

Whole Child. Whole Family.  
Whole Community.



# Bridges Charter School

## Board Meeting

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### Date and Time

Monday October 13, 2025 at 6:15 PM PDT

### Location

#### ONSITE MEETING LOCATION

Bridges Charter School

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1335 Calle Bouganvilla, Thousand Oaks, CA 91360

#### SATELLITE MEETING LOCATIONS

(required for board members joining remotely)

In Ventura County

:

Outside Ventura County"

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

:

#### Join Zoom Meeting

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

Meeting ID: 767 096 1601

Passcode: 477881

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

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

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:15 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Katerina Yevmenkina	1 m
<b>B.</b> Call the Meeting to Order		Katerina Yevmenkina	1 m
<b>C.</b> Approval of Agenda	Vote	Katerina Yevmenkina	2 m
<b>D.</b> Approve Minutes	Approve Minutes	Katerina Yevmenkina	5 m
Approve minutes for Board Meeting on September 8, 2025			
<b>II. Presentations</b>			<b>6:24 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Report from Marlo Hartsuyker, VCOE Director of Charter School Support and Oversight	FYI	Marlo Hartsuyker	2 m
<b>B.</b> Reports from the Directors	Discuss	Kelly Simon	15 m

#### **Executive Director Report**

- CSDC Conference Report
- Athens Recycling Award -- Presentation at City Council Meeting October 21st @ 6pm

#### **Director of Daily Operations Report**

- Great Shake Out Drill

#### **Director of Student Success Report**

- **Rite of Passage**
- **Bullying Awareness Month**

<b>C.</b> Ad Hoc Committee Report	Discuss	Kelly Simon	10 m
The Teacher Salary Schedule Ad Hoc Committee will present a report.			

### **III. Public Comments**

*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.*

### **IV. Governing Board 6:51 PM**

<b>A.</b> BP 4033: Lactation Policy	Vote	Kelly Simon	5 m
Updates to the Lactation Policy have been made by the Governance committee. Your approval is recommended.			

	Purpose	Presenter	Time
<b>B. New CEU Policy</b>	Discuss	Kelly Simon	8 m

The Board is asked to consider and provide feedback on a Credit Equivalency Policy for teachers to advance columns on the salary schedule by earning professional learning units in addition to college credits.

This policy has been discussed on the Governance committee and is recommended for further discussion by the Board.

<b>C. School Sponsored Trips Policy</b>	Vote	Kelly Simon	5 m
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The Governance Committee has reviewed the School Sponsored Trips policy and has made recommended changes to align with our handbook and practices.

Approval of this policy is recommended.

## V. Reports

## VI. Consent Items

7:09 PM

<b>A. Consent Items</b>	Vote	Katerina Yevmenkina	2 m
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Consent Items: Items proposed for the consent calendar are noted on the posted agenda and are considered by the Director to be of a routine nature. Any item may be removed from the consent calendar at the request of any Board member and placed under the appropriate action category. A vote will be taken for the consent calendar so that any items requiring a vote can be properly addressed. It is recommended that all consent items be approved.

- 6.1 Financial Reports
  - 6.1.1 Checks
  - 6.1.2 Financial Statements
  - 6.1.3 Purchase Orders
  - 6.1.4 Amazon Purchases
- 6.2 Personnel Report
- 6.3 Admin Calendar

## VII. Business and Operations

7:11 PM

	Purpose	Presenter	Time
<b>A.</b> Field Trip Proposal: Santa Barbara Adventure Company  In lieu of the overnight Astrocamp field trip, 4th and 5th grade teachers have opted for a day trip to Goleta with the Santa Barbara Adventure Company where the students take a bus and participate in a ropes course as well as challenge-games on the beach. Parents will be donating funds to cover the expense of this field trip in April.  Approval of this item is recommended.	Vote	Kelly Simon	3 m
<b>B.</b> Field trip Proposal for Astrocamp  Approval of this item is recommended.	Vote	Cindy McCarthy	3 m
<b>C.</b> Remote Deposits into CCU  Upon approval, Dr. Simon will have the ability to make deposits remotely into the school's bank, California Credit Union.  Approval is recommended.	Vote	Kelly Simon	5 m
<b>D.</b> Changes to Access for US Bank Account  Upon termination of the contract with BSA, changes to Bridges' access to the US Bank account need to be made. Dr. Simon recommends the following changes for the US Bank Account:  Change mailing address to:  1335 Calle Bouganvilla Thousand Oaks, CA 91360  Ownership code: Business  Remove IVR and Web Restrictions  Update Signers: Dr. Kelly Simon, Ms. Cindy McCarthy, Ms. Katerina Yevmenkina			5 m

	Purpose	Presenter	Time
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<b>E.</b>	Fiscal Overview from ExEd	FYI	Lisa Boulos	10 m
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Lisa Boulos will present the monthly fiscal reports for the Board's review.

## **VIII. Parents and Community**

## **IX. Curriculum and Instruction 7:37 PM**

<b>A.</b>	Administrative Goals	Vote	Kelly Simon	5 m
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Presented to the Board is a final draft of Leadership Goals for the 2025-2026 school year in alignment with the LCAP, WASC, and our Charter. The goals have been reviewed by the Board , and this version takes into account Board feedback.

Approval of this item is recommended.

## **X. Special Projects/Programs**

## **XI. Special Education**

## **XII. Pupil Personnel**

## **XIII. Support Services**

## **XIV. Facilities**

## **XV. Charter Policies**

## **XVI. Closed Session 7:42 PM**

<b>A.</b>	Public Employee Discipline/Dismissal/Release (Government Code § 54957(b)(1))	FYI	Kelly Simon	5 m
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**Public Employee Discipline/Dismissal/Release** (Government Code § 54957(b)(1))

## **XVII. Personnel**

	Purpose	Presenter	Time
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<b>XVIII. Closing Items</b>			<b>7:47 PM</b>
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<b>A.</b> Adjourn Meeting	Vote	Katerina Yevmenkina	1 m
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# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Board Meeting on September 8, 2025



DRAFT

Whole Child. Whole Family.  
Whole Community.



# Bridges Charter School

## Minutes

### Board Meeting

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#### Date and Time

Monday September 8, 2025 at 6:15 PM

#### Location

##### **ONSITE MEETING LOCATION**

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

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**Directors Present**

B. Yee, C. Dapello, K. Yevmenkina, N. Hashemi

**Directors Absent**

*None*

**Guests Present**

C. McCarthy, K. Brown, K. Simon, S. Stifel

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

K. Yevmenkina called a meeting of the board of directors of Bridges Charter School to order on Monday Sep 8, 2025 at 6:15 PM.

**C. Approval of Agenda**

N. Hashemi made a motion to approve agenda.

C. Dapello seconded the motion.

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

**D. Approval of Minutes**

B. Yee made a motion to approve the minutes from Board Meeting on 08-11-25.

N. Hashemi seconded the motion.

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

## II. Governing Board

### A. Convene Organizational Meeting

N. Hashemi made a motion to convene organizational meeting.

B. Yee seconded the motion.

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

### B. Election of Officers -- President

N. Hashemi made a motion to approve Katarina as President.

B. Yee seconded the motion.

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

### C. Election of Officers -- Vice President

B. Yee made a motion to Approve Nikki as VP.

C. Dapello seconded the motion.

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

### D. Election of Officers -- Secretary

N. Hashemi made a motion to approve Brandy as Secretary.

C. Dapello seconded the motion.

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

### E. Election of Officers -- Parliamentarian

N. Hashemi made a motion to approve Chase as Parliamentarian.

B. Yee seconded the motion.

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

## III. Consent Items

### A. Consent Items

B. Yee made a motion to approved consent items.

N. Hashemi seconded the motion.

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

## IV. Business and Operations

### A. Leadership Goals

Dr. Kelly discussed leadership goals for the 25-26 SY

### B.

## **Bridges Charter School 2023-2024 Unaudited Actuals**

N. Hashemi made a motion to approve the 23-24 unaudited actuals.

B. Yee seconded the motion.

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

### **C. Salary Schedule**

B. Yee made a motion to approve the salary schedule for long term subs.

N. Hashemi seconded the motion.

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

### **D. Final Prop 30 Expenditure Report**

B. Yee made a motion to approve the final prop 30 expenditure report.

N. Hashemi seconded the motion.

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

## **V. Special Projects/Programs**

### **A. Accept \$10,000 Grant from Sprouts**

N. Hashemi made a motion to accept the 10,000 grant from Sprouts.

C. Dapello seconded the motion.

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

## **VI. Charter Policies**

### **A. AR 6158: Independent Study Master Agreement**

N. Hashemi made a motion to approve the AR 6158 Independent Study Master Agreement.

B. Yee seconded the motion.

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

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:43 PM.


Respectfully Submitted,

K. Yevmenkina

# Coversheet

## BP 4033: Lactation Policy

<b>Section:</b>	IV. Governing Board
<b>Item:</b>	A. BP 4033: Lactation Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Edits of BP 4033_ Lactation Accommodations.pdf BP 4033_ Lactation Accommodations.pdf

<b>Bridges Charter School</b>  	<b>Board Policy-</b>  <b>Lactation Accommodations</b>	
<b>Policy Number:</b>  <b>BP 4033</b>	<b>Adopted:</b>  <b>4/22/2014</b>	<b>Revised:</b>  <b>10/13/25</b>

Bridges School Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

### **Employee Rights & Eligibility**

- All employees are entitled to reasonable break time to express breast milk for their infant child.
- Under California Labor Code 1030-1033, the school provides accommodations without restriction on the child's age. Federal law (29 USC 207) limits the entitlement to classified employees for up to one year following the child's birth; California law may provide greater benefits.
- Lactation accommodations apply to all employees, including non-exempt and exempt staff.

### **Break Time & Compensation**

- Employees will be provided a reasonable amount of break time each time they need to express milk.
- Breaks should run concurrently with regularly scheduled breaks to the extent possible.
- Non-exempt employees are not entitled to additional compensation for break time beyond their normal paid breaks. If extra time is used, it will generally be unpaid, provided the employee is fully relieved of duties.
- Exempt employees will be provided flexibility to take lactation breaks without reduction in salary.
- Employees may coordinate with their supervisor for flexible scheduling to make up any unpaid time, where feasible.

### **Private Lactation Space**

- The school shall provide a private, secure, and clean location other than a restroom, in close proximity to the employee's work area, for expressing milk.
- Locations must be shielded from view and free from intrusion by coworkers or the

public, and may include temporarily converted spaces if necessary.

- Facilities should include:
  - Comfortable seating
  - Small table or flat surface
  - Electrical outlet
  - Sink with safe water source
  - Soap and paper towels
- Accommodations should be accessible to employees with disabilities, where applicable.

### **Milk Storage**

- Employees must have access to a safe storage method, such as a school-provided refrigerator, ice chest, or personal insulated container.
- All milk should be labeled with the employee's name and date.
- Employees are responsible for maintaining cleanliness and proper storage of their milk.

### **Notification & Scheduling**

- Employees are encouraged to notify their supervisor or HR as soon as possible of their intent to use lactation accommodations.
- Supervisors shall work collaboratively with the employee to schedule breaks and ensure coverage of essential duties.
- Multiple breaks may be scheduled throughout the day as reasonably necessary to express milk.

### **Chaperone & Workplace Considerations**

- Accommodations may be temporarily altered if the employee's duties or school operations would be seriously disrupted (Labor Code 1032).
- Undue hardship exceptions under federal law apply to districts with fewer than 50 employees; determination of hardship will be made on a case-by-case basis.
- Before denying accommodation, the Executive Director or designee will consult legal counsel and document the rationale, including alternative options considered.

### **Confidentiality & Non-Retaliation**

- Use of lactation accommodations will be treated confidentially.
- Employees shall not face any retaliation or adverse employment action for requesting or using accommodations.

### **Implementation & Compliance**

- The Executive Director or Designee is responsible for ensuring that appropriate spaces and breaks are provided.
- The school will review lactation facilities periodically to ensure functionality, cleanliness, and compliance with applicable laws.
- This policy applies to on-site work as well as any alternative work locations used by employees.

## **Legal References**

**Education Code:** 200–262.4 – Prohibition of discrimination on the basis of sex

**Civil Code:** 43.3 – Right of mothers to breastfeed in any public or private location


**Government Code:** 12940, 12945 – Discriminatory employment practices; pregnancy, childbirth, or related medical conditions

**Labor Code:** 1030–1033 – Lactation accommodation

**Code of Regulations, Title 2:** 729.2–729.16 – Sex discrimination; pregnancy and related medical conditions

**United States Code, Title 29:** 207 – Fair Labor Standards Act; lactation accommodation



<b>Bridges Charter School</b>  	<b>Board Policy-</b>  <b>Lactation Accommodations</b>	
<b>Policy Number:</b>  <b>BP 4033</b>	<b>Adopted:</b>  <b>4/22/2014</b>	<b>Revised:</b>

Bridges School Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

Although 29 USC 207 limits the length of time that a classified employee is entitled to lactation accommodation to one year after the birth of the child, Labor Code 1030- 1033 does not set a specific limit on the infant child's age and therefore provides greater benefits to employees.

Bridges shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

Labor Code 1030 and 29 USC 207 do not require Bridges to compensate non-exempt employees for breaks taken for the purpose of expressing milk. However, an employee who uses break time already provided by Bridges as paid time must be compensated for that break time in the same manner as any other employee. Any additional time beyond the authorized paid break time could be uncompensated, provided the employee is completely relieved from duty during that time. If the school chooses to provide compensation during extended break time, it should modify the following paragraph accordingly. Bridges also may provide flexible scheduling for those employees who choose to make up for any unpaid break time.

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

Labor Code 1031 requires Bridges to make reasonable efforts to provide an employee with the use of a private room or other location, except a toilet stall, in close proximity to the employee's work area, which may include the place where

the employee normally works if the location otherwise meets legal requirements. 29 USC 207, applicable to classified employees, specifies that the location must be shielded from view and free from intrusion from coworkers and the public. A fact sheet issued by the U.S. Department of Labor's (DOL) Wage and Hour Division, Break Time for Nursing Mothers under the FLSA, clarifies that the location provided by the school could be a space temporarily created or converted into a space for expressing milk as long as it is functional and meets all requirements of law.

The DOL has preliminarily interpreted an employee's right to express milk for her infant child to include the ability to safely store the milk. According to the DOL, this might include providing access to a refrigerator or ice chest or allowing the employee to bring an insulated food container to work.

A fact sheet issued by the California Department of Public Health, Minimum Requirements of the California Lactation Accommodation Law, recommends that the location should have the following items: a comfortable chair, small table, electrical outlet, a sink with a safe water source, disinfectant dish soap, and paper towels.

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Labor Code 1032 provides exceptions to the requirement for lactation accommodation when providing such accommodation would "seriously disrupt" district operations. "Serious disruption" is not defined in the law. 29 USC 207 provides exceptions when lactation accommodation would result in "undue hardship" based on significant difficulty or expense in relation to the size, financial resources, nature, or structure of the school. In this case, the exception is limited to districts with fewer than 50 employees and applies to classified employees only.

Regardless of the size of the district, the determination of serious disruption or undue hardship should be made on a case-by-case basis and only in limited, stringent circumstances. The burden of demonstrating why accommodation

could not be made, even if on a temporary basis or for less time than requested, would likely fall to the school.

