Bridges Charter School

Board Meeting

Board Meeting

Date and Time

Monday August 10, 2026 at 6:15 PM PDT

ONSITE MEETING LOCATION

Bridges Charter School

1335 Calle Bouganvilla, Thousand Oaks, CA 91360

SATELLITE MEETING LOCATIONS

(required for board members joining remotely)

In Ventura County:

Outside Ventura County"

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

Join Zoom Meeting

https://us02web.zoom.us/j/7670961601?pwd=eWkycUxoalo1NGJBdE5ISlh3Rk5GZz09

Meeting ID: 767 096 1601

Passcode: 477881

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

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:15 PM**
	Opening Items			
A.	Record Attendance and Guests		Katerina Yevmenkina	1 m
B.	Call the Meeting to Order		Katerina Yevmenkina	1 m
C.	Approval of Agenda	Vote	Katerina Yevmenkina	2 m
D.	Approval of Minutes	Approve Minutes	Katerina Yevmenkina	1 m
	Approve minutes for Board Meeting on June 15, 2026			
II.	**Presentations**			
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.

		Purpose	Presenter	Time
IV.	**Reports**			**6:20 PM**
A.	Director's Reports	Discuss	Kelly Simon	10 m

Executive Director

- Bridge the Gap Campaign
- Update on CDFA Grant
- 2026-2027 Enrollment Update
- WASC and Charter Renewal
- Professional Development days

		Purpose	Presenter	Time

Director of Daily Operations

- First day of School

Director of Student Support

-

		Purpose	Presenter	Time
V.	**Consent Items**			**6:30 PM**
A.	Consent Items	Vote	Katerina Yevmenkina	2 m

Consent Items: Items proposed for the consent calendar are noted on the posted agenda and are considered by the Director to be of a routine nature. Any item may be removed from the consent calendar at the request of any Board member and placed under the appropriate action category. A vote will be taken for the consent calendar 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

		Purpose	Presenter	Time
VI.	**Governing Board**			**6:32 PM**
A.	Board Terms	FYI	Kelly Simon	5 m

Dr. Simon will share reminders about terms for current board members.

		Purpose	Presenter	Time
VII.	**Charter Policies**			**6:37 PM**
A.	Expanded Learning Opportunities Program Plan	Vote	Kelly Simon	3 m

Dr. Simon will present the Expanded Learning Opportunities Program Plan for Board review. The plan has been updated to reflect current program practices; no

		Purpose	Presenter	Time

substantive changes have been made from the previously approved version. The program continues to operate on track and in alignment with ELO-P requirements.

Approval is recommended.

		Purpose	Presenter	Time
B.	SY 26-27 Attendance Policy	Vote	Kelly Simon	5 m

Presented, is a revised policy for the Board to consider regarding revisions to the school's attendance policy aimed at reducing chronic absenteeism and strengthening student engagement. The proposed updates include clearer communication protocols for notifying families of excessive absences, defined intervention steps (such as attendance letters, parent conferences, and Student Attendance Review Team referrals) at key absence thresholds, and revised procedures for documenting excused and unexcused absences in alignment with state reporting requirements. These changes are intended to support early identification of at-risk students and ensure consistent, proactive follow-up.

Approval of this item is recommended

		Purpose	Presenter	Time
C.	Retire Attendance Policy BP 5110	Vote	Kelly Simon	5 m

Approval of this item is recommended

VIII. Personnel — 6:50 PM

		Purpose	Presenter	Time
A.	Local Equivalency for McKenzie Marcinko	Vote	Kelly Simon	3 m

Board approval of local equivalency for McKenzie Marcinko to satisfy the Transitional Kindergarten teacher qualification requirement in lieu of the standard 24-unit early childhood education coursework requirement is recommended.

Ms. Marcinko has completed 20 verified college units comprised of a combination of early childhood education coursework and courses with a demonstrated intensive focus on early childhood education. This coursework is complemented by five years of experience as a teacher assistant in TK and Kindergarten classrooms at Bridges, providing substantial applied experience with the developmental and instructional needs of this age group.

Staff find that the combination of coursework and classroom experience meets the intent of the TK teacher qualification requirements and recommend the Board approve this local equivalency determination.

