter School shall provide parent or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

Commented [MB28]: Directory information is the basic student information (e.g. name, address, email, phone number, grade) that can be shared with outside parties, unless a parent or guardian opts out of the release of the information. **No law mandates that local educational agencies disclose directory information absent family consent - it is permissible disclosure, not a required disclosure.** Charter School may disclose such information to designated individuals, officials, and organizations without the parent's or student's explicit consent (except for students identified as a homeless child or youth). However, only the types of information specifically identified in Education Code section 49061, subdivision (c), and adopted in the school's directory information annual notice, may be provided as directory information. Thus, **directory information cannot include national origin, citizenship status, or immigration status**, because that information is not identified in section 49061. Nor may directory information include a student's Social Security number.

Charter School requires written parental or guardian consent or consent of an eligible student (a student aged 18 or older) for release of personally identifiable student information unless the information may be provided subject to a FERPA exception. Such circumstances include but are not limited to, information classified as directory information, or information relevant to the legitimate education interest of the requester (e.g. for reviewing school attendance issues, providing schools with information on transferring students, evaluating federally funded educational programs, and

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conducting truancy mediation).

FERPA exceptions generally do not authorize **or require** disclosure of information for immigration-enforcement purposes. (i.e. Immigration enforcement does not serve a legitimate educational interest and immigration status is not directory information).

A copy of Charter School's complete **Education Records and Student Information Policy** is available for review in the main office. Charter School also provides annual notice of this policy, including the list of directory information and opt-out rights, within its **[INSERT WHERE THE ANNUAL NOTICE IS LOCATED, E.G. FAMILY HANDBOOK, ANNUAL NOTICE PACKET, ETC.]**

Charter School's request for written eligible student or parent/guardian consent for release of student information shall include:

- (a) The signature and date of the parent, guardian, or eligible student providing consent;
- (b) A description of the records to be disclosed;
- (c) The reason for the release of information;
- (d) The parties or class of parties receiving the information; and
- (e) If requested by the parents, guardians, or eligible student, a copy of the records to be released.

The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, Charter School shall not release the information. Charter School will permanently keep the consent notice with the record file.

Charter School personnel shall take the following steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- (a) Notify a designated Charter School official about the information request.
- (b) Provide students and families with appropriate notice and a description of the immigration officer's request.
- (c) Document any verbal or written request for information by immigration authorities.
- (d) Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Responding to Requests for Access to School Grounds for Immigration Enforcement Purposes

No visitor – which include immigration-enforcement officers¹ – shall enter or remain on

¹ California law-enforcement agencies are prohibited under state law from performing the functions of an immigration officer. However, although U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP) are the agencies with primary responsibility for federal immigration enforcement, there are instances in which other

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Commented [MB29]: Please see comment above. Similar to directory information, FERPA exceptions indicate when the school **may**, but is **not required** to, disclose personally identifiable student information absent family consent.

Commented [MB30]: Revise as needed to reflect the name of the school's policy.

Commented [MB31]: This is a legally required policy. Please make available. Please let us know if we can provide a sample policy or review an existing policy. Please also note that the annual notice of this policy (which must include the list of information classified as directory information and parent opt out rights) is also legally required. This is typically include in the family handbook. Please let us know if we can provide a legally compliant annual notice.

Commented [MB32]: Aligns with AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1). Schools are "protected areas" at which immigration enforcement should not generally occur. Dept of Homeland Security (DHS) has issued a memorandum (guiding both ICE and CBP) and accompanying frequently asked questions describing the policy regarding immigration-enforcement actions in or near protected areas. This policy does not prohibit enforcement actions at such locations. Rather, the policy provides that enforcement actions in or near protected areas **should be avoided to the fullest extent possible**.

See Alejandro N. Mayorkas, Memorandum, Guidelines for Enforcement Actions in or Near Protected Areas (Oct. 27, 2021), available at https://www.dhs.gov/sites/default/files/publications/21-1027_opa_guidelines-enforcement-actions-in-nearprotected-areas.pdf (as of Nov. 25, 2024); see also Dept. of Homeland Security, Guidelines for Enforcement Actions in or Near Protected Areas, available at <https://www.dhs.gov/guidelines-enforcementactions-or-near-protected-areas> (as of Nov. 25, 2024) (containing FAQs on DHS's Protected Areas Guidelines); U.S. Immig. and Customs Enforcement, Protected Areas Enforcement Actions, available at <https://www.ice.gov/about-ice/ero/protected-areas> (as of Nov. 25, 2024); U.S. Customs and Border Protection, DHS Protected Areas FAQs, available at <https://www.cbp.gov/border-security/dhs-protected-areasfaqs> (as of Nov. 25, 2024).