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

Before the Director makes a determination to deny lactation accommodations,

he/she shall consult the legal opinion. In any case in which lactation accommodations are denied, the Director or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

I030- I033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

729 J .2 - 729 1 . 16 Sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

# Coversheet

## New CEU Policy

<b>Section:</b>	IV. Governing Board
<b>Item:</b>	B. New CEU Policy
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Credit Equivalency Pathways for Teacher Salary Advancement-2.pdf

## Credit Equivalency Pathways for Teacher Salary Advancement

### Recognition of Professional Learning Experiences (PLEs)

Credentialed classroom teachers (classroom teachers are defined as credentialed teachers who are assigned to a self contained elementary class, special education class, or a single subject core content class in middle school for at least .9 FTE) may advance across the salary schedule columns not only through college units or advanced degrees, but also through approved Professional Learning Experiences (PLEs).

Approved PLEs are high-quality, competency-based learning opportunities as defined on the accompanying rubric.

For consideration of advancement of columns, Professional Learning Experiences will be converted into Credit Equivalency Units (CEUs). CEUs may be used in place of traditional college units to move on the salary schedule columns.

- Column 1: Degree or Intern Credential  
Entry placement.
- Column 2: Degree + 15 Units  
OR Degree + 15 CEUs.
- Column 3: Degree + 45 Units (any combination of college units + CEUs).  
OR Degree + 45 CEUs (any combination of college units + CEUs).
- Column 4: Degree + 60 Units  
OR Degree + 60 CEUs (any combination of college units + CEUs).
- Column 5: Degree + 75 Units / Master's / Doctorate  
OR Degree + 75 CEUs (any combination of college units + CEUs).

**Combination Allowed:** Teachers may combine college units and CEUs toward column movement (e.g., 30 college units + 15 CEUs = Column 3).

### Process for Approval:

1. Submit proposed PLE with artifacts and/or completion certificates, and/or course syllabus, for pre-approval to the Executive Director.
2. Administration will verify submission and use the board approved rubric to establish the number of approved CEU's.
3. Once CEUs are verified and approved, the Administrative Coordinator will apply the units toward the teachers' next eligible column movement.
4. Initial placements are made at the time of hire.
5. Established teachers can submit a one time petition for re-consideration on the salary schedule using CEU's.
6. Requests will only be reviewed between January-May for salary schedule adjustments to be made as of August 1st each calendar year. Only one request can be submitted each school year.
7. All approvable CEU's must be completed after cleared credential is obtained.
8. A maximum of 9 CEU's can be carried over from a previous position as a credentialed teacher if the units are verified by the Executive Director as aligned to Bridges' charter. All CEU's for consideration must be submitted at time of hire.
9. CEU's must be accrued while employed as a credentialed Bridges teacher.
10. CEU's can be applied toward a maximum movement across two columns on the teacher salary schedule.
11. Employees are eligible for CEU's after 5 years of service at Bridges.

### Examples of Approvable CEU's:

#### University-Adjacent but Non-Degree Credit

- Extension courses (through universities or state education departments) that focus on pedagogy, technology integration, literacy, math, etc.
- Continuing education programs for licensed professionals (e.g., reading interventionist certification, ELL endorsement coursework).

### National & Professional Association Programs

- NBPTS (National Board for Professional Teaching Standards) certification components or renewal modules.
- Subject-area association courses (NCTM, NSTA, NCTE, AERA, etc.) that include performance assessments or portfolios.
- College Board/AP Institute courses for teachers of Advanced Placement.

### State or County Approved Programs

- Instructional coaching academies or leadership development programs sponsored by the county or the state.
- Curriculum adoption training programs (multi-day series with classroom implementation evidence).
- State-approved professional development institutes (STEM, literacy, bilingual education, special education).

### Online & Blended Competency-Based Programs

- Coursera, EdX, or similar MOOC certificates, if tied to education practice and include graded assignments/portfolio work.
- ISTE certification programs in digital pedagogy.
- Google Certified Educator Level 1/2, Trainer, or Coach programs, with evidence of classroom application.
- Apple Teacher or Microsoft Innovative Educator pathways, where completion requires assessment of skills.

### Specialty Certifications & Endorsements

- Project-based learning certifications (e.g., through PBLWorks/Buck Institute).
- Restorative practices certification (multi-day cohort programs with implementation cycles).
- SEL-focused certification programs (such as CASEL-endorsed training).
- Specialized literacy or math interventions (Orton-Gillingham, Wilson, CGI Math).

### Conferences & Institutes (if structured with follow-up)

- Summer institutes with required action plans or portfolios (e.g., Reading & Writing Project at Teachers College, AVID Summer Institute, Visible Learning Conference).
- National conferences (with proof of applied learning — lesson designs, student impact documentation).

**CEU Conversion Chart with Rubric****Teacher Name:**

<b>Professional Learning Opportunity</b>	<b>Description / Requirements</b>	<b>CEU Value</b>	<b># Approved</b>
<b>Micro-Credential</b>	Verified competency-based micro-credential aligned to district goals	1 CEU each	
<b>Stack of 4 related micro-credentials</b>	Completed as a coherent pathway	5 CEUs	
<b>Instructional Coaching Cycle</b>	6–8 week coaching cycle with artifacts of practice and reflection	2.0 CEUs	
<b>Mentoring / Teacher Induction Support</b>	Full year mentoring cycle with documented mentee progress	3.0 CEUs	
<b>Committee Work</b>	20+ hours, sustained series with evidence of implementation	3.0 CEUs	
<b>University Extension / Continuing Ed Course</b>	3–4 credit equivalent; requires graded assignments and classroom application	3.0 CEUs per course	
<b>Competency-Based Online Program</b>	Coursera, EdX, ISTE, Google, Apple, etc.; must include portfolio or assessment	1.0 CEU per program	
<b>Specialty Certification / Endorsement</b>	e.g., Project-Based Learning, Orton-Gillingham, CASEL SEL, Restorative Practices, etc.	2.0 CEUs each	
<b>National Board Certification Component</b>	Each verified component demonstrating competency	2.0–3.0 CEUs	
<b>Conference or Institute (with follow-up)</b>	Summer institutes or conferences with required action plan/portfolio	3 CEUs per institute	
<b>Curriculum or Instructional Design Project</b>	New unit/curriculum designed & implemented with evidence of student impact	2.0 CEUs per project	
<b>Action Research / Inquiry Project</b>	Semester-long classroom research with artifacts and reflection	2.0 CEUs per project	
<b>Leadership / PLC Facilitation</b>	Leading PLC or department initiative for semester/year with outcomes	2.0 CEUs per semester	
<b>Other Professional Learning as approved and substantiated by Executive Director</b>	Teacher must provide documentation including evidence of professional learning aligned to Bridges' mission and vision.	.5-15 CEU's	

**Total Qualifying Units:**

Reviewed by:

Date:


Signature:

# Coversheet

## School Sponsored Trips Policy

<b>Section:</b>	IV. Governing Board
<b>Item:</b>	C. School Sponsored Trips Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Edited BP 6153 School Sponsored Trips.pdf BP 6153 School Sponsored Trips.pdf



<b>Bridges Charter School</b>  	<b>Board Policy-</b>  <b>School Sponsored Trips</b>	
<b>Policy Number:</b>  <b>BP 6153</b>	<b>Adopted:</b>  <b>1/14/2013</b>	<b>Revised:</b> <b>12/12/2016</b> <b>9/17/2018</b> <b>10/13/2025</b>

## Purpose

Bridges Charter School's Board of Directors recognizes that school-sponsored trips are a core component of the whole-child educational philosophy, enhancing student development and enriching the classroom learning experience. School-sponsored trips may be conducted in connection with the school's course of study or school-related social, educational, cultural, or co-curricular activities.

## Trip Approval Process

- Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel must be submitted by the teacher of record to the Director of Daily Operations.
- The Director of Daily Operations will consider and approve all local field trips.
- Overnight or out-of-state trips require prior approval by the Board of Directors.
- Field trips requiring bus transportation must be scheduled in writing at least thirty (30) days in advance via the Field Trip Request Form with the administrative coordinator. Approval is subject to bus availability and associated fees.
- All trips begin and end at Bridges Charter School.

## Student Participation

- Students may only attend field trips with the class to which they are assigned. Exceptions require prior approval from administration at least 72 hours in advance.
- Administration may exclude any student whose participation poses a safety or disciplinary risk.
- Students who do not attend a field trip will be provided with meaningful, comparable learning opportunities on campus.
- Students must be marked present on the day of the trip to participate.

- All students are expected to return to campus via the original form of transportation unless prior arrangements are made in writing and approved by campus administration. Exceptions include parent or guardian check-out in person.
- If a field trip uses a bus for transportation, all students must go to and from the field trip on the bus unless prior arrangements are made in writing and approved by campus administration.

## **Funding & Equity**

- Voluntary parent donations may be collected to cover field trip costs; students may not be excluded due to insufficient funds.
- Fundraising for school trips may be organized by students and/or parents, cannot take place during the school day, and requires prior administrative approval. Per Education Code 51521, all fundraisers must also be approved by the Board.
- Participation in school trips is not conditioned on fundraising contributions.
- This policy does not extend to overnight trips hosted by the Parent Advisory Council or external organizations such as EF.

## **Behavior Expectations**

- All students traveling as part of a school-sponsored group must maintain high standards of behavior, as outlined in the Family Handbook.
- Students on field trips remain under the jurisdiction of the school and are subject to school rules and regulations.
- Chaperones are expected to actively supervise assigned groups, immediately report safety concerns, remain free of alcohol or drugs, and follow the direction of the credentialed teacher.

## **Chaperone Selection & Responsibilities**

- Chaperones will be provided with logistical information for the field trip in advance.
- Chaperones are selected as needed and prioritized based on fingerprinting clearance, TB clearance, specialized training, and volunteer training.
- Chaperones are assigned to assist teachers in supervising students and ensuring safety, behavior management, and adherence to trip policies.

## **Transportation**

- The transportation policies are outlined in more detail in BP 3541, "Transportation for School Sponsored Trips."
- Transportation by chartered airline must comply with Education Code 35332.
- The school must obtain signed parental consent at least 72 hours prior to the trip.
- Field trips that require bus transportation must follow the procedures

outlined in the Trip Approval Process.

- All trips begin and end at Bridges Charter School unless otherwise authorized in writing.

## **Safety & Emergency Procedures**

- The Director of Daily Operations or designee ensures adequate supervision and an appropriate adult-to-student ratio for all trips.
- While on trips, staff must have the school's first aid kit immediately available (Education Code 32041).
- Lifeguards are required for all swimming activities. Private pool owners must provide a certificate of insurance designating the school as an additional insured for at least \$500,000 in liability coverage.
- Medications may only be carried and administered by school personnel, in accordance with school health policies.
- The school cell phone and technology policies apply on all trips.
- If Homeland Security issues threat-level warnings for a trip destination, the Director of Daily Operations or designee will implement appropriate safety precautions.
- In the event of an emergency requiring ambulance transport and the absence of a parent or guardian, the classroom teacher will accompany the student. Campus administration will direct chaperones to ensure safe return of all students.


## **Insurance & Liability**

- All participants in field trips or excursions must waive claims against the school or State of California for injury, accident, illness, or death (Education Code 35330).
- Adults accompanying out-of-state trips and parents/guardians of students must sign a waiver of claims.
- Bridges Charter School shall maintain insurance coverage for student injuries during on-campus and off-campus school-sponsored activities.

## **Relevant Education Codes**

- 8760 – Authorization of outdoor science and conservation programs
- 32040–32044 – First aid equipment: field trips
- 35330 – Excursions and field trips
- 35331 – Provision for medical or hospital service for pupils (on field trips)
- 35332 – Transportation by chartered airline
- 35350 – Transportation of students
- 44808 – Liability when pupils not on school property
- 48908 – Duties of pupils; authority of teachers



<b>Bridges Charter School</b>  	<b>Board Policy-</b>  <b>School Sponsored Trips</b>	
<b>Policy Number:</b>  <b>BP 6153</b>	<b>Adopted:</b>  <b>1/14/2013</b>	<b>Revised:</b> <b>12/12/2016</b> <b>9/17/2018</b>

Bridges School Board recognizes that school-sponsored trips are a core component of the whole child educational philosophy that enhance student development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the school's course of study or school-related social, educational, cultural, or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the school's course of study.

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Director or designee. The Director or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All overnight or out of state trips must be approved by the Board. All other school- sponsored trips shall be approved in advance by the Director.

The Director shall establish a process for approving a staff member's request to conduct a school- sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, student expense, and transportation and supervision requirements. The Director may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. Parents or guardians of students may help defray the field trip and excursion costs through donations. The Director or designee shall coordinate with community groups to help supply funds for students in need. (Education Code 35330)

## **SCHOOL-SPONSORED TRIPS**

The school encourages teachers and students to participate in off campus field trips when such trips are of educational benefit to the students. All field trip requests shall be considered carefully for the educational worth of the activity, its relationship to the school's educational program, the need for the activity including

the necessity of travel outside the Southern California region and for the fund raising impact on the school and community.

The coordinating teacher will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents will have advance notice of any upcoming field trip or excursion and have the option to withdraw their permission for their child to attend that field trip or excursion.

### **Field Trip Definition**

A field trip is a trip or excursion in connection with courses of instruction or school related social, educational, cultural, athletic, school band, orchestra or choral group activities. It is designed to provide learning opportunities not available at the school. Classes should be adequately prepared for trips in terms of objectives, behavior, and student and parent responsibilities. No student shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the Board of Education shall coordinate efforts of community and school service groups to supply funds for students in need of them.

### **Field Trip Categories**

1. Regular Class Field Trip

A regular class field trip is one that takes place during the school day, is of an educational nature and relates to the unit under study, includes a certificated employee of the school to supervise the group and is approved by the school director

2. Extended Day Field Trip

An extended day field trip is one that is initiated during the school day and extends beyond school dismissal time or is conducted after school, on Saturday, Sunday, and/or holiday and is approved by the school director. These trips would include participants in competitive and performing groups. The Director is responsible for ensuring supervision and transportation plans.

3. Special Out of State and/or Foreign Travel Field Trips

Special field trips are those beyond 200 miles or overnight. All trips in this category must have prior approval by the director and the Board. The Director is responsible for ensuring and approving supervision and transportation plans. The minimum supervision requirement shall be one adult per 15 students. An adult is a person 21 years of age or older.

- a. Requests for approval for out of state or foreign travel for a student group should be made by the sponsor to the director early enough in the planning state of the trip to allow the administration and Board to approve modify or deny the request.

- b. If the original plan is cancelled, direct contributions toward the project in which the donor can be clearly identified shall be returned. Funds received for consideration such as sale of merchandise, tickets for performances, etc. for which the donor cannot be clearly identified will be retained for some

alternative activity by the same organization.

c. Fund raising shall be limited to a plan approved by the director and shall not take place during instructional time. As per Education Code 51521, all fundraisers must be approved by the Board.

d. The Director is responsible for approving supervision plans and adult supervisors. The minimum requirements shall be one adult per 15 students.

e. Those traveling as part of a school sponsored group are expected to maintain high standards of behavior. Student standards are prescribed in the School Discipline Handbook.

f. Transportation by chartered airline shall comply with Education Code 35332.