	Purpose	Presenter	Time
IX. Business and Operations			**6:53 PM**
A. SY 26-27 IXL Learning Renewal Quote	Vote	Cindy McCarthy	5 m

Approval of this item is recommended.

	Purpose	Presenter	Time
B. Amplify CKLA Quote for SY 26-27	Vote	Kelly Simon	2 m

The attached quote is for English Language Arts Curriculum workbooks and materials for students in 1st-5th grade.

Approval of this item is recommended

	Purpose	Presenter	Time
C. Salary Schedule	Vote	Kelly Simon	3 m

Dr. Simon will bring forward two changes to the salary schedule for board approval:

1. **New position: Lead Custodian.** This role is being added to the classified salary schedule to provide oversight and leadership within the custodial team.
2. **Correction to the Homeschool Supervising Teacher hourly rate.** During the spring salary schedule revision, an error was introduced into this rate schedule. Staff has identified and corrected the figures to reflect the intended rates.

These are the only changes being proposed to the salary schedule at this time.

	Purpose	Presenter	Time
D. Q SIS Hosting Service Level Agreement SY 26-27	Vote	Kelly Simon	5 m

Q Student Information System is the data housing system for all of our student records. We continue to contract services through VCOE for Q SIS.

Approval of this item is recommended

	Purpose	Presenter	Time
E. Contract with DocuProducts NTE 59,865 for 39 months	Vote	Kelly Simon	5 m

DocuProducts provides our copying machines. We have negotiated these lease agreements.

Approval of this item is recommended

	Purpose	Presenter	Time
F. Unaudited Actuals	Vote	Lisa Boulos	10 m

	Purpose	Presenter	Time

Lisa Boulos, ExEd, will present the Unaudited Actuals report for the 2025–26 fiscal year, reflecting final revenue and expenditure activity prior to the independent audit. Bridges ended the year with a net cash balance higher than originally budgeted, reflecting conservative expenditure management. The unaudited actuals include a 2% bonus that will be paid to all returning staff.

Dr. Simon recommends the Board approve the Unaudited Actuals report for submission to the Ventura County Office of Education by the September 15 statutory deadline.

	Purpose	Presenter	Time
G. Consideration of an On Schedule salary schedule increase	Vote	Kelly Simon	5 m

Dr. Simon recommends the Board consider a 1–2% on-schedule salary increase across all salary schedules, retroactive to July 1, 2026. This recommendation is made possible by the school's consistently conservative budgeting practices and cost savings realized across multiple vendor and service contracts, which have strengthened projected net cash balances in the out-years.

In collaboration with Lisa Boulos, ExEd, Dr. Simon believes the current multi-year fiscal outlook supports this investment in staff compensation while maintaining required reserve levels.

X. Parents and Community

XI. Curriculum and Instruction

XII. Special Projects/Programs — 7:28 PM

	Purpose	Presenter	Time
A. Leadership Goals 2026-2027	Discuss	Kelly Simon	10 m

Dr. Simon will solicit board feedback on revisions to leadership goals for 2026-2027.

XIII. Special Education

XIV. Pupil Personnel

XV. Support Services

		Purpose	Presenter	Time
XVI.	**Facilities**			
XVII.	**Pending Agenda Items**			
XVIII.	**Closed Session**			
XIX.	**Closing Items**			**7:38 PM**
	A. Adjourn Meeting	Vote	Katerina Yevmenkina	1 m

Coversheet

Approval of Minutes

Section: I. Opening Items
Item: D. Approval of Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on June 15, 2026

Bridges Charter School

Minutes

Board Meeting

Date and Time
Monday June 15, 2026 at 6:15 PM

Location

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3 invited: 3 awaiting

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

Directors Absent
C. Dapello

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

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

K. Yevmenkina called a meeting of the board of directors of Bridges Charter School to order on Monday Jun 15, 2026 at 6:17 PM.