school grounds of the Charter School during school hours without having registered with the Executive Director or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the Executive Director or designee:

1. Name, address, and occupation;
2. Age, if less than 21;
3. Purpose of entering school grounds;
4. Proof of identity; and
5. Any other information as required by law

Charter School requires that any visitor, including immigration enforcement officers, must not interrupt students and faculty during class time for immigration enforcement or other purposes, and must instead wait until a designated break period prior to or following a class period to carry out their judicial warrant or court order. A complete copy of the Charter School Visitor and Volunteer Policy is available for review in the main office. Charter School has posted signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

Procedures for Responding to On-Campus Immigration Enforcement

As early as possible, the Executive Director or designee shall notify the County Office of Education or designated administrator of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the County Office of Education or designated administrator, Bridges' personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

Action Steps in Response to an Officer Present on the School Campus

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the Executive Director or administrator designee.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.

law-enforcement agencies may attempt to enforce federal immigration laws. Charter School treats similarly ICE, CBP, and other local law-enforcement officers attempting to enforce immigration laws. Accordingly, the terms "officer," "Immigration officer," "agent," and "law enforcement officer" as used in this Policy encompass all law-enforcement agencies that seek to enforce immigration law and this Policy handles requests from all law-enforcement agencies acting with that purpose the same way.

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Commented [MB33]: Revise as necessary to indicate the appropriate school personnel.

Commented [MB34]: Examples of exigent circumstances include:

- (a) an enforcement action involving a national security threat;
- (b) imminent risk of death, violence, or physical harm to a person;
- (c) an enforcement action involving the hot pursuit of an individual who poses a public safety threat;
- (d) an enforcement action involving the hot pursuit of a personally observed border-crosser;
- (e) an imminent risk that evidence material to a criminal case will be destroyed; or
- (f) a safe alternative location does not exist.

When proceeding with an enforcement action under exigent circumstances, to the fullest extent possible, officers and agents must take the enforcement action in a non-public area, outside of public view, and otherwise seek to eliminate or minimize the chance that the enforcement action will restrain people from accessing the protected area

Commented [MB35]: Please note: An ICE administrative warrant does not allow a law-enforcement officer to enter or to search any area he/she could not otherwise enter as a member of the public. The officer may ask for permission, or "consent," to access non-public areas of the school, even without a judicial warrant giving the officer the power to do so. **Absent exigent circumstances or a judicial warrant, Charter School personnel are not required to give an immigration enforcement officer permission or consent to enter a non-public area of the school or conduct a search of any kind.** Nor is that employee required to provide information or records about a student or his or her family without a judicial warrant or order.

Commented [MB36]: Please make available. While not legally required, this is a strongly recommended policy. Please let us know if we can provide a sample policy or review an existing policy.

Commented [MB37]: Revise as needed. This is optional, but strongly encouraged.

Commented [MB38]: AB 699/Ed Code 234.7(f)(1)(A) require an LEA to have procedures related to requests for access to school grounds for purposes related to immigration enforcement. The following language is based on the AG's model policies and recommended procedures.

Please tailor these procedures as necessary to your school.

3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, Bridges' personnel should comply with the officer's orders and immediately contact the Executive Director or other administrator.
- 4-7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
 - a. **An ICE (Immigrations and Customs Enforcement) administrative warrant**, Bridges' personnel shall inform the agent that s/he cannot consent to any request without first consulting with SCOE's legal counsel or other designated agency official.
 - b. **A federal judicial warrant (search-and-seizure warrant or arrest warrant)** prompt compliance with such a warrant is usually legally required. If feasible, consult with Bridges' legal counsel or designated administrator before providing the agent access to the person or materials specified in the warrant.
 - c. **If a subpoena is issued for the production of documents or other evidence:** immediate compliance is not required. Therefore, Bridges' personnel shall inform Bridges' legal counsel or other designated official of the subpoena and await further instructions on how to proceed.
8. While Bridges' personnel should not consent to access by an immigration-enforcement officer, except as described above, they should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, Bridges' personnel shall document his or her actions while on campus.
9. Charter School personnel shall receive the consent of the student's parent or guardian if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.
10. Charter School personnel shall receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

After an Encounter with Officials on Campus

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After the encounter with the officer, Bridges' personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:

1. List or copy of the officer's credentials and contact information
2. Identity of all school personnel who communicated with the officer
3. Details of the officer's request
4. Whether the officer presented a warrant or subpoena to accompany his/her request and what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge
5. Bridges personnel's response to the officer's request;
6. Any further action taken by the agent
7. Photo or copy of any documents presented by the agent

Bridges' personnel shall provide a copy of those notes, and associated documents collected from the officer, to Bridges' legal counsel or other designated official.