#### 4. Walking Field Trip

A walking field trip taken during the school day in the vicinity of a school community requires that the parent/guardian be informed of the trip. The parent/guardian must sign the school approved parent permission slip prior to the student's taking a trip. (Elementary classes will be accompanied by a minimum of two adults per class.)

### Field Trip Procedures

The parent/guardian should be informed of all field trips and must have signed the school approved parent permission slip prior to the field trip. All trips must be available to all students regardless of fees or costs. Field trips that require bus transportation must be scheduled in writing on the field trip request form with the office manager and curriculum coordinator at least thirty (30) days in advance.

1. Adult supervision will be responsible for taking attendance prior to leaving on the trip and upon return.
2. The goal of the adult(s) supervising the trip are to give equal attention and focus to all students assigned to them. A chaperone may or may not be assigned to supervise their own child while on the trip and is expected to follow the direction of the teacher in regards to supervision.
3. All field trips must initiate from campus and return to campus.
4. All students are expected to return to campus on the bus (or in the original form of transportation) unless prior arrangements have been made in writing and approved by campus administration. An exception would be a parent or guardian noted on the child's emergency card present to check a student out per an attendance sheet from the teacher of record from the actual trip.

Parents/guardians and/or other adults 21 years of age or older may be asked to provide transportation and are subject to the following guidelines:

Drivers and private vehicles being operated for school purposes must meet or

exceed the following guidelines:

1. All drivers, employees and volunteers, must be approved by the School or Site administrator.
2. Each driver must:
  - a. Possess a valid driver license.
  - b. Be at least 21 years of age
3. Use of appropriate Vehicle Form must be completed and on file a minimum of 48 hours in advance before each trip is taken.
  - a. District employees must complete a new form at the beginning of each semester.
  - b. Proof of insurance must be attached to this form.
  - c. A copy of a valid driver license must be attached to this form.
4. The driver must own the vehicle in use, unless the vehicle is rented.
5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
6. All drivers are to obey all laws regarding electronic wireless communication, including but not limited to: telephone calls, writing, sending, or reading text messages, instant messages, and e- mail messages.
7. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
8. Prior to departure, the driver shall be instructed as follows:
  - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
  - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
  - c. Follow the most direct route, and avoid unnecessary stops.
  - d. Do not carry non-District personnel, non-students, or other "guests" as passengers.
9. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
10. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
  - a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age or under 4 feet, 9 inches in height.
  - b. All passengers eight (8) years of age and older must wear his/her own seat belt.



Seat belts are not to be shared.

c. Passengers will only ride in the cab if trucks are used.

11. All vehicles must be covered by liability insurance. Recommended automobile liability insurance coverage limits are:

Each Person: \$100,000 Each Accident: \$300,000

a. Attach a copy of insurance policy showing levels of coverage to the Vehicle Form.

12. The site administrator/program director or designee must approve in advance trip routes to points outside of the county in excess of 45 miles, or points outside Ventura County.

13. The limit on the distance of transporting students in private vehicles shall be a radius of 45 miles.

14. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.

## **Supervision**

Students on school-sponsored trips are under the jurisdiction of the school and shall be subject to school and school rules and regulations.

The Director or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

## **Field Trip Supervision Guidelines**

Field trips may create situations that require unique supervision requirements. The school director shall assess the supervision requirements for each field trip request and shall ensure appropriate supervision. Chaperones who assist in supervision must be briefed beforehand of their responsibilities and be willing to take direction from the school employee who has been placed in charge of the excursion.

A field trip chaperone must meet the following minimum requirements:

1. Be a parent/guardian of an enrolled student or recommended by an employee, PAC member or board member.

2. Be at least 21 years of age

3. Sign the school's assumption of risk for waiving all claims against the school for any injury or damages. (Education Code 35330-35332)

## **Rules for Parent/Volunteer Drivers on Day Field Trips**

For the volunteer's safety and that of all the students in his/her car, the following rules apply:

1. All school rules apply to students in the volunteer's car. Volunteer drivers are free to appropriately manage student behavior as necessary to maintain safety.
2. All California driving laws must be followed including child restraint laws: no texting or distracted driving, hands-free phone use only.
4. No side trips allowed, including gasoline stops. Please be sure to have enough gas before leaving on the trip. If a stop is required for any reason, the driver should notify the teacher or administration immediately.
5. Maps and directions from the teacher should be reviewed prior to leaving.
6. Purchases for students on the field trip should be avoided including food or treats for students in the car unless authorization has been given by the teacher.
7. Call the school office immediately if there is a problem.

## **Parent/Guardian Permission**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The school shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the school or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

## **Safety Issues**

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)
2. If the Director or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

3. If an emergency situation arise on a field trip and a student is in need of transportation by ambulance services and parent or guardian is not present, the classroom teacher will travel with the student and parent chaperones will remain with the rest of the student body to ensure safe return to campus.
4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the school as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.
5. Before trips of more than one day, the director or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety- related rules for the trip.

### **Accident Insurance**

The school provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a school-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, the School's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Directors of **the school**

### **Legal Reference:**

#### **EDUCATION CODE**

8760 Authorization of outdoor science and conservation programs 32040-32044

First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips) 35332

Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

# Coversheet

## Consent Items

Section:	VI. Consent Items
Item:	A. Consent Items
Purpose:	Vote
Submitted by:	
Related Material:	09.01.25-09.30.25 - Bridges Check & Credit Card Register.pdf Purchase Order Detail (1).pdf Amazon.pdf FY25-26 - Bridges Charter - Personnel Reort.pdf Skye Pay Calendar September 2025.xlsx K Brown 2025-26.xlsx C McCarthy Time sheet 2025-26.xlsx -.pdf Kelly Simon time record.pdf

**BRIDGES CHARTER SCHOOL**  
**Check Register**  
**09/01/2025-09/30/2025**

Check #	Vendor Name	Date	Description	Amount	Void Status
1046	MORYLYN GONZALEZ	09/02/25	08/31/25 - PAYROLL CHECK - M. GONZALEZ	471.30	
P077272	RIAN R DEMPSTER	09/04/25	VONS - REIM: FY25-26 - CLASSROOM SUPPLIES - GARDEN ELECTIVE COURSE	13.55	
P077273	MYSTERY SCIENCE INC	09/04/25	FY25-26 - MYSTERY SCIENCE DISTRICT MEMBERSHIP	1,695.00	
P077274	KHANH TRAN	09/04/25	HOME DEPOT - REIM: FY25-26 - CLASSROOM SUPPLIES - ELECTIVE CLASS COURSE	162.86	
P077275	AMAZON	09/04/25	FY25-26 - CLASSROOM SUPPLIES	2,869.63	
P077276	MARA BECK	09/04/25	08/25 - SPED SERVICES - SPEECH THERAPY	4,819.50	
P077277	VERIZON	09/04/25	07/20/25-08/19/25 - CELL PHONE SERVICE - #805-217-4555	239.77	
P077278	VERONICA L PAREDES	09/04/25	REIM: 08/08/25-09/12/25 - MILEAGE - UPS, BANK & POST OFFICE ROUND TRIP	22.12	
P077279	VALERIE CORTEZ	09/04/25	FY25-26 - EMPLOYEE REIMBURSEMENT - FINGERPRINTS	79.00	
P077280	VITALIZE OCCUPATIONAL THERAPY	09/04/25	08/25 - SPED SERVICES - OT	1,457.00	
P077281	ERIN ABEL	09/04/25	09/25 - BRIDGES MONTHLY MARKETING RETAINER	1,550.00	
P077282	MORYLYN GONZALEZ	09/04/25	FY25-26 EMPLOYEE REIMBURSEMENT - FINGERPRINTS	75.00	
P077283	SCHOOL SPECIALTY LLC	09/04/25	FY25-26 - CLASSROOM SUPPLIES	138.76	
P077284	ALEXA GANN	09/04/25	FY25-26 EMPLOYEE REIMBURSEMENT - FINGERPRINTS	77.00	
P077312	SUZAN THATCHER	09/04/25	DRAMA NOTEBOOK - REIM: FY25-26 - DRAMA NOTEBOOK SUBSCRIPTION - CURRICULUM	153.95	
P077663	AMAZON	09/10/25	FY25-26 - HOMESCHOOL SUPPLIES & (1) AMAZON FIRE TABLET	1,959.76	
P077664	SELF-INSURED SCHOOLS OF CALIFORNIA	09/10/25	09/25 - HEALTH PREMIUM	35,406.00	
1047	AMAZON	09/17/25	FY25-26 - (1) VACUUM CLEANER & CLASSROOM TEACHING SUPPLIES	2,919.15	
E023750	SAFE AND SOUND SECURITY INC.	09/19/25	09/25 - CAMERA SERVICE AND SENSORS	47.99	
E023751	DOCUPRODUCTS	09/19/25	FY25-26 - COPY MACHINE STAPLES	370.63	
E023752	RAINBOW RESOURCE CENTER	09/19/25	FY25-26 - HOMESCHOOL SUPPLIES	301.15	
E023753	CALIFORNIA WEEKLY EXPLORER	09/19/25	FY25-26 - WALK THROUGH CALIFORNIA PRESENTATIONS	1,640.98	
P078277	ADAMS SILVA & MCNALLY LLP	09/19/25	08/25 - LEGAL FEES	637.50	
P078278	PROCARE THERAPY	09/19/25	08/22/25 - SPED SERVICES - ADAPTIVE PE TEACHER	125.00	
P078279	SCHOOL SPECIALTY LLC	09/19/25	FY25-26 - CLASSROOM SUPPLIES	107.27	
P078280	AMPLIFY EDUCATION INC.	09/19/25	FY25-26 - READING STUDENT LICENSES ES	1,080.00	
P078281	KIWI CRATE, INC.	09/19/25	FY25-26 - HOMESCHOOL SUPPLIES	96.36	
P078282	AMAZON	09/19/25	FY25-26 - CLASSROOM TECH SUPPLIES & (1) CURVED MONITOR	4,247.74	
P078283	CAROLYN RODRIGUEZ	09/19/25	FY25-26 - NURSE TRAINING - VISION & HEARING SCREENING	3,280.00	
P078284	MCGRAW-HILL	09/19/25	FY25-26 - US & WORLD HISTORY STUDENT & TEACHER SUBSCRIPTION	4,517.22	
P078285	ERIN ABEL	09/19/25	08/25 - BRIDGES MONTHLY MARKETING RETAINER	1,550.00	
P078286	YOUNG, MINNEY & CORR, LLP	09/19/25	08/25 - LEGAL FEES	2,046.00	
P078287	ASHLEY HESSION	09/19/25	FY25-26 - EMPLOYEE REIMBURSEMENT - FINGERPRINTS	75.00	
P078288	AMAZON	09/19/25	FY25-26 - CLASSROOM SUPPLIES, CAFETERIA BAGS	853.40	
P078289	VENTURA COUNTY OFFICE OF EDUCATION	09/19/25	FY25-26 - SIS SOFTWARE / FOOD SERVICE MODULE / PARENTSQUARE HOSTING FEE	6,404.00	
P078290	TEACHER SYNERGY, LLC	09/19/25	FY25-26 - HOMESCHOOL SUPPLIES	140.00	
P078291	RIVERS OF COUNCIL	09/19/25	09/08/25 - FIELD TRIP ADMISSIONS - RITE OF PASSAGES	3,000.00	
P078292	U.S. BANK - SS	09/19/25	CREDIT CARD ENDING 8243 (SS)	719.58	
P078293	SCHOOL SPECIALTY LLC	09/19/25	STUDENT MATERIALS	119.33	
P078584	FRONTIER COMMUNICATIONS	09/25/25	09/19/25-10/18/25 - INTERNET SERVICES	198.42	
P078585	AMAZON	09/25/25	FY25-26 - CLASSROOM SUPPLIES - GARDEN ELECTIVE COURSE	2,725.13	
P078586	VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY	09/25/25	BSA - FY24-25 - CLOSING FEES	45,996.19	
P078587	GLESON LP DBA THE KITCHEN TERM	09/25/25	10/25 - MS ELECTIVE CLASS FACILITY, STORAGE, & RENTAL FEES	770.40	
1048	CHARTERSAFE	09/29/25	VOID - \$8,929.00 - VOID	0.00	
49908-PAID ACHM	CHARTERSAFE	09/29/25	10/25 - PACKAGE PREMIUM & WORKERS' COMP INSURANCE	8,929.00	
	VERIZON	09/30/25	VOID - \$239.77 - VOID	0.00	REISSUED
<b>GRAND TOTAL</b>				<b>144,087.64</b>	