C. Approval of Agenda

H. Kruse made a motion to approve the agenda.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Minutes

N. Hashemi made a motion to approve the minutes from Board Meeting on 05-20-26.
H. Kruse seconded the motion.

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

II. Presentations

A. Presentation of Annual Social-Emotional Health Survey Results and Student Support Referrals

Dr. Skye: Presentation of Annual Social-Emotional Health Survey Results and Student Support Referrals

B. Presentation of Preliminary CAASPP Data

Dr. Simon provided a brief overview of the preliminary CAASPP Assessment data for the Board's information.

C. Local Control and Accountability Plan and Local Indicators

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

III. Consent Items

A. Consent Items

H. Kruse made a motion to approve consent items.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

IV. Governing Board

A. Appointment of Katerina Yevmenkina for 3 year term

H. Kruse made a motion to approve Katerina.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

B. Appointment of Nikki Hashemi for 3 year Term

B. Yee made a motion to approve Nikki.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

C. Board Governance Strategy for 2026-2027

Discussed Board Governance Strategy for 2026-2027.
Read thru by the end of July.
Dr. Kelly will collect replies.
Add to goals if the Board has items they want to address.

V. Charter Policies

A. BP 9300: Dissolution of School (new)

N. Hashemi made a motion to BP 9300 Dissolution of school (new).
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

B. BP 3220: Investment Policy (new), 2nd Read

N. Hashemi made a motion to approve BP 3220.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

VI. Business and Operations

A. FY 26-27 EPA Spending Plan

H. Kruse made a motion to approve FY 26-27 EPA spending plan.
N. Hashemi seconded the motion.
description of plan is incorrect. will get the blurb from Kelly
The board **VOTED** to approve the motion.

B. Resolution: Authorization to Open Investment Account with Westlake Private Wealth Management

H. Kruse made a motion to Resolution: Authorization to Open Investment Account with Westlake Private Wealth Management.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

C. Local Assignment Option

strike from the agenda at the beginning of the meeting

D. Declaration of Need

N. Hashemi made a motion to approve the declaration of need.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

E. Annual Statement of Need

H. Kruse made a motion to approve the annual statement of need.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

F.

Charter Safe Renewal for SY 26-7

N. Hashemi made a motion to approve the charter safe renewal SY -26-27.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

G. Contract with Burch Music Collective

N. Hashemi made a motion to approve the contract with Burch Music Collective.
B. Yee seconded the motion.
The board **VOTED** to approve the motion.

H. Revolution Food Services Contract SY 26-27

H. Kruse made a motion to approve revolution foods contract.
N. Hashemi seconded the motion.
The board **VOTED** to approve the motion.

I. McGraw Hill Curriculum for Middle School

N. Hashemi made a motion to approve the McGraw hill Curriculum for MS.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

J. Website Upgrade, NTE $7,500

N. Hashemi made a motion to approve the website upgrade NTE $7,500.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

K. Updated Bell Schedule SY 26-27

B. Yee made a motion to approve the bell schedule.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

L. Proposition 28 Spending Report

N. Hashemi made a motion to approve prop 28 spending report.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

M. Extend RFP for Comprehensive Insurance Proposals

N. Hashemi made a motion to approve the RFP for comprehensive insurance proposals.
H. Kruse seconded the motion.
extend the deadline to Oct. 31, 2026
The board **VOTED** to approve the motion.

N.

Adopted Budget 2026-2027

B. Yee made a motion to approve the adopted budget 26-27.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

O. Consideration of an Off Schedule Retention Bonus for Certificated and Classified Faculty and Staff

N. Hashemi made a motion to Approve the Consideration of an Off Schedule Retention Bonus for Certificated and Classified Faculty and Staff.
H. Kruse seconded the motion.
2% NTE net income. will come in Aug 30th.
The board **VOTED** to approve the motion.

P. 2026-2027 Consolidated Application (Con App)

B. Yee made a motion to approve the 26-27 consolidated application (Con App).
N. Hashemi seconded the motion.
The board **VOTED** to approve the motion.

Q. SY 26-27 Employee Handbook (Draft)

N. Hashemi made a motion to approve the 26-27 employee handbook.
H. Kruse seconded the motion.
The board **VOTED** to approve the motion.