The Executive Director or designee shall submit a timely report to the Charter School Board of Directors regarding the officer's requests and actions and Charter School's response(s). All such reports should be handled in a manner that ensures the confidentiality and privacy of any potentially identifying information.

Commented [MB39]: We also recommend providing a copy of the report to our office.

In turn, Bridges' legal counsel or other designated official shall submit a timely report to the County office of Education regarding the officer's requests and actions and the staff's response.

The Executive Director or designee shall E-mail the Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

Training Programs for School Staff

Charter School shall establish training regarding immigration issues for teachers, school administrators, and school staff, including information on responding to a request from an officer enforcing immigration law to visit a school site or to have access to a student. If feasible, Charter School shall also designate an immigrant affairs liaison, to facilitate training programs for staff, help provide non-legal advice to families, and assist in communications with the local educational agencies and other stakeholders in local and state government.

Commented [MB40]: Can remove or revise as needed. This is not legally required, but recommended by the AG.

Responding to the Detention or Deportation of a Student's Family Member Detained and Deported Parents:

Commented [MB41]: Aligns with AG's model policies created pursuant to AB 699/Ed Code 234.7(f)(1).

Charter School shall encourage families and students to have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports.

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Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

Charter School shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available. Charter School shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained. Charter School shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

BCS will not contact Child Protective Services ("CPS") to assist students whose parents have been detained on immigration charges or deported ~~until-unless itschool personnel are unsuccessful in~~ arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

~~has exhausted all other avenues to ensure their care.~~ BCS will pursue all contacts on the child's emergency card or any other instructions provided by a parent or guardian prior to contacting CPS. The intent of this provision is to avoid the unnecessary placement of children in foster care.

Family Safety Plan

To the extent possible, Charter School will facilitate a family's development of a Family Safety Plan to be stored at a location known by the student. Such a plans may identify a trusted adult who can care for the student if no parent or guardian can do so. Students should know that the trusted adult is the person who the student should contact if his or her parents and/or guardians are detained or deported, and how to reach the trusted adult.

Additional Resources

In the event that a student's family member is detailed, Charter School may refer the student and his or her family members to other resources, including, but not limited to:

- (1) ICE Detainee Locator <https://locator.ice.gov/odls#/search>
 - The ICE detainee locator can help people determine if their family member has been detained and where the family member is being held. In using the ICE detainee locator, it is helpful to know the family member's date of birth and 'A-Number' (Alien Registration Number), if there is one.
 - **Please Note:** the ICE detainee locator is intended only for locating individuals who are already detained. If students, parents, or guardians have general questions about their immigration status, Charter School personnel shall never refer them to ICE or other immigration enforcement.

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Commented [MB42]: While Charter School is not legally required to do so, it may educate students and families about completing a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which would give the above-described trusted adult the authority to make educational and medical decisions for the student.

A Caregiver's Authorization Affidavit
(<http://www.courts.ca.gov/documents/caregiver.pdf>) permits certain people who have familial relationships with the student to authorize school enrollment and medical care for the student, but does not provide for legal custody. Schools, doctors, and dentists are required to accept this form. More information about this affidavit is available from the state courts at www.courts.ca.gov/partners/documents/GAPcaregiveraff.doc.
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A Petition for Appointment of Temporary Guardian of the Person
(<http://www.courts.ca.gov/documents/gc110p.pdf>), along with other forms, are required if the trusted adult does not have a qualifying familial relationship with the student, or if legal custody is required. More information about this petition is available from the state courts at <http://www.courts.ca.gov/1212.htm>.

Commented [MB43]: This is optional, but encouraged by the AG. Please also note that while families should maintain customary emergency contact information at the school, they should consider carefully before storing a Family Safety Plan at the school, as some plans may include confidential information.

Commented [MB44]: This is also optional.

- (2) Legal Assistance

- There are several legal aid organizations that may be able to provide legal assistance to secure the release of a student's detained parent, or to help arrange for the student to visit the parent.
- A list of California organizations accredited by Board of Immigration Appeals (BIA) to represent immigrants before the Department of Homeland Security (DHS) and Executive Office of Immigration Review (EOIR) can be found here: <https://www.justice.gov/eoir/recognition-accreditation-roster-reports>
- California courts operate Self-Help Centers that may also be able to provide family-law assistance to a student or his or her proposed guardian. A list of these centers across the state is available at <http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>
- A student or his or her family member may be able to find legal assistance from legal-aid offices and lawyer-referral services here: <http://www.courts.ca.gov/1001.htm>

- (3) Consulate or Embassy

- The consulate or embassy of the parent's or guardian's country of origin may be able to offer additional information and assistance

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