**BRIDGES CHARTER SCHOOL  
CREDIT CARD EXPENSES  
09/01/25-09/30/25**

Obj Code	Object Title	Name	Document Number	Line Description	Document Date	Debit	Credit
4211	Books & Other Reference	U.S. BANK - CM	STD09/08/25-7019	VENTRIS - HOMESCHOOL TEACHER'S MANUAL	9/8/2025	\$ 170.15	
4311	Student Materials	U.S. BANK - SS	STD09/08/25-8243	PEARSON EDUCATION - SPECIAL EDUCATION MATERIALS	9/8/2025	\$ 316.34	
4311	Student Materials	U.S. BANK - KS	STD09/08/25-6543	STAPLES - COPIES - MIDDLE SCHOOL	9/8/2025	\$ 3,108.44	
4311	Student Materials	U.S. BANK - SS	STD09/08/25-8243	STAPLES - COPIES - MIDDLE SCHOOL	9/8/2025	\$ 181.09	
4311	Student Materials	U.S. BANK - CM	STD09/08/25-7019	SECRET STORIES - 1ST GRADE READING MATERIALS	9/8/2025	\$ 332.98	
4311	Student Materials	U.S. BANK - CM	STD09/08/25-7019	THE SECRET STORIES - HOMESCHOOL SUPPLIES	9/8/2025	\$ 221.93	
4311	Student Materials	U.S. BANK - SS	STD09/08/25-8243	DOLLAR TREE - GARDEN ELECTIVE CLASS MATERIALS	9/8/2025	\$ 25.73	
4311	Student Materials	U.S. BANK - CM	STD09/08/25-7019	TARGET - CLASSROOM SUPPLIES	9/8/2025	\$ 949.08	
4311	Student Materials	U.S. BANK - SS	STD09/08/25-8243	ARK PRODUCTS - SPECIAL EDUCATION SUPPLIES	9/8/2025	\$ 74.49	
4311	Student Materials	U.S. BANK - SS	STD09/08/25-8243	VONS - GARDEN ELECTIVE CLASS MATERIALS	9/8/2025	\$ 6.42	
4351	Office Supplies	U.S. BANK - KS	STD09/08/25-6543	AMAZON - ADMIN SUPPLIES	9/8/2025	\$ 267.13	
4371	Custodial Supplies	U.S. BANK - CM	STD09/08/25-7019	ACE HARDWARE - FASTENERS	9/8/2025	\$ 4.28	
4391	Food (Non Nutrition Program)	U.S. BANK - CM	STD09/08/25-7019	CHICK-FIL-A - 08/18/25-08/19/25 - ELOP LUNCH	9/8/2025	\$ 73.32	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	A-Z RANCH - TOMATOES	9/8/2025	\$ 5.00	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	GOLDEN SUN RANCH - FRUIT	9/8/2025	\$ 53.78	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	COSTCO - FOOD - PROFESSIONAL DEVELOPMENT	9/8/2025	\$ 155.75	
4391	Food (Non Nutrition Program)	U.S. BANK - CM	STD09/08/25-7019	VONS - 08/18/25-08/19/25 - ELOP LUNCH	9/8/2025	\$ 60.10	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	GOLDEN SUN RANCH - WATERMELONS	9/8/2025	\$ 72.00	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	GELSONS MARKET - FOOD - PROFESSIONAL DEVELOPMENT	9/8/2025	\$ 81.86	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	HABIT BURGER - FOOD - PROFESSIONAL DEVELOPMENT	9/8/2025	\$ 334.73	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	DOORDASH - FOOD - PROFESSIONAL DEVELOPMENT	9/8/2025	\$ 60.13	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	THOUSAND OAKS FARMERS MARKET - FOOD - APRICOT LANE FARMS	9/8/2025	\$ 17.85	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	WESTERN BAGEL - FOOD - PROFESSIONAL DEVELOPMENT	9/8/2025	\$ 172.31	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	VONS - VEGETABLES	9/8/2025	\$ 7.54	
4391	Food (Non Nutrition Program)	U.S. BANK - CM	STD09/08/25-7019	SUBWAY - 08/18/25-08/19/25 - ELOP LUNCH	9/8/2025	\$ 46.74	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	THOUSAND OAKS FARMERS MARKET - LEMONS - APRICOT LANE FARMS	9/8/2025	\$ 22.20	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	STARBUCKS COFFEE - COFFEE - PROFESSIONAL DEVELOPMENT	9/8/2025	\$ 25.00	
4391	Food (Non Nutrition Program)	U.S. BANK - KS	STD09/08/25-6543	CORNER BAKERY - FOOD - PROFESSIONAL DEVELOPMENT	9/8/2025	\$ 494.30	
4399	All Other Supplies	U.S. BANK - KS	STD09/08/25-6543	LOWES - SUPPLIES - CLEAN CAMPUS CHALLENGE	9/8/2025	\$ 63.26	
4411	Non Capitalized Equipment	U.S. BANK - KS	STD09/08/25-6543	AMAZON - (1) DUMP WAGON	9/8/2025	\$ 117.96	
4411	Non Capitalized Equipment	U.S. BANK - SS	STD09/08/25-8243	IKEA - FY25-26 - (1) SHELF UINT	9/8/2025	\$ 115.51	
4411	Non Capitalized Equipment	U.S. BANK - KS	STD09/08/25-6543	BRANCH FURNITURE - (1) ERGONOMIC CHAIR	9/8/2025	\$ 402.19	
5211	Travel & Conferences	U.S. BANK - KS	STD09/08/25-6543	02/05/06 - REGISTRATION - VCOE ANNUAL LEGISLATION - K. SIMON	9/8/2025	\$ 103.00	
5211	Travel & Conferences	U.S. BANK - KS	STD09/08/25-6543	02/05/06 - REGISTRATION - KERN SCHOOL SAFETY PLAN - K. SIMON	9/8/2025	\$ 202.00	

**BRIDGES CHARTER SCHOOL  
CREDIT CARD EXPENSES  
09/01/25-09/30/25**

Obj Code	Object Title	Name	Document Number	Line Description	Document Date	Debit	Credit
5812	Field Trips & Pupil Transportation	U.S. BANK - CM	STD09/08/25-7019	HEAL THE BAY - 08/27/25 - FIELDTRIP - KINDERGARDEN	9/8/2025	\$ 800.00	
5899	All Other Expenses	U.S. BANK - KS	STD09/08/25-6543	MONARCH WATCH - REGISTRATION & SIGN	9/8/2025	\$ 87.90	
5931	Postage & Shipping	U.S. BANK - KS	STD09/08/25-6543	USPS - POSTAGE	9/8/2025	\$ 23.90	
5931	Postage & Shipping	U.S. BANK - CM	STD09/08/25-7019	UPS STORE - POSTAGE	9/8/2025	\$ 18.44	
9440	Computers/Equipment	U.S. BANK - CM	STD09/08/25-7019	BEST BUY - (2) HP COMPUTER	9/8/2025	\$ 2,425.12	
						<b>SUBTOTAL</b>	<b>\$ 11,699.95</b>
						<b>GRAND TOTAL</b>	<b>\$ 11,699.95</b>

## Purchase Order Detail

Account Name	Account Number	Vendor Name
Bridges Charter School	9000-91260-00	VENTRIS LEARNING LLC
Bridges Charter School	9000-91260-00	DURHAM SCHOOL SERVICES
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
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Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC





[illegible]

Order Date	PO Number	PO Status	PO Amount
9/10/2025 04:33:14 PM	10036	Processed	\$70.00
9/17/2025 11:58:35 AM	10037	Processed	\$975.90
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00

Misc Charges	Freight	Tax Amount	Unit Price
\$0.00	\$0.00	\$0.00	\$70.00
\$0.00	\$0.00	\$0.00	\$975.90
\$0.00	\$0.00	\$130.60	\$62.00
\$0.00	\$0.00	\$130.60	\$62.00
\$0.00	\$0.00	\$130.60	\$48.00
\$0.00	\$0.00	\$130.60	\$32.00
\$0.00	\$0.00	\$130.60	\$8.00
\$0.00	\$0.00	\$130.60	\$20.00
\$0.00	\$0.00	\$130.60	\$32.00
\$0.00	\$0.00	\$130.60	\$35.00
\$0.00	\$0.00	\$130.60	\$60.00
\$0.00	\$0.00	\$130.60	\$50.00
\$0.00	\$0.00	\$130.60	\$23.00
\$0.00	\$0.00	\$130.60	\$32.00
\$0.00	\$0.00	\$130.60	\$17.00
\$0.00	\$0.00	\$130.60	\$32.00
\$0.00	\$0.00	\$130.60	\$32.00
\$0.00	\$0.00	\$130.60	\$32.00
\$0.00	\$0.00	\$130.60	\$28.00
\$0.00	\$0.00	\$130.60	\$32.00
\$0.00	\$0.00	\$130.60	\$175.00

Quantity	Minimum Order Quantity	Extended Price	UNSPSC
1		\$70.00	
1		\$975.90	
1		\$62.00	
1		\$62.00	
15		\$720.00	
2		\$64.00	
1		\$8.00	
3		\$60.00	
3		\$96.00	
1		\$35.00	
1		\$60.00	
1		\$50.00	
1		\$23.00	
3		\$96.00	
3		\$51.00	
1		\$32.00	
1		\$32.00	
1		\$32.00	
2		\$56.00	
2		\$64.00	
1		\$175.00	

[illegible]

Department	Item Number
000	978-1-7320468-2-5
000	1
000	2
000	12
000	9
000	1
000	4
000	10
000	14
000	19
000	16
000	20
000	15
000	17
000	11
000	7
000	3
000	13
000	8
000	18
000	6

Short Description	UoM	List Price
UFLI Foundations-Teachers Manuals	EA	\$0.00
ROUNDRIP BUS FROM BRIDGES CHARTER TO SB NATURAL HISTORY MUSEUM DEC 17, 2025	EA	\$0.00
L89778-001 MOTHERBOARD/USB KIT - 4GB/32GB	EA	\$0.00
L52557-001 MOTHERBOARD 4GB/32GB	EA	\$0.00
L52573-001 PLASTIC PALMREST W/KEYBOARD, TOUCHPAD & TP CABL	EA	\$0.00
L89783-001 11.6" WXGA HD 1366X768 MATTE 30 PIN CONN RIGHT P1R LCD W/ADDT LED BOARD (L/R)	EA	\$0.00
L89768-001 HINGES	EA	\$0.00
L52548-001 PLASTIC BOTTOM CASE - GREY	EA	\$0.00
KL.0C741.LSV 11.6" LCD 1366x768 HD WXGA ANTI-GLARE	EA	\$0.00
L14921-001 PLASTIC PALMREST WITH KEYBOARD	EA	\$0.00
5CB1E21835 PLASTIC PALMREST CA W/KB TP & TP CABLE	EA	\$0.00
L15850-001 MOTHERBOARD UMA CELERON N3350 4GB 16GB EMMC	EA	\$0.00
NK.I111S.0C8 KEYBOARD BLACK US CHROME OS FOR FULL SIZE EDU ANCHORED W/ FRAME V0	EA	\$0.00
5D10Z77954 11.6" LCD 1366x768 HD WXGA ANTI-GLARE	EA	\$0.00
L52553-001 PLASTIC LCD BEZEL	EA	\$0.00
M44255-001 11.6" WXGA HD 1366X768 MATTE 30 PIN CONN RIGHT P1R LCD W/ADDT LED BOARD (L/R)	EA	\$0.00
L90338-001 PLASTIC PALMREST W/KEYBOARD US	EA	\$0.00
L52563-001 11.6" WXGA HD 1366X768 MATTE 30 PIN CONN RIGHT P1R SLIM BRACKETS (L/R)	EA	\$0.00
L52552-001 PLASTIC TOP COVER - GREY	EA	\$0.00
L14917-001 11.6" LCD 1366x768 HD WXGA ANTIGLARE	EA	\$0.00
M44236-001 MOTHERBOARD UMA 8183 4GB/32EMMC	EA	\$0.00



Account Name	Account Number	Vendor Name
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	Teacher Synergy LLC
Bridges Charter School	9000-91260-00	PACIFIC ONE SOURCE INC
Bridges Charter School	9000-91260-00	EXPRESS READERS INC
Bridges Charter School	9000-91260-00	EXPRESS READERS INC
Bridges Charter School	9000-91260-00	EXPRESS READERS INC
Bridges Charter School	9000-91260-00	EXPRESS READERS INC
Bridges Charter School	9000-91260-00	EXPRESS READERS INC
Bridges Charter School	9000-91260-00	ZOOM VIDEO COMMUNICATIONS
Bridges Charter School	9000-91260-00	Staples - Punch Out
Bridges Charter School	9000-91260-00	DURHAM SCHOOL SERVICES
Bridges Charter School	9000-91260-00	RAINBOW RESOURCE CENTER
Bridges Charter School	9000-91260-00	RAINBOW RESOURCE CENTER

Vendor Account Number	Vendor External Id	Release Date
	V000102	9/18/2025 03:25:44 PM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000128	9/23/2025 11:31:13 AM
	V000102	9/23/2025 01:32:54 PM
	V000057	9/23/2025 01:33:09 PM
	V000057	9/23/2025 01:33:09 PM
	V000057	9/23/2025 01:33:09 PM
	V000057	9/23/2025 01:33:09 PM
	V000057	9/23/2025 01:33:09 PM
	V000149	9/25/2025 04:49:58 PM
EXXML-9000-91260-00	V000124	10/3/2025 03:58:18 PM
	V000050	10/8/2025 06:04:13 PM
	V000111	10/9/2025 01:35:47 PM
	V000111	10/9/2025 01:35:47 PM

Order Id	Orderer	Orderer Phone
2904592	Kami Brown	
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2905685	Jill Frazier	(805) 573-8544
2904599	Kami Brown	
2905247	Kami Brown	
2905247	Kami Brown	
2905247	Kami Brown	
2905247	Kami Brown	
2905247	Kami Brown	
2905247	Kami Brown	
2906427	Kami Brown	
2908553	Kami Brown	
2910863	Kami Brown	
2911107	Jill Frazier	(805) 573-8544
2911107	Jill Frazier	(805) 573-8544

Order Date	PO Number	PO Status	PO Amount
9/18/2025 03:15:37 PM	10038	Processed	\$1801.00
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/23/2025 10:49:30 AM	10041	Processed	\$245.65
9/18/2025 03:26:47 PM	10039	Processed	\$1497.00
9/22/2025 11:35:18 AM	10040	Processed	\$1510.80
9/22/2025 11:35:18 AM	10040	Processed	\$1510.80
9/22/2025 11:35:18 AM	10040	Processed	\$1510.80
9/22/2025 11:35:18 AM	10040	Processed	\$1510.80
9/22/2025 11:35:18 AM	10040	Processed	\$1510.80
9/24/2025 06:41:21 PM	10042	Processed	\$2790.00
10/1/2025 12:40:58 PM	10043	Processed	\$1242.60
10/8/2025 06:02:36 PM	10044	Processed	\$1315.38
10/9/2025 01:30:12 PM	10045	Processed	\$103.50
10/9/2025 01:30:12 PM	10045	Processed	\$103.50

Misc Charges	Freight	Tax Amount	Unit Price
\$0.00	\$0.00	\$130.60	\$23.00
\$0.00	\$0.00	\$0.00	\$3.36
\$0.00	\$0.00	\$0.00	\$4.20
\$0.00	\$0.00	\$0.00	\$84.00
\$0.00	\$0.00	\$0.00	\$13.99
\$0.00	\$0.00	\$0.00	\$19.59
\$0.00	\$0.00	\$0.00	\$84.00
\$0.00	\$0.00	\$0.00	\$3.36
\$0.00	\$0.00	\$0.00	\$13.99
\$0.00	\$0.00	\$0.00	\$3.36
\$0.00	\$0.00	\$0.00	\$3.50
\$0.00	\$0.00	\$0.00	\$4.20
\$0.00	\$0.00	\$0.00	\$8.10
\$0.00	\$0.00	\$108.53	\$499.00
\$0.00	\$0.00	\$109.53	\$18.95
\$0.00	\$0.00	\$109.53	\$13.95
\$0.00	\$0.00	\$109.53	\$13.95
\$0.00	\$0.00	\$109.53	\$13.95
\$0.00	\$0.00	\$109.53	\$13.95
\$0.00	\$0.00	\$0.00	\$2,790.00
\$0.00	\$0.00	\$0.00	\$41.42
\$0.00	\$0.00	\$0.00	\$1,315.38
\$0.00	\$0.00	\$0.00	\$51.75
\$0.00	\$0.00	\$0.00	\$51.75

Quantity	Minimum Order Quantity	Extended Price	UNSPSC
1		\$23.00	
1		\$3.36	
1		\$4.20	
1		\$84.00	
1		\$13.99	
1		\$19.59	
1		\$84.00	
1		\$3.36	
1		\$13.99	
1		\$3.36	
1		\$3.50	
1		\$4.20	
1		\$8.10	
3		\$1,497.00	
12		\$227.40	
17		\$237.15	
20		\$279.00	
36		\$502.20	
19		\$265.05	
1		\$2,790.00	
30		\$1,242.60	14111507
1		\$1,315.38	
1		\$51.75	
1		\$51.75	

Reference Code	Reference Code Description
4411-BCS1-0000-0-0	
4311-BCS1-0000-0-HOMESCH	
4311-BCS1-0000-0-HOMESCH	
4311-BCS1-0000-0-0	
4311-BCS1-0000-0-0	
4311-BCS1-0000-0-0	
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4311-BCS1-0000-0-0	
4311-BCS1-0000-0-HOMESCH	
4311-BCS1-0000-0-0	
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4111-BCS1-0000-0-0	
4111-BCS1-0000-0-0	
5861-BCS1-0000-0-0	
4351-BCS1-0000-0-0	
5812-BCS1-0000-0-0	
4311-BCS1-0000-0-HOMESCH	
4311-BCS1-0000-0-HOMESCH	

Department	Item Number
000	5
000	5291696
000	8115084
000	5837052
000	5508054
000	14311791
000	3954723
000	5531646
000	14046582
000	7196373
000	2046199
000	5335586
000	5109073
000	1
000	1
000	5
000	4
000	2
000	3
000	1
000	1149611
000	trip number 49013
000	EC12C2
000	EC34C2