VII. Special Projects/Programs

A. Leadership Goals Report

Discussed the leadership goals for the school year

VIII. Closed Session

A. Closed session for public employee evaluation

entered closed session at 8:21pm Board exited at 8:43 and the Board reported the executive compensation publicly

B. Annual Report of Executive Compensation

IX. 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 8:25 PM.

Respectfully Submitted,
K. Yevmenkina

Coversheet

Expanded Learning Opportunities Program Plan

Section: VII. Charter Policies
Item: A. Expanded Learning Opportunities Program Plan
Purpose: Vote
Submitted by:
Related Material:
2022_Expanded_Learning_Opportunities_Grant_Plan_Bridges_Charter_School_20260807.pdf

BRIDGES
CHARTER SCHOOL
K-8, CORE MIDDLE SCHOOL & HOMESCHOOL HYBRID

Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Bridges Charter School	Kelly Simon, PhD Executive Director	kelly.simon@bridgescharter.org 805-492-3569

The following is the local educational agency's (LEA's) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

This plan has been developed in consultation with parents, teachers, and staff through periodic surveys, weekly staff meetings, and regular discussions with the directors. Aspects of this plan have also been discussed in public board meetings. Feedback has been integrated prior to the plan adoption at the May 2021 board meeting (in order to meet the June 1 deadline).

A description of how students will be identified and the needs of students will be assessed.

Bridges will use a combination of the NWEA MAP Assessments and the CAASPP assessment alongside Universal Monitoring surveys and the Healthy Kids Survey. These monitoring tools allow us to identify students in need of academic or psycho-social-emotional support. These tools also allow us to measure the effectiveness of the evidence-based services we implement in order to identify individual growth areas for students and to develop interventions necessary to address learning gaps and social emotional wellbeing.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

The adopted Expanded Learning Opportunities Grant plan will be posted on the Bridges website and shared at stakeholder meetings. Moreover, the related services available including academic interventions and social emotional support including counseling, social skills groups, mindfulness support, etc, will be communicated through the Directors' Notes, through Coffee Chats with the Director, and through classroom based communication from teachers

A description of the LEA's plan to provide supplemental instruction and support.

Bridges plans to continue to increase intervention time in math and ELA for students based on needs identified by teachers through a referral process and through MAP assessments. We also will invest in bilingual support staff for our multilingual students and their families including an increased investment in professional development in the ELD Roadmap and the ELD Framework. We will also incentivize hiring of bi-lingual teachers by providing an annual equity stipend for teachers who are bi-lingual in Spanish. Further, teachers will have an opportunity to join an equity committee focused on providing wraparound services for students and their families who have been historically underserved by institutions of education. We will also hire additional supplemental staff and train them in providing proactive social and emotional support to students.

Further, we will increase staff in our SPED program to support the implementation of Universal Monitoring, and integrated support services such as counseling and mental health services for general education students, and students who have been identified for tier 2 and tier 3 interventions.

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time		0
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	$44,155	122,366.05
Integrated student supports to address other barriers to learning	$53,927	104,143.95

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	$22,000	0
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility		0
Additional academic services for students	$42,680	3,960
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	$73,579	0
Total Funds to implement the Strategies	$236,341	230,470

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

Bridges Charter School is coordinating the use of the Expanded Learning Grant and other federal ESSER funds by budgeting all funding sources across several categories to best meet the needs of the students, staff, and community. In 2021-22, any expenses incurred that are not covered by the goals in the Expanded Learning Grant funds will be covered using ESSER funds. The ESSER funds will also be used in case other needs related to learning loss and re-integration arise during the school year.

Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education (COE), or charter schools, collectively referred to as LEAs, that receive Expanded Learning Opportunities (ELO) Grant funds under California Education Code (EC) Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2024.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact ELOGrants@cde.ca.gov. mailto:lcff@cde.ca.gov

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (*EC* Section 43522[h]). The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
   a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
   b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
   c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.
- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.
Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed
Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.
As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support
Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will to work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.
As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

An LEA may amend its ELO Grant Plan, including the planned expenditures, based on changes in student needs identified as part of the LEAs ongoing assessment of the needs of students identified for supplemental instruction and support. LEAs are encouraged to collaborate with community partners when amending their plan.

A materially altered plan should be brought to the governing board or body of the LEA for adoption. School districts must submit the amended plan to their COE; charter schools must submit their amended plans to their chartering authority; COEs and school districts in a single-district county must submit their amended plans to the California Department of Education (CDE). COEs and school districts in a single-district county must submit their amended plans to the CDE by email at ELOGrants@cde.ca.gov. LEAs are also strongly encouraged to post an amended plan to the same web page as their LCAP.

The plan must be updated to include the actual expenditures by **December 1, 2024**. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021

Coversheet

SY 26-27 Attendance Policy

Section:	VII. Charter Policies
Item:	B. SY 26-27 Attendance Policy
Purpose:	Vote
Submitted by:	
Related Material:	Attendance Communication & Intervention Letters - NEW.docx.pdf Bridges Attendance Policy BP 5110 final 8-12-24.pdf

Attendance Communication & Intervention Letters

(Notice #1)

Early Attendance Concern Notice

Dear Parent/Guardian,

We are reaching out because we have noticed a pattern of absences and/or tardies for your child, [Student Name]. Regular attendance is important for academic success, classroom participation, and maintaining strong school routines.

At this time, we would like to partner with you to support improved attendance and identify any barriers the school may be able to assist with.

Current Attendance Summary:

- Absences: _______
- Tardies: _______

Please contact the school if you would like to discuss support or resources.

Thank you for your partnership and support.

Sincerely,

Bridges Charter School

(Notice #2)

Truancy Letter #1 – Truancy Classification Notice

Dear Parent/Guardian,

This letter is to notify you that your child, [Student Name], has been classified as truant pursuant to California Education Code section 48260 due to:

- Three (3) unexcused absences,

- Three (3) unexcused tardies exceeding thirty (30) minutes,
- or a combination thereof.

Current Attendance Summary:

- Unexcused Absences: _______
- Unexcused Tardies: _______

California law requires regular school attendance. Continued unexcused absences may result in additional interventions including attendance meetings, Student Attendance Review Team (SART) referral, or referral to outside agencies.

Please contact the school within five (5) school days to discuss your student's attendance.

Sincerely,

Bridges Charter School

(Notice #3)

3. SART Meeting Invitation

Dear Parent/Guardian,

Despite prior attendance notifications and interventions, attendance concerns continue for [Student Name]. We would like to invite you to attend a Student Attendance Review Team (SART) meeting.

Meeting Information: Date: ____________ Time: ____________ Location: ____________

The purpose of this meeting is to:

- Review attendance concerns;
- Identify barriers impacting attendance;
- Discuss available school supports;
- Develop an attendance improvement plan collaboratively.

Your participation is important and appreciated.

Please contact the school if you need to reschedule or require assistance.

Sincerely,

Bridges Charter School

(Notice #4)

4. Attendance Improvement Agreement

Student Name: ____________________

Attendance Concern: ____________________________________

The following supports/interventions were discussed: ☐ Counseling support ☐ Check-in/check-out ☐ Transportation discussion ☐ Academic support ☐ Health/wellness support ☐ Parent communication plan ☐ Other: ____________________

Attendance Goal: ____________________________________

Expected Follow-Up Date: ____________________________________

We understand the importance of regular attendance and agree to work collaboratively to improve attendance.

Parent Signature: ______________________

Student Signature: ______________________

Administrator Signature: ______________________

(Notice #5)5. SARB / County Referral Notice

Dear Parent/Guardian,

Despite prior attendance interventions and SART support efforts, attendance concerns for [Student Name] continue.

As a result, the Charter School may refer this matter to the School Attendance Review Board (SARB), District Attorney mediation program, or other appropriate county agencies for additional support and intervention.

We remain committed to partnering with your family and encourage you to contact the school immediately to discuss next steps and available supports.

Sincerely,

Bridges Charter School

Bridges Charter School		Board Policy- **Student Attendance, Absence and Truancy**
Policy Number: **5110**	Adopted: **6/21/17**	**Replaced: 6110 Absences and Excuses 5110.10 Student Attendance Review Team 5111 Chronic Absence and Truancy** **Revised: 05/09/22** **Revised 8-12-24**

PURPOSE:

The Board of Directors ("Board") of Bridges Charter School ("Charter School") recognizes that Compulsory Attendance is integral to student learning, and that parents are legally required to send their children, between the ages of 6 to 18, to school regularly and to make certain they are on time each day. (EC 48200)

SCOPE:

This policy applies to all Bridges parents/guardians and students.