Short Description	UoM	List Price
L89771-001 PLASTIC LCD TOP COVER	EA	\$0.00
Dogs Reading Comprehension Passages and Worksheets	EA	\$0.00
Matching Numbers on a Calculator Boom Digital Task Cards Autism and Special Ed	EA	\$0.00
Functional Math Leveled Daily Curriculum {LEVEL 1}	EA	\$0.00
Telling Time Interactive Boom Cards	EA	\$0.00
Visual Recipe Mega Pack - Food & Drinks	EA	\$0.00
Functional Literacy Leveled Daily Curriculum (LEVEL 1)	EA	\$0.00
Police Reading Comprehension Passages and Questions with Visuals	EA	\$0.00
Money Digital Task Cards	EA	\$0.00
Basketball Reading Comprehension Passages and Questions with Visuals	EA	\$0.00
Trace & Color Alphabet Book + Tracing Cards Fine Motor Skills	EA	\$0.00
Sentence Building BOOM CARDS™ Speech Therapy Digital Resource Autism	EA	\$0.00
Yes No Questions Speech Therapy BOOM CARDS™ Digital Resources Autism	EA	\$0.00
Off-List Bundle	EA	\$0.00
Practice Pages - I Am Ready	EA	\$0.00
Tool Kit - Steps 2-3	EA	\$0.00
Practice Pages - Steps 2-3	EA	\$0.00
Practice Pages - Step 1	EA	\$0.00
Tool Kit - Step 1	EA	\$0.00
Educational annual	EA	\$0.00
Staples Multiuse Copy Paper, 8.5" x 11", 20 lbs., 94 Brightness, 500 Sheets/Ream, 8 Reams/Carton (26860-CC)	CT	\$0.00
rt from bridges to el capitan canyon	EA	\$0.00
Explode the Code 1-2 (including 1/2s) with Teacher Guide (2nd Edition)	EA	\$0.00
Explode the Code 3-4 (including 1/2s) with Teacher Guide (2nd Edition)	EA	\$0.00



Kami Brown &lt;kami.brown@bridgescharter.org&gt;

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## Your monthly spending summary

1 message

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amazon.com <no-reply@amazon.com>  
To: kami.brown@bridgescharter.org

Fri, Oct 3, 2025 at 7:16 AM



**Dear Amazon Business Customer,**

Here's what your organization spent on Amazon Business from 9/1/2025 through 9/30/2025.

### Numbers shown as of 10/3/2025

Total spend <sup>1</sup>	\$9,591.56
	<a href="#">Detailed Report</a>
Total savings <sup>2</sup>	\$287.20
	<a href="#">Explore savings</a>
Number of orders	85
Average spend per order	\$112.84

You can access this information with more details on Amazon Business Analytics.

**BRIDGES CHARTER SCHOOL****FY25/26 POSITION CONTROL***(as of 10/10/2025)***FAMILY MEMBERS ON STAFF:**

Cindy McCarthy	Lindsay Beard	Mother/Daughter
Dr. Kelly Simon	Darla Van Horn	Mother/Daughter
Veronica Paredes	Susie Paredes	Mother/Daughter
Arlyne Gomez	Morlyn Gonzalez	Sisters

**NEW HIRE****TERMINATED****OPEN POSITION****SUBSTITUTE**

Position #	Last Name / First Name	Position	Salary / Hourly	Certificated / Classified	FTE	Hire Date	Scale
#01	Simon, Kelly R	Director - Executive	Salary	Certificated	1.00000	07/01/17	CE214/DR/09
#02	McCarthy, Cindy A	Director - Daily Operations	Salary	Certificated	1.00000	08/18/11	01/CL2/ 9
#03	Stifel, Skye	Director - Student Support Services	Salary	Certificated	1.00000	08/24/20	AD214/AD05
#04	Ornstein, Laura M	Teacher - Art	Salary	Certificated	1.00000	10/17/13	01/CL4/ 12
#05	Frazier, Jill M	Teacher - Homeschool Lead	Salary	Certificated	1.00000	08/15/24	01/HSLT/10
#06	Able, Nissa	Teacher - TK	Salary	Certificated	1.00000	08/15/24	01/CL3/8
#07	Villalpando, Tracy M	Teacher - TK/K	Salary	Certificated	1.00000	09/30/21	01/CL3/ 7
#08	Holder, Carmen T	Teacher - K	Salary	Certificated	1.00000	04/11/14	01/CL5/ 14
#09	Gore, Marsi A	Teacher - 1A	Salary	Certificated	1.00000	09/02/10	01/CL5/15
#10	Moss, Dendee L	Teacher - 1B	Salary	Certificated	1.00000	08/12/22	01/CL5/11
#11	Chisum, Megan P	Teacher - 2	Salary	Certificated	1.00000	08/17/17	01/CL2/17
#12	Boyle, Stephanie A	Hourly Teacher - 3	Hourly	Certificated	0.72500	02/28/23	01/CL2/8
#12	Isaacson, Katherine M	Hourly Teacher - 2/3	Hourly	Certificated	0.55000	08/17/17	01H/CL5 /11
#13	Rusconi-Pecchi, Alanna	Teacher - 3	Salary	Certificated	1.00000	08/23/13	01/CL5/17
#14	McGivern, Kathleen J	Teacher - 4	Salary	Certificated	1.00000	08/15/24	01/CL2/ 9
#15	Kingsley, Alan C	Teacher - 4/5	Salary	Certificated	1.00000	08/15/24	01/CL5/ 12
#16	Kernochan, Chelsea L	Teacher - 5	Salary	Certificated	1.00000	10/24/22	01/CL4/ 9
#16SUB	Foster, Alana	Teacher - 5 (Long-Term Sub)	Pending	Certificated		08/11/25	Pending
#17	Dellibovi, Lauren C	Teacher - MS	Salary	Certificated	1.00000	08/15/24	01/CL5/6
#18	Bergman, Michelle	Teacher - RTI Coordinator	Salary	Certificated	1.00000	01/27/25	RTIC/01/10
#19	Fisher, Jessica C	Teacher - RTI Coordinator	Salary	Certificated	1.00000	08/01/23	RTIC/01/07
#20	Bradley, Tanner	Teacher - Resource	Salary	Certificated	1.00000	08/08/25	01/CL2/9
#21	Hardisty, Courtney A	Teacher - Resource	Salary	Certificated	1.00000	03/07/25	01/CL3/11
#22	Pollard, Summer L	Hourly Teacher - RTI Liaison	Hourly	Certificated	0.35000	08/17/23	6/5/2004
#23	Cayce, Katherine I	Hourly Teacher - Independent HS	Hourly	Certificated	0.20000	09/13/21	HSH/004/1
#24	Campbell, Amy M	Hourly Teacher - Mentor	Hourly	Certificated	up to 100 HRS	08/07/25	CL5/15
#25	Dempster, Rian R	Hourly Teacher - Middle School (.0625 FTE Env.Ed)	Hourly	Certificated	0.70000	08/15/24	01/CL1/1 (39.01)
#26	Thatcher, Susan	Hourly Teacher - Music	Hourly	Certificated	0.32500	08/20/25	02H/CL5/11
#27	Heim, Jessica A	Hourly Teacher - Supervising Independent Study	Hourly	Certificated	0.70000	12/09/24	HSST/11
#28	Kazmirche, Kelly	Hourly Teacher - Supervising Independent Study	Hourly	Certificated	0.70000	08/20/25	ST/11
#29	Ouerbacker, Darcie L	Hourly Teacher - Supervising Independent Study	Hourly	Certificated	0.70000	08/25/14	ST/10
#30	Samuel, Benjamin Y	School Counselor	Hourly	Certificated	0.10000	04/27/22	Counsel 1/1
#40	Morgan, Michelle R	School Counselor	Salary	Certificated	0.87500	09/09/20	COUNSEL 1/3

**BRIDGES CHARTER SCHOOL****FY25/26 POSITION CONTROL***(as of 10/10/2025)***FAMILY MEMBERS ON STAFF:**

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Dr. Kelly Simon	Darla Van Horn	Mother/Daughter
Veronica Paredes	Susie Paredes	Mother/Daughter
Arlyne Gomez	Morlyn Gonzalez	Sisters

**NEW HIRE****TERMINATED****OPEN POSITION****SUBSTITUTE**

Position #	Last Name / First Name	Position	Salary / Hourly	Certificated / Classified	FTE	Hire Date	Scale
#41	Brown, Kami M	Administrative Coordinator	Salary	Classified	1.00000	12/01/21	AC225/AC/10
#42	Douglas, Hafiza R	Attendance & Health Tech	Hourly	Classified	0.87500	08/02/21	02H/O /007
#43	Hinricher, Justyn R	Child Care Supervisor	Hourly	Classified	0.71250	11/29/21	02H/I/008
#44	Pryor, Abigail C	Child Care Lead	Hourly	Classified	0.24375	08/21/24	02H/I/009
#45	Gonzalez, Arlyne	Child Care Assistant	Hourly	Classified	0.19375	08/05/25	02H/H/008
#46	Hultgren, Rochelle	Child Care Assistant	Hourly	Classified	0.26250	08/18/25	02H/H/007
#47	Paredes, Susana	Child Care Assistant	Hourly	Classified	0.23125	08/18/25	02H/H/008
#48	New Hire	Child Care Assistant	Hourly	Classified	0.25000	Pending Hire	New Hire
#49	Paz, Juliana	Custodian	Hourly	Classified	0.87500	01/08/18	02H/B/009
#50	Rendon-Natividad, Jose A	Custodian	Hourly	Classified	0.71875	01/15/25	02H/B /008
#51	Lyden, Amy R	Food Services Supervisor	Hourly	Classified	0.72500	08/10/23	02H/L /009
#52	Cayce, Katherine I	Instructional Aide	Hourly	Classified	0.30000	09/13/21	02H/F/009
#52	Gonzalez, Morlyn	Food Services Assistant	Hourly	Classified	0.71875	08/19/25	02H/M/006
#53	Fogg, Joni L	Instructional Aide	Hourly	Classified	0.72500	01/11/24	02H/F/011
#54	Gonzalez, Arlyne	Instructional Aide	Hourly	Classified	0.51875	08/19/25	02H/F/008
#55	Marcinko, McKenzie J	Instructional Aide	Hourly	Classified	0.72500	10/06/22	02H/F /009
#56	Paredes, Susana	Instructional Aide	Hourly	Classified	0.46250	08/18/25	02H/F/009
#57	Pryor, Abigail C	Instructional Aide	Hourly	Classified	0.75625	08/21/24	02H/F/009
#58	Rose, Julianna	Instructional Aide	Hourly	Classified	0.53125	08/21/25	02H/F/026
#59	Ryan, Colleen M	Instructional Aide	Hourly	Classified	0.72500	09/09/14	02H/F /011
#60	Van Horn, Darla D	Instructional Aide	Hourly	Classified	0.72500	09/16/24	02H/F/027
#61	Cortez, Valerie	Instructional Aide	Hourly	Classified	0.51875	08/26/25	02H/F/008
#62	Paredes, Veronica L	Office Assistant	Hourly	Classified	0.70000	10/31/22	02H/D/008
#63	Schletewitz, Rebekah A	Specialist - Art/Librarian	Hourly	Classified	1.00000	08/29/12	SPC HRLY/AS05
#64	Petty, Ellen L	Specialist - Environ Ed & Nutrition	Hourly	Classified	0.36230	10/21/24	SPC HRLY/EEN/ 05
#65	Tran, Khanh	Specialist - Environ Ed & Nutrition	Hourly	Classified	0.27500	02/05/24	SPC HRLY/EEN04
#66	Tran, Khanh	Specialist - Homeschool	Hourly	Classified	0.07500	02/05/24	SPC HRLY/HS/05
#67	Evans, Cody M	Specialist - Information Technology	Hourly	Classified	0.31250	01/01/23	SPC HRLY/ITS/06
#68	Beard, Lindsay T	Specialist - Intervention	Hourly	Classified	1.00000	08/25/14	SPC HRLY/RTI/ 05
#69	Rose, Julianna	Specialist - Music	Hourly	Classified	0.18125	08/21/25	SPC HRLY/AS01
#70	Samuel, Benjamin Y	Specialist - Phys Ed	Hourly	Classified	0.90000	04/27/22	SPC HRLY/PES05
<b>TOTAL FTE:</b>					<b>43.52</b>		

**BRIDGES CHARTER SCHOOL**  
**FY25/26 POSITION CONTROL**  
*(as of 10/10/2025)*

**FAMILY MEMBERS ON STAFF:**

Cindy McCarthy	Lindsay Beard	Mother/Daughter
Dr. Kelly Simon	Darla Van Horn	Mother/Daughter
Veronica Paredes	Susie Paredes	Mother/Daughter
Arlyne Gomez	Morlyn Gonzalez	Sisters

**NEW HIRE****TERMINATED****OPEN POSITION****SUBSTITUTE**

Position #	Last Name / First Name	Position	Salary / Hourly	Certificated / Classified	FTE	Hire Date	Scale
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**SUBSTITUTES**

Position #	Last Name / First Name	Position	Salary / Hourly	Certificated / Classified	FTE	Hire Date	Scale
SUB01	Sharts, Michele J	Substitute	Hourly	Certificated	Varies	09/02/14	SUBSTITUTE
SUB02	Nelson, Jeanette	Substitute (Food Supervisor)	Hourly	Certificated	Varies	08/20/19	SUBSTITUTE
SUB03	Lynn, Suzanne W	Substitute	Hourly	Certificated	Varies	11/18/24	SUBSTITUTE
SUB04	Chapman, Mitchell A	Substitute	Hourly	Certificated	Varies	02/21/25	SUBSTITUTE
SUB05	Smollin, Leah	Substitute	Hourly	Certificated	Varies	03/17/25	SUBSTITUTE
SUB06	Zamora, Carla C	Substitute	Hourly	Certificated	Varies	03/20/25	SUBSTITUTE
SUB07	Fenske, Stephen	Substitute	Hourly	Certificated	Varies	08/14/25	SUBSTITUTE
SUB08	Todesco, Danielle M	Substitute	Hourly	Certificated	Varies	08/21/25	SUBSTITUTE
SUB09	Reszneky, Christina	Substitute	Hourly	Certificated	Varies	08/28/25	SUBSTITUTE
SUB10	Hession, Ashley	Substitute	Hourly	Certificated	Varies	09/17/25	SUBSTITUTE
SUB11	Walker, Lance	Substitute	Hourly	Certificated	Varies	09/30/25	SUBSTITUTE

**TERMINATED**

Position #	Last Name / First Name	Position	Salary / Hourly	Certificated / Classified	FTE	Hire Date	Scale
#17	Delgado, Norma	Teacher	Salary	Certificated	1.00000	07/24/10	Termed
#54	Koski, Courtney	Instructional Aide	Hourly	Classified	0.62500	08/18/22	Termed

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Skye Pay Calendar September 2025.xlsx

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

K Brown 2025-26.xlsx

District/Charter: Bridges Charter School  
Employee: Cindy McCarthy  
Position: Director of Daily Operations

Fiscal Year: 2025/2026																															*Do not enter into these calculated cells		*Initial At Month End	Contract Days			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days Worked	Leave		214		
Jul-25				H	X	X			1	1	1	1	X	X		1			1	X	X				1	1	X	X			1	1	11	0			
Aug-25	N	X	X		1	1	1	1	1	1	X	1		1	1		X	X		1	1	1	1	1	X	X	1	1	1	1	1	1	X	21	0		
Sep-25	H		1	1	1	1	X	X		1	1	1	1	X	X		1	1	1	1	1	1	1	1		N	N	1	X		1	1		20	0		
Oct-25		H			X	X						X	X					X	X							X	X							0	0		
Nov-25	X	X						X	X			H				X	X					X	X					H	H	X	X			0	0		
Dec-25						X	X						X	X						X	X						H				H			0	0		
Jan-26			X	X						X	X						X	X	H					X	X						X			0	0		
Feb-26	X						X	X					H	X	X	H					X	X						X					0	0			
Mar-26	X						X	X					X	X							X	X						X	X					0	0		
Apr-26			H	X	X						X	X						X	X							X	X							0	0		
May-26		X	X						X	X						X	X						X	X	H					X	X			0	0		
Jun-26						X	X					X	X						H	X	X							X	X					0	0		
Total Days																															52	0					
Legend (*Copy and paste code accordingly)																															Total Days Worked + Leave=		52				
1 Regular Worked Day																															Contract Days Remaining=		162				
1 Worked Weekend/Holiday																															Days Worked Over Contract=		0				
N Non Work Days (Vacation/Non Paid)																																					

\*5 days I did not mark in July because we were paid above contract for 2024-2025 year

Legend (\*Copy and paste code accordingly)

1

Regular Worked Day

1

Worked Weekend/Holiday

N

Non Work Days (Vacation/Non Paid)

S

Sick Leave

P

Personal Necessity

B

Bereavement (Relationship)

J

Jury Dury (\*Attach Attendance Receipt)

H

Holiday (Non Paid)

X

Weekends



District/Charter: Bridges Charter School  
 Employee: Kelly Simon  
 Position: Executive Director

Fiscal Year: 2025/2026

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days Worked	Leave					
Jul-25	0	1	1	H	X	X		1	0	0	0	X	X	0	1	1	1	1	X	X	0	1	1	0	1	X	X	1	1	0	0	13	0					
Aug-25	1	X	X	1	1	1	1	1	X	X	1	1	1	1	1	X	X	1	1	1	1	1	X	X	1	1	1	1	1	1	1	21	0					
Sep-25	H	1	1	1	1	X	X	1	1	0	0	X	X	1	1	1	1	0	1	1	1	1	X	X	1	1	1	1	1	X	X	1	0					
Oct-25		H			X	X						X	X	0	0	1	1	X	X	X	1	1	1	1	1	1	1	1	1	1	1	17	0					
Nov-25	X	X									H							X	X					X	X		H	H	X	X		0	0					
Dec-25							X	X					X	X				X	X				X	X			X	X		X	X		0	0				
Jan-26																																	0	0				
Feb-26	X																																0	0				
Mar-26	X							X	X																								0	0				
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T	Worked Weekend/Holiday																																Contract Days Remaining=		163			
N	Non Work Days (Vacation/Non Paid)																																Days Worked Over Contract=		0			
S	Sick Leave																																					
P	Personal Necessity																																					
B	Bereavement (Relationship _____)																																					
J	Jury Duty (*Attach Attendance Receipt)																																					
H	Holiday (Non Paid)																																					
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Legend (*Copy and paste code accordingly)	
1	Regular Worked Day
1	Worked Weekend/Holiday
N	Non Work Days (Vacation/Non Paid)
S	Sick Leave
P	Personal Necessity
B	Bereavement (Relationship _____)
J	Jury Duty (*Attach Attendance Receipt)
H	Holiday (Non Paid)
X	Weekends

\*Do not enter into these calculated cells

# Coversheet

## Field Trip Proposal: Santa Barbara Adventure Company

**Section:** VII. Business and Operations  
**Item:** A. Field Trip Proposal: Santa Barbara Adventure Company  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2026 Bridges Charter School \_ High Ropes + Beach Olympics \_ Contract \_ March 5.pdf



# Team Building Program

March 5, 2026

Prepared for Kat McGivern  
Bridges Charter School



# PROPOSAL

**Trip Date** - March 5, 2026

**Client** - Bridges Charter School | [kat.mcgivern@bridgescharter.org](mailto:kat.mcgivern@bridgescharter.org)

**Program Description** - High Ropes 2- hour Challenge Course followed by 2 hour Beach Olympics fun. Lunch break between the two activities. Teams compete against each other while working on trust, communication, and leadership in this fun challenge

**Goals** - Team work and cheering each other on. Fun opportunities for personal growth and expanding everyone's comfort zones.

## Activity Details

### High Ropes Team Building | El Capitan Canyon Resort + Beach Olympics | El Capitan State Beach

**Estimated Minimum and Maximum Attendance** - 38-43 total guests (31-36 students, 7 chaperones)

**Minimum Number Required to Book** - 38 guests

**Meet Location for Ropes**- El Capitan Canyon Resort | 11560 Calle Real, Santa Barbara, CA 93117

**Meet Location for Beach Olympics**- El Capitan State Beach | 10 Refugio Beach Rd. • Goleta, CA 93117

**Notes** - Group will be divided into smaller teams of 8-12 participants depending on final count.

Location & activity pending site permit approval (additional permit fee may apply).

**Services Included** - Facilitated high ropes teambuilding & Beach Olympics, friendly and knowledgeable guides, all necessary safety equipment, water jug(s) for refill

**Not Included** - Transportation, meals, water bottles, additional guide gratuity (see terms)

**What to Bring/Wear** - Please bring a small day pack with sunscreen, water bottle, and personal items. Participants should wear comfortable athletic clothing and closed toe tennis shoes. Participants should wear comfortable climbing clothes.

**March 5, 2026**

Santa Barbara Adventure Company 32 East Haley St. Santa Barbara CA 93101

Mail: PO Box 208, Santa Barbara, CA 93102

Phone: 805-884-WAVE Toll free: (877) 885-WAVE Fax: 805-884-1999

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10:00am	<p>Group meets SB Adventure Co. guides at <u>El Capitan Canyon entrance</u>. Free all-day parking; introductions, collect release forms, split into two groups.</p> <p><b>Group 1:</b> SBACo guides leads walk to <b>High Ropes challenge course</b>.</p> <p>Guides give activity instruction, safety briefing, start! Guides belay guests on a variety of High Ropes elements, including Giant's Ladder and Leap of Faith. Emphasis on trust and encouragement.</p> <p><b>Group 2:</b> SBACo guides leads walk to El Capitan State Beach. (~10-15 min walk. There is also paid parking available at this State Beach)</p> <p><b>Beach Olympics</b> Guides give activity instructions, divide into teams, start! Teams race through team building challenge stations, competing for the best time, most points, and best exhibit of teamwork. Guides facilitate discussions and debrief throughout the day.</p>
12:30pm	<p>End activities. All guests make their way over to El Capitan Canyon market lawn for <b>lunch</b> (provided by guests).</p>
1:30pm	<p>Groups switch.</p>
4:00pm	<p>End activities, guides facilitate an <i>all-group</i> debrief at El Capitan Canyon West Market.</p> <p>Prizes award based on final point tally if desired (provided by client). Group photo! End program. Guests depart.</p>



## PRICING AND TERMS

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Activity	QTY	Price
Ropes Course Facilitation + Beach Olympics Combo	38	\$147.00
Site Fee El Capitan Canyon - Non Guests	1	\$1,000.00
Site Fee El Capitan State Beach	1	\$200.00
<input type="checkbox"/> <b>Gratuity</b> Optional - if you wish to add gratuity, manually adjust to desired quantity. Customary industry standard is 15-20%, though any gratuity is up to your discretion and greatly appreciated by our field staff.	0	\$1.00

**50% Deposit Due To Book\*      \$3,393.00**

**Total      \$6,786.00**

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This service agreement is made by and between the Client named above ("Client") and Santa Barbara Adventure Company, Inc. ("SBACo"), (collectively, the "Parties"). Now, therefore, in exchange for the consideration stated below, the Parties agree as follows:

**Services:** SBACo agrees to provide Client with the Services described more fully in the preceding Agreement pages.

**Service Fee:** For all bookings made through the Group Sales department, a service fee of 15% of the total cost of activities will be included to cover administrative costs and 2-5% gratuity for your guides. Additional guide gratuity, while optional, is very much appreciated and can be added at the client's discretion for staff in return for their leadership, expertise, and professionalism. Customary industry standard is 10-20%, or as you feel appropriate. You can tip staff in cash, VENMO/Paypal, check, or via credit card at the end of your tour. Please call the office to provide gratuity via credit card. There is no credit card processing fee for gratuity.

**Gratuity:** Gratuity for our staff is not included in the price of your program. While optional, gratuity is very much appreciated and can be added at the client's discretion for staff in return for their leadership, expertise, and professionalism. Customary industry standard is 10-20%, or as you feel appropriate. You can tip staff in cash, VENMO/Paypal, check, or via credit card at the end of your tour. Please call the office to provide gratuity via credit card (there is no credit card processing fee for gratuity).

**Cost and Payment Schedule:** The Parties agree to the cost of Services and payment schedule described more fully in the preceding Agreement pages. A 50% deposit will be due upon booking. Invoice will be sent upon SBACo's receipt of the executed contract. Payments by check can be made out to Santa Barbara Adventure Company, Tax ID #46-1922078. Payments by credit card (Visa, MasterCard, American Express) require a 3% processing fee.

The Client guarantees payment for the contracted minimum guest count. Deadlines for providing final guest count and payment will be sent to Client upon booking. Late sign-ups are welcome and are accommodated on a first-come, first-served basis. Final billing will be based on the Client's final headcount, or the contracted minimum guaranteed guest count should the Client be unable to meet the minimum, whichever is greater. A final invoice will be sent upon receipt of the final headcount. Late sign-ups exceeding the final bill will be billed for at the time of sign-up.

**Please Note Your Own Client Responsibilities:** All clients will be required to follow the safety policies and procedures of SBACo and its guides and all clients will be required to sign a Participant Assumption of Risks, Acknowledgment of Inherent Risks and Indemnity Agreement in favor of SBACo upon their arrival. Guests under 18 years of age MUST have a parent or legal guardian sign their release forms. Client agrees to contact the SBACo office to collect this required paperwork prior to the trip.

Santa Barbara Adventure Company adheres to California Labor Laws. SBACo staff are required to take mandatory breaks at specified intervals during program, during which the Client's adult chaperones will be responsible for monitoring the activity of minors onsite. SBACo reserves the right to bill the Client after program conclusion in the event of unforeseen labor overages, including but not limited to a client-requested change in activity, client failure to monitor minors during designated staff break periods, or emergency scenarios regarding extended staff response.

**Refund Policy for Client Cancellation:** Santa Barbara Adventure Company pays out considerable costs prior to the start of all trips. The Client acknowledges that the later it notifies SBACo of a cancellation, the more harm SBACo will incur as a result of less time to mitigate its damages by marketing its offerings to other guests. Should the Client need to cancel this Agreement, it must notify SBACo in writing and agrees to the following cancellation fees and additional non-refundable expenses ("non-refundable expenses" include, but are not limited to, deposits paid to sites and/or vendors, specific labor costs incurred in preparation for the program, food or meals purchased, etc.) incurred by SBACo. This policy applies to cancellation of the entire

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reservation as well as cancellations for individual participants. See below for cancellation policies due to inclement weather conditions.

**Multi-day overnight trips & Single-day trips with 50 and above guests:**

<u>Date of Written Cancellation Notice</u>	<u>Cancellation Fee</u>
More than 60 days prior to the activity start date	10% of total trip cost plus non-refundable expenses
31-60 days prior to the activity start date	30% of total trip cost plus non-refundable expenses
0-30 days prior	Full contracted amount is non-refundable

**Single-day activities for under 50 guests:**

<u>Date of Written Cancellation Notice</u>	<u>Cancellation Fee</u>
More than 60 days prior to the activity start date	Non-refundable expenses
31-60 days prior to the activity start date	30% of total trip cost plus non-refundable expenses
15-30 days prior	50% of total trip cost plus non-refundable expenses
0-14 days prior	Full contracted amount is non-refundable

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**Date Change Policy:** The Client may reschedule the contracted activities, availability permitting, up to 14 days prior to the activity start date with a change-of-date fee in the amount of 20% of the total cost, plus any non-refundable expenses (see supra). Date changes made within 14 days of the activity start date will be treated as a non-refundable cancellation. The Client may rebook the activity for the cost in full. Date change requests must be submitted in writing.

**Force Majeure:** SBACo shall not be liable for any failure in the performance of its obligations under this Agreement which may result from site closures or restrictions, strikes or acts of labor unions, fires, floods, earthquakes, mudslides, or acts of God, Government shutdowns, war, pandemics, water phenomena, or other contingencies beyond its reasonable control.

In the event that SBACo is unable to operate the trip due to any of the reasons listed above SBACo will offer a full refund or a holding credit to the Client, minus out-of-pocket expenses already incurred. Expenses incurred may include but are not limited to site fees, transportation fees, office planning pay, etc. If the program is operable but the Client chooses to cancel due to an effect of the above, the cancellation will be subject to the conditions listed above under "Refund Policy for Client Cancellation."

**Weather Cancellation Policy:** SBACo reserves the right to cancel, reschedule, or adjust the activity date(s) or activities due to impractical weather conditions, determined at SBACo's sole discretion. SBACo will contact the Client with notification of any impractical weather conditions that may significantly impact the activity. The Client may be given the option to (1) move the activities to another suitable location, (2) proceed with reasonable alternative activities, (3) to reschedule, or in some cases, (4) to go ahead as planned. If alternative trip locations or activity options are available, but the Client chooses to cancel completely, SBACo will offer a refund of 50% of the total trip cost or a holding credit in the full trip amount, minus any non-refundable expenses, to be used at a later date. If no reasonable alternative activities are available, a full refund or holding credit minus any non-refundable expenses will be provided.

**Liability and Safety:** SBACo staff will give instructions before each trip and it is important that all participants follow these instructions. Participants will assume the responsibility for many decisions affecting their individual safety during this trip. These activities can be physically demanding with inherent elements of risk and danger beyond SBACo's control. SBACo does not assume liability for personal injury or death. All participants must sign a Release Form and participate at their own risk. SBACo offers trips requiring various degrees of fitness and SBACo is not qualified to evaluate an individual's fitness as appropriate for any given trip. If any participants are overweight, or in poor physical condition, they should consult with their physician before the trip.

The inherent risks associated with the recreational activities which are being booked include, but are not limited to: encountering waves, current, and changing water levels and the possibility that Client will be jolted, jarred, bounced, thrown to and fro and shaken about during participation; it is possible that Client could be injured if Client comes in contact with oars/paddles, kayaks, other storage containers on the transport vessel, or other fixed equipment necessary to the operation or outfitting of the transport vessel and/or kayak; Client recognizes there are foot cups or foot holds in some watercraft which may assist in stabilizing or holding themselves or others in the kayak, but which may present an increased risk of knee, ankle or other injury as a result of restricted movement; the kayak or transport vessel may break down or be faulty; it is possible that loss of control of the kayak or transport vessel, while unlikely, could occur resulting in collision or capsizing or sinking and that if a kayak or transport vessel turns over or flips, Client could be "washed" overboard; kayaks and transport vessels are slippery when wet and are naturally unstable, so Client could slip and fall or be knocked out of the transport vessel even in flat or non-moving water; while in the water Client may become disoriented, panicked and/or experience trauma; Client can slip or fall during the pre- or post-activities, or portaging or getting to and from the transport vessel and Client understands that the areas in which Client might self-guide/explore on the Island sometimes hide dangerous obstacles such as tree wells, tree stumps, rocks and boulders, wild animals, forest dead fall, etc.; and, accidents can occur getting on and off the transport vessel or kayak. Client acknowledges that CLIENT IS ULTIMATELY

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RESPONSIBLE FOR HIS OR HER OWN SAFETY during participation in SBACo activities.

**Assignability:** Client may not assign or delegate any of its obligations contained within this Agreement.

**Entire Agreement:** This Agreement and the exhibits attached hereto contain the entire agreement of the Parties with respect to the subject matter of this Agreement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Agreement may only be amended upon the written consent of the Parties.

**Severability:** If any provision of this Agreement shall be held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

**I hereby acknowledge that I have read, understand and agree to the terms of this document:**

Signature: Cindy McCarthy

Date: 10 / 07 / 2025

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# CERTIFICATE *of* SIGNATURE

REF. NUMBER

ENSNP-WUHBT-SK4MG-TKZ6Q

DOCUMENT COMPLETED BY ALL PARTIES ON

08 OCT 2025 02:45:35

UTC

## SIGNER

**KAT MCGIVERN**

EMAIL

KAT.MCGIVERN@BRIDGESCHARTER.ORG

SHARED VIA

**LINK**

## TIMESTAMP

SENT

10 SEP 2025 23:03:05

VIEWED

15 SEP 2025 18:55:03

SIGNED

08 OCT 2025 02:45:35

## SIGNATURE

*Cindy McCarthy*

IP ADDRESS

99.50.193.188

LOCATION

MOORPARK, UNITED STATES



# Coversheet

## Field trip Proposal for Astrocamp

<b>Section:</b>	VII. Business and Operations
<b>Item:</b>	B. Field trip Proposal for Astrocamp
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Astrocamp 2526.pdf

**AstroCamp Agreement**  
**GUIDED DISCOVERIES, INC.**

**Agreement # 46381**

**Jul 10, 2025**

**PROGRAM AGREEMENT**

This AstroCamp Agreement (this "Agreement"), dated as of 7/10/2025 (the "Agreement Date") is entered into by and between **Bridges Charter @AstroCamp 2026** ("Group") and Guided Discoveries, Inc. ("GDI").

WHEREAS, GDI operates AstroCamp ("CAMP Program") at the camp site located at Catalina Island, CA ("Site"); and

WHEREAS, Group desires to participate in the AstroCamp Program on the dates set forth herein and upon the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **PROGRAM DATES:** The program dates for Group's participation in the AstroCamp Program (the "Program Dates") shall be 2/9/2026 (the "Arrival Date") through 2/11/2026 (the "Departure Date").

2. **SCHOOL PARTICIPANTS:**

i. **Minimum Enrollment.** Group must enroll at least sixteen (16) students and two (2) adult chaperones ("Chaperones"), of which one may be the Group Leader, to participate in the CAMP Program ("Minimum Enrollment"). If Group does not enroll to Minimum Enrollment, Group will be responsible for the full minimum tuition of the minimum enrollment (i.e. the applicable price for 16 students and 2 chaperones).

ii. **Activity Groups.** GDI will assign students to CAMP Program Groups ("Program Groups") of no more than sixteen (16) students per Program Group, with at least one (1) designated Chaperone per Program Group. Additional Chaperones may be enrolled if space provides, and/or adult to student ratio is required beyond the limits of this Agreement. Group must ensure that Chaperones are able to supervise any and all genders.

iii. **Group Leader.** In addition to the Chaperones designated to Program Groups, Group must designate one (1) additional Chaperone for the CAMP Program as the Group leader ("Group Leader") who will be available to supervise students but will not be assigned to any Program Group. Group Leader will not be charged tuition.

iv. **Estimated Participants.** As of the Effective Date (as defined below), the number of estimated students and Chaperones that Group will enroll for the Program Dates is: 48 students, 3 ½ tuition adults, & 1 free group leader. Collectively, the "Estimated Participants".

3. **PROGRAM COSTS:**

i. **Program Fees.** Group shall pay GDI the following rates for the AstroCamp Program (the "Program Fees"): (i) **\$350.00** per student participant; (ii) **\$0** for the Group Leader; (iii) **\$175.00** for the Chaperone assigned to each Program Group; and (iv) **\$350.00** for any additional Chaperones.

ii. Other Fees. Group shall pay GDI for additional fees incurred in connection with hosting the Camp Program, such as (but not limited to) commercially reasonable fees for: (i) Night Dive (\$5.00 per student); (ii) Lunch on Arrival (\$2.75 per person); (iii) loss of Deposit (i.e. the deposit amount applicable to the reduced participants); (iv) Cancellation Fees; (v) Any other incurred fees outside the scope of this Agreement, that may result in GDI incurring costs (boat transfer to/from Avalon, etc.). These fees will be included on the Final Invoice (as defined below).

**4. HOLD PERIOD; DEPOSIT; EFFECTIVE DATE:**

i. Deposit Due Date. Group shall deliver to GDI a signed copy of this Agreement (including confirmation of the number of Estimated Participants) along with the Deposit (as defined below), no later than 10/15/2025 ("Deposit Due Date").

ii. Hold Period. GDI shall hold space in the CAMP Program for the Estimated Participants of Group during the Program Dates for thirty (30) days after the Deposit Due Date (the "Hold Period"). If Group does not deliver to GDI a signed copy of this Agreement (including confirmation of the number of Estimated Participants) together with the full Deposit (as defined below) within the Hold Period, then GDI shall have the right to terminate this Agreement upon written notice to Group, at which point this Agreement shall have no further force or effect.

iii. Payments. To secure Group's enrollment in the AstroCamp, Group shall pay GDI a Deposit as follows by check or ACH/Wire transfer of immediately available funds. Credit Card payments are available, but Group will be assessed a 3.5% transaction fee. GDI will not accept prepayment for Final Balance.

Deposit: \$3315.00.

Final Payment: Within 30 days following the Departure Date, GDI shall deliver to Group a Final Invoice ("Final Invoice") for the balance of Program Fees and Other Fees due under this Agreement ("Final Payment"). The Final Payment shall be due, in immediately available funds, no later than thirty (30) days after the Departure Date. It is the signatory's obligation to submit this invoice to the department, district, or administrator who is responsible for releasing funds. Delayed payment of your final balance may impact your ability to reserve dates in the future.

Late Fees: If the Final Payment, in immediately available funds, is not received by GDI within thirty (30) days after the Departure Date, GDI shall have the right to charge a ten percent (10%) late fee on the Final Payment amount, which fee may be compounded monthly until the outstanding balance is paid in full.

iv. Effective Date. The date on which GDI has received both (i) a copy of this Agreement signed by an authorized representative of Group; and (ii) the Deposit in full, shall be the effective date of this Agreement (the "Effective Date").

**5. ADJUSTMENT PERIOD; CANCELLATION; CHANGES AFTER ADJUSTMENT DATE:** Any changes that Group desires to make to the number of Estimated Participants after the Effective Date must be communicated to GDI promptly, in writing (letter or email), with confirmation of receipt.

i. Adjustment Period. Group shall have the ability to increase or decrease the Estimated Participants, with GDI written confirmation, on, or before Nov 11, 2025 ("Adjustment Date"). Any additional Deposit amounts will be due along with a signed copy of the Adjustment Addendum (as hereinafter defined). Any Deposit amounts credited to Group will be shown on Final Invoice.

ii. Cancellation. Group shall be permitted to cancel this Agreement and Group's participation in the CAMP Program only if (i) it notifies GDI of such cancellation prior to Arrival Date, and (ii) the Cancellation Addendum is fully executed by



Group and GDI. In the event of cancellation within thirty (30) days of the Deposit Due Date ("Free Adjustment Period"), GDI shall refund or rollover all the Deposit in full and Group shall have no further payment obligations under this Agreement. In the event of cancellation any time after the Free Adjustment Period, the entire Deposit shall be forfeited to GDI, subject to extension of the Free Adjustment Period for force majeure events. In the event of cancellation within thirty (30) days and up to the day before the Departure Date, Group shall incur an additional cancellation fee of \$50 per Participant, in addition to the loss of Deposit.

iii. Reductions. If Group notifies GDI of a request to reduce the number of Group participants before the Adjustment Date, Group shall be permitted to request that GDI reduce the number of Estimated Participants without penalty and the total Program Fees shall be reduced accordingly. Any reductions of Estimated Participants (communicated to GDI after the Adjustment Date and up to thirty-one (31) days prior to Departure Date (regardless of the size of the reduction), shall be subject to loss of Deposit. Any reductions of Estimated Participants (communicated to GDI between thirty (30) days prior to and up to the day before Departure Date, shall incur an additional \$50 fee per Participant, in addition to loss of Deposit. Upon arrival to camp, any reduction in Estimated Participants shall incur an additional \$100 fee per reduced Participant, in addition to loss of Deposit.

iv. Increases. Group may request increases to the number of Estimated Participants which may or may not be granted by GDI in its sole discretion. Any such increases shall be billed at the full rate for the applicable Program Fees and Other Fees. Additional Deposit amounts will be due at the time of increasing the number of Estimated Participants.

## 6. TRANSPORTATION:

### *For travel to Catalina:*

GDI contracts with Catalina Classic Cruises, a third party independent contractor, for transportation to and from our Catalina Island locations. Unless otherwise agreed to in writing, the cost of Group transportation between the Catalina Classic boat terminal and Site shall be paid for by GDI out of the Group's Program Fees. Any special transportation arrangements for Group on Catalina Island may result in additional charges, all at Group's sole cost and expense. Group shall be responsible, at its sole cost and expense independent from the Program Fees, for all transportation to/from the Catalina Classic Cruises boat terminal. Group assumes the risk of any liability resulting from transportation to or from Catalina Classic Cruises Terminal.

### *For travel to AstroCamp:*

The drive to AstroCamp can be subject to snow, rain and poor road conditions. Please always check conditions through Caltrans and be prepared for alternate routes or instructions. Drivers should know how to apply snow chains and drive under these circumstances. Chains or snow tires must accompany your group in case the local authorities will require them.

## 7. ADDITIONAL OBLIGATIONS OF GROUP:

i. Supervision. GDI shall provide Group with the "Chaperone Information" in the planning packet guide which contains program policies, guidelines, liability disclaimers, and suggestions for safety and fun. Prior to the Arrival Date, the Group Leader shall be responsible for (i) providing a copy and reviewing the Chaperone Information materials with the Chaperones and all other leaders from the Group and (ii) reviewing all guidelines contained in the Chaperone Information materials with all students participating in the AstroCamp Program. Group agrees that all Chaperones (including the Group Leader) will be responsible for enforcing all guidelines and policies applicable to the CIMI Toyon Bay Program. Students who are not actively and directly involved in AstroCamp Program activities for health, personal, behavior or other reasons, must be supervised by a Chaperone. GDI shall not be responsible for supervision of any

student who is not part of a CIMI Toyon Bay Program group or activity. Students may not be left unattended or unsupervised by Chaperones regardless of why the student is not participating in the AstroCamp Program. Group assumes the risk of any liability resulting from failing to supervise its Students.

ii. Medications. Group and its Chaperones shall be solely responsible for storing and dispensing any medications needed by Group participants during the Program Dates. GDI will provide storage for all medications at school's request. All medication must be managed and dispensed by Chaperones. Group assumes the risk of any liability resulting from storing and dispensing any such medications during the Program Dates.

iii. Condition of Camp Facilities and Equipment. Group agrees to leave the Camp facilities and equipment as clean and orderly upon departure as they were upon arrival. Group participants will sleep within the buildings/dorms/cabins as assigned by GDI. Non-assigned buildings shall not be used by Group. No tents or camping are allowed on the beach or outside the designated areas. In order to determine the condition of the Camp facilities and equipment, representatives of Group and GDI shall conduct a walk-through inspection prior to the Departure Date to identify any damage, graffiti, vandalism, or breakage (beyond normal wear and tear). Following the walk-through inspection, GDI shall provide Group with a statement listing any charges for such damage and Group agrees to pay GDI for all such charges upon written demand therefor.

iv. Special Requirements. Group shall notify GDI at least ninety (90) days prior to the Arrival Date if Group has any participants with special requirements (e.g., mobility, unusual transportation arrangements, etc.) to determine whether GDI believes it is feasible to accommodate the special requirement. GDI will endeavor to accommodate the Group's requests; however, some circumstances may not lend themselves to a rustic camping environment, and GDI makes no guarantee that requested accommodations will be possible.

v. Personal Equipment. GDI provides all necessary equipment for the AstroCamp Program; participants should not bring any personal equipment to Camp, outside of those items listed on the Packing List in the Teacher Planning Packet, which is typically delivered within six weeks of the trip. If any Group participants bring personal equipment to Camp, such personal equipment may only be used in accordance with GDI policies. Group hereby assumes all risk of loss or damage to, or injury or death resulting from, any personal equipment which any of its participants bring to Camp.

vi. Photo Release. Group agrees to allow the benefit of GDI to use a participant's voice, image, appearance, and/or photograph for any lawful purpose, including publicity, illustration, advertising, social media, and Website content. Group understands that no royalty, fee or other compensation shall become payable to participant or Group for such use.

vii. Compliance with CIMI Program Terms and Conditions. Group shall comply, and shall ensure that all Group participants comply, with all the terms and conditions set forth on Exhibit A attached hereto (the "AstroCamp Program Terms and Conditions"), which may be amended by GDI by delivery to Group of an amended Exhibit A prior to the Arrival Date. The AstroCamp Program Terms and Conditions are hereby incorporated into this Agreement.

8. DISMISSAL: GDI reserves the right to remove any student or Chaperone from the AstroCamp Program with or without Group's consent at any time. Reasons may include, but are not limited to, behavior or health issues. Students who are removed from AstroCamp Program may also be required to leave Camp and return to the mainland and must be accompanied by parent or Chaperone of the Group. Removal of a student or Chaperone will be dealt with on a case-by-case basis in GDI's sole discretion, and any costs incurred by AstroCamp in connection with such dismissal shall be reimbursed by Group within thirty (30) days of receiving a written invoice for such costs.



9. **COMMUNICABLE DISEASES:** Any participant of the CAMP Program that shows symptoms of chicken pox, measles, or any other communicable disease, including COVID-19, may, in GDI's sole discretion, be restricted from Camp Program participation and sent home at the earliest opportunity. Please do not bring any sick students or chaperones to the Camp Program. Fevers, flu, and colds are just an example. This policy is in consideration of the affected person's comfort and the health and well-being of the remaining students and Camp Program staff. If a student or Chaperone is to be removed from the Site, GDI may prorate Program Fees for such affected participant(s), as GDI deems appropriate.

10. **INSURANCE REQUIREMENTS:** GDI agrees to maintain a policy of comprehensive general liability insurance covering the AstroCamp Program operations during the Program Dates with policy limits of not less than \$1,000,000 per claim and \$3,000,000 in the aggregate.

Group shall procure and maintain, for the duration of the Program Dates, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the "Group", their guests, agents, representatives, employees, or subcontractors.

#### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence, with no sublimit for abuse or participant liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. GDI will be named as Additional Insured and endorsements evidencing primary coverage from the Group shall be provided along with a waiver of subrogation.

#### Accident Insurance

All participants other than employees shall be covered by accident insurance with a minimum of \$25,000 for accidental medical expense.

#### Workers Compensation

Group shall also maintain a Workers Compensation policy, including a waiver of subrogation.

Group shall provide GDI a certificate of such insurance no later than thirty (30) business days prior to arrival. Further, any such policy maintained by Group shall include a provision requiring no less than thirty (30) days' notice prior to any modification, cancellation, or expiration of such policy.

Waiver of Subrogation: GDI and Group agree to have their respective insurance companies issuing insurance waive any rights of subrogation that such companies may have against GDI or Group, as the case may be. As long as such waivers of subrogation are contained in their respective insurance policies, or would have been contained in such insurance policies had the responsible party used commercially reasonable efforts to obtain such waivers and such waivers are routinely and customarily available, GDI and Group hereby waive any right that either may have against the other on account of policies of insurance required to be carried or maintained pursuant to this Agreement. If either party fails to carry the amounts and types of insurance required to be carried by it, such failure shall be deemed to be a covenant and agreement by such party to self-insure with respect to the type and amount of insurance which such party so failed to carry, with full waiver of subrogation with respect thereto.

11. **INDEMNIFICATION**: Group shall indemnify, defend and hold harmless GDI and its affiliates, and their respective employees, officers, directors, representatives, agents, successors and assigns from and against any and all damages, liabilities, claims, costs, expenses and attorney fees (collectively, "Losses") if such Losses directly or indirectly arise from or relate to the breach of any obligation of Group, its students, affiliates, invitees, licensees, agents, contractors, or Chaperones (collectively, "Group Parties") under this Agreement or any negligent or willful acts or omissions of the Group Parties while participating in, or in connection with, the CAMP Program.

12. **FORCE MAJEURE**: Neither party shall be liable to the other for failure to perform any of its non-monetary obligations under this Agreement during any time in which such performance is prevented by severe weather, fire, flood, or other natural disaster, pandemic, public health emergency, quarantine, communicable disease outbreak, war, embargo, riot, civil disobedience, or the intervention, requirements or order of any government authority, or any other cause outside of the reasonable control of the party so prevented, provided that such party uses its commercially reasonable best efforts to perform under this Agreement and provided further, that such party provides reasonable notice to the other party of such inability to perform. If a force majeure event prevents the CAMP Program from proceeding as scheduled, GDI will exercise its commercially reasonable efforts to reschedule the Group. If alternative dates are provided and agreed upon, an addendum to this Agreement, with new Program Dates will be executed. If Group cannot agree upon provided alternate dates, all other cancelation clauses will take effect. Information regarding payment and monetary obligations can be found in Section 4.

13. **AMENDMENT; WAIVER**: This Agreement sets forth the final and entire agreement of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous courses of dealing, trade usage, agreements, understandings, and representations, whether oral or written, with respect thereto. This Agreement may only be modified by a written instrument duly executed by the parties. The failure or delay of any party to exercise any right, power or privilege under this Agreement or the failure to strictly enforce any breach or default, shall not constitute a waiver with respect to it. No waiver of any breach or default of the terms hereof shall (i) be effective unless in writing and signed by the waiving party or (ii) constitute a waiver of any other or future breach or default hereof.

14. **ASSIGNMENT; SUCCESSORS**: Group may not assign this Agreement or any of its rights or obligations hereunder to a third party without the prior written consent of GDI. The terms and provisions of this Agreement and the respective rights and obligations of the parties hereunder shall be binding upon and inure to the benefit of the parties, their respective legal heirs, successors, permitted assigns, licensees, and legal representatives.

15. **GOVERNING LAW; ATTORNEYS' FEES**: This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflict of laws principles. Any lawsuit brought in connection with this Agreement shall be brought exclusively in the state or federal courts sitting in California, the parties hereto waiving any claim or defense that such forum is not convenient or proper. In the event of any legal action or other proceeding arising in connection with this Agreement, the prevailing party shall be entitled to recover all reasonable attorneys' costs and fees incurred by such party in such action or proceeding from the non-prevailing party, including any post-trial or appellate proceeding relating thereto.

16. **NOTICES**: All notices, requests and other communications hereunder shall be in writing and shall be delivered by courier or other means of personal service or sent by email or mailed by certified or registered mail. Such communications shall be deemed given on the date of actual receipt or delivery as evidenced by written receipt, acknowledgment or other evidence of actual receipt or delivery to the address and must be sent to the respective parties at the addresses set forth opposite their signatures to this Agreement (or at such other address for a party as shall be specified in a notice given in accordance with this Section).

17. **CHANGES:** If Group wishes to make any changes to the terms and definitions in this Agreement, Group may be responsible for any fees incurred by GDI counsel for reviewing and/or accepting changes. GDI reserves the right to change any items in this Agreement at any time, with notice to Group.

18. **ADDITIONAL AGREEMENTS:** If Group shall require any additional agreements to be made, outside of this Agreement, Group shall notify GDI on or before the Adjustment Date. This Agreement shall serve as the primary agreement between GDI and Group. If a conflict or inconsistency exists between the terms and provisions of this Agreement and the terms and provisions any additional agreements to be made outside of this Agreement, the terms and provisions of this Agreement shall control to the extent of any such conflict or inconsistency.

[The Remainder of this Page is Intentionally Left Blank]

*IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by an authorized representative as of the Effective Date.*



By \_\_\_\_\_

By \_\_\_\_\_

Name Craig Turner

Name \_\_\_\_\_

Title CEO

Date \_\_\_\_\_



Guided Discoveries, Inc.  
302 North El Camino Real #206  
San Clemente, CA 92672  
Email: [schools@gdi.org](mailto:schools@gdi.org)  
Phone: (909) 625-6194  
Fax: (909) 625-7305

**Exhibit A**

**AstroCamp Program Terms & Conditions**

1. General Safety. A AstroCamp staff member will provide a safety orientation upon arrival. All requested Participants are required to attend this orientation and to comply with all safety requirements.

2. Background Checks and Adult to Youth Interactions. GDI recommends strongly to all Groups that adult leaders with access to youth undergo appropriate screening. Groups are advised to provide training to all adult leaders to minimize the potential of one-on-one camper-adult situations when out of sight of others. Groups shall indemnify GDI from and against any claims, losses, or liabilities resulting from Group's selection of its adult leaders.

3. Fire Safety. Group participants shall not bring fireworks, flammable materials, or hand or power tools. The camp is in a high fire danger area and strict adherence to all fire and safety regulations shall always be observed. Fire drill procedures will be reviewed with Group upon arrival.

4. Smoking. Camp has designated smoking areas. Group will be provided information upon arrival.

5. Controlled Substances. The possession or use of alcohol, narcotics (including marijuana) or illegal substances of any kind is prohibited. Should such possession or use occur, the Group Leader will need to make immediate arrangements for transporting and returning the offender(s) from camp at the offender(s)' own expense. No refund of any kind will be given if such a situation should occur.

6. Weapons. No weapons of any kind (including, without limitation, firearms, ammunition, knives of any kind, and spear guns) are allowed at Camp at any time for any reason. If any weapons are discovered, the Group Leader will need to make immediate arrangements for transporting the offender(s) from camp at the offender(s)' own expense. No refund of any kind will be given if such a situation should occur.

7. Medical Facilities. AstroCamp has a first aid station for the storage and dispensing of medications (provided that Group is responsible for storing and dispensing medications for all Group participants), and for the administering of First Aid. All emergency care and transportation will be arranged by a AstroCamp director with emergency services.

8. Boundaries. Group shall have access to the facilities at AstroCamp as agreed between the parties in writing. A site map will be provided for Group.

9. Water Conservation. California is under strict water conservation regulations. So that Camp will stay within the water allocation, showering and water usage is limited. Please be aware of any leaks or water waste and advise the AstroCamp personnel of any repairs that may be necessary.

10. Pets/Animals. Group participants may not bring pets or any animals of any kind to Camp.

11. Communication. There are no public phone lines at AstroCamp. Cell phone service is limited or nonexistent. GDI does have a link available in emergency situations for communication with a school representative not at camp. Group will not be able to receive incoming calls at AstroCamp but will be given an emergency contact number. CIMI also has limited internet and details will be given to Group Leader upon arrival.

12. A \$30 fee will be assessed on all returned checks.

13. Group will be given the opportunity to rebook available dates for the following year, upon checkout. Rebooking is not guaranteed until a new Agreement is executed.

#### Exhibit B

#### Summary of Agreement and Important Information

Bridges Charter @AstroCamp 2026 at AstroCamp

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## Electronic Record of Contracts

This document was generated as a record of certain contracts created, accepted, and stored electronically.

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### Summary of Contracts

This document contains the following contracts.

Title	Version
BridgesCharterAstroCamp2026_Contract.pdf	v1

### Contract Signed By:

<b>Kami Brown</b>	
Signer Email: kami.brown@bridgescharter.org	
Date/Time:	8/4/2025 3:01 PM
IP Address:	47.156.14.183:62102

Primary Contact: Cindy McCarthy  
 1335 Calle Bouganvilla, Thousand Oaks, CA 91360  
 Email: cindy.mccarthy@bridgescharter.org

**INVOICE and AGREEMENT #46381**

**Trip Logistics**

**Arrival Date: 2/9/2026**

**Departure Date: 2/11/2026**

Please plan on arriving at AstroCamp between **11:00AM and 12:30PM** for check-in. Please bring a sack lunch for each participant on arrival day.

**AstroCamp**

26800 Saunders Meadow Road  
 Idyllwild, CA 92549

Departure time on the last day of camp is between **12:15PM and 1:15PM**.

The drive to AstroCamp can be subject to snow, rain and poor road conditions. Please always check conditions through CalTrans and be prepared for alternate routes or instructions. Drivers should know how to apply snow chains and drive under these circumstances. Chains or snow tires must accompany your group in case required by the local authorities.

**Program Costs**

**Guest Rate Breakdown:**

Type	Quantity	Rate	Cost
25-26 ASTROCAMP 3-Day Half Tuition Adult	3	\$170.00 per guest	\$510.00
25-26 ASTROCAMP 3-Day Student	48	\$350.00 per guest	\$16800.00
Free Group Leader	1	\$0.00	\$0.00

**Payments To Date**

We have received \$0.00 towards your \$3315.00.

Final balance will be confirmed upon checkout and due within 30 days of returning from your trip.

**TOTAL DEPOSIT DUE on or before 10/15/2025: \$3315.00**

**Adjustment Date (90 Days Prior): Nov 11, 2025**

You may adjust your estimated participants on or before this date without loss of deposits or additional charge.

**Guided Discoveries, Inc.**  
**302 North El Camino Real #206, San Clemente, CA 92672**



# Coversheet

## Remote Deposits into CCU

<b>Section:</b>	VII. Business and Operations
<b>Item:</b>	C. Remote Deposits into CCU
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Resolution for Remote Deposits.pdf

# BOARD RESOLUTION TO ALLOW REMOTE DEPOSITS TO CALIFORNIA CREDIT UNION ACCOUNT

Bridges Charter School

Date: 10/13/2025

## WHEREAS,

**California Credit Union** ("Credit Union") is the depository of funds for **Bridges Charter School** ("Organization"); and

## WHEREAS,

The Board of Directors of the Organization recognizes the need for efficient and secure banking processes, including the ability to deposit checks remotely using Credit Union-approved electronic methods; and

## WHEREAS,

The Board desires to formally authorize the Organization's designated employees to make such remote deposits on behalf of the Organization.

Now therefore let it be resolved that:

1. The Board of Directors authorizes **[School Name]** to utilize **Remote Deposit Capture (RDC)** or any equivalent remote deposit service provided by **California Credit Union**.
2. The following individuals are authorized to make remote deposits to the Organization's accounts held at California Credit Union, using authorized equipment or mobile applications:

Name	Title	Signature
Kelly Simon	Executive Director	_____
Cindy McCarthy	Director of Daily Operations	_____
Katerina Yevmenkina	Board President	_____

3. The authorized individuals shall comply with all policies and procedures established by California Credit Union regarding remote deposits, including security, deposit limits, and verification requirements.
4. The Board President is directed to certify a copy of this resolution to California Credit Union and to take any necessary administrative steps to implement remote deposit privileges.
5. This resolution shall remain in full force and effect until revoked in writing by the Board of Directors and such revocation has been received and acknowledged by California Credit Union.

Name	Title	Signature
Kelly Simon	[Executive Director]	_____ —
Cindy McCarthy	[Director of Daily Operations]	_____ —
Katerina Yevmenkina	[Board President]	_____ —

ADOPTED by the Board of Directors of Bridges Charter School at a duly noticed meeting held on 10/13/2025

Vote: ☐ Approved ☐ Denied ☐ Tabled

Attested by: \_\_\_\_\_ Katerina Yevmenkina, Board President on  
October 13, 2025

# Coversheet

## Changes to Access for US Bank Account

**Section:** VII. Business and Operations  
**Item:** D. Changes to Access for US Bank Account  
**Purpose:**  
**Submitted by:**  
**Related Material:** Untitled document-30.pdf

## BOARD RESOLUTION TO UPDATE AUTHORIZED SIGNERS

Bridges Charter School

Date: 10/13/2025

WHEREAS,

U.S. Bank, N.A. ("Bank") is the depository of funds for Bridges Charter School ("Organization"); and

WHEREAS,

The Board of Directors of the Organization deems it necessary and appropriate to update the authorized signers on the Organization's bank account(s) held at U.S. Bank; and

WHEREAS,

The Board acknowledges that U.S. Bank requires formal documentation identifying those individuals authorized to open, close, and manage accounts, sign checks, and otherwise act on behalf of the Organization in matters relating to its banking relationship.

NOW, THEREFORE, BE IT RESOLVED THAT:

The following individuals are hereby authorized signers on behalf of Bridges Charter School for all accounts held at U.S. Bank:

Name	Title	Signature
Kelly Simon	[Executive Director]	_____
		—
Cindy McCarthy	[Director of Daily Operations]	_____
		—
Katerina Yevmenkina	[Board President]	_____
		—

1. The following individuals are hereby removed as authorized signers:
  - Benny Martinez
  - Rudy Calasin
  - Tami Peterson
  - Damian Fante
2. The above-named authorized individuals are empowered, on behalf of the Organization, to:
  - Sign checks and drafts;
  - Deposit or withdraw funds;
  - Endorse checks or other instruments payable to the Organization;
  - Open or close bank accounts;
  - Obtain and use credit or debit cards issued in the Organization's name, if applicable.
3. The Board also authorizes the removal of IVR and Web Restrictions from the checking accounts.
4. The Board authorizes a change in address to:

1335 Calle Bouganvilla, Thousand Oaks, CA 91360

5. The Board President is authorized and directed to certify a copy of this resolution to U.S. Bank and to take any additional steps necessary to carry out this action.

ADOPTED by the Board of Directors of Bridges Charter School at a duly noticed meeting held on 10/13/2025

Vote: ☐ Approved ☐ Denied ☐ Tabled

Attested by: \_\_\_\_\_ Katerina Yevmenkina, Board President on  
October 13, 2025