GENERAL POLICY STATEMENT:

The Board authorizes the creation of and adherence to an attendance policy and the creation of a Student Attendance Review Team to support compulsory attendance.

This policy is intended to address both chronic absenteeism and truancy,California Education Code (EC) Section 60901 defines a chronic absentee as a student who has missed 10 percent or more of school days for any reason, including unexcused or excused absences and suspensions, during the days enrolled. California Education Code (EC) Section 48260 defines truancy as missing three days of school or being more than 30 minutes late to class without a valid excuse three times in one school year.

The Director will ensure that an annual notification regarding excused absences and the school attendance policy is sent to parents/guardians.

DEFINITIONS

- "*Tardy*": Charter School starts at 8:20am. Students shall be classified as tardy if the student arrives after that time.

- "*Unexcused Absence*": A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.

- "*Truant":* A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Executive Director or designee.

- "*Habitual Truant*": A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse

- for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year, or any combination thereof.

- "*Chronic Truant*": A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.

- *"School Attendance Review Team ("SART")":* The SART panel will be composed of the attendance clerk, one (1) staff member, and one (1) administrator. The SART panel will discuss the absence problem with the student's parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student's family, and establish a plan to resolve the attendance issue.

1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.

2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:

   a. Parent/guardian to attend school with the child for one day
   b. Student retention
   c. After school detention program
   d. Required school counseling
   e. Loss of field trip privileges
   f. Loss of school store privileges
   g. Loss of school event privileges
   h. Mandatory Saturday school
   i. Required remediation plan as set by the SART
   j. Notification to the County District Attorney

3. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

EXCUSED ABSENCES -

A pupil shall be excused from school when the absence is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical dental optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

5. For any of the following reasons, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died:
6. To access services from a victim services organization or agency.
7. To access grief support services.
8. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.
9. Absences under this section shall not be excused for more than three (3) days per incident, unless extended on a case-by-case basis at the discretion of the school administrator. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
10. For the purpose of attending jury duty in the manner provided for by law.
11. Participation in religious instruction or exercises as follows: The student shall be excused for this purpose on no more than four (4) school days per month.
12. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
13. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
14. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
15. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
16. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of tile superintendent of the school district.
17. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
18. For the purpose of participating in a cultural ceremony or event.
19. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
20. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.

21. Authorized at the discretion of a school administrator, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
22. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall de1ermine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

ATTENDANCE MONITORING

2.1 Attendance monitoring will fall within the duties of the Attendance Clerk or alternative employee as defined by the Director. Daily attendance will be monitored through Q Attendance. Every recorded absence will be followed up with a phone call to the student's residence to verify reason of absence.

2.2 Attendance reports are generated weekly for teacher review. Teachers validate the accuracy of the report, then sign and file it for future reference. Reports are submitted monthly to the Business Services Authority ("BSA"). Attendance reporting for periods P1, P2, P3 is submitted to the BSA and California Department of Education (COE).

ASSIGNMENT MAKEUP WORK

3.1 A student absent from school with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided.

3.2 Makeup assignments and tests must be made up in a reasonable period of time.

3.2.1 Unless otherwise agreed to with teacher upon return from absence, makeup assignments/tests must be completed within a period of time equal to the length of the absence. (e.g. 1 day absence = 1 additional day to make up assignments, 2 day absence = 2 additional days to make up assignments, etc.)

3.2.2 Makeup assignments and tests that are not completed within the agreed upon time period will be considered as non-completed for student grading purposes.

VERIFICATION OF ABSENCES

4.1 The school must receive appropriate verification of a legally excused absence by the end of the third day (72 hours) after the student returns for the absence to be considered excused. Otherwise, the absence will be recorded as an unexcused absence.

4.2 All absences must be verified by a parent or guardian via phone or in writing establishing that the pupil was absent for an excused reason.

4.3 For students who have been reported as ill on more than ten (10) days total for the school year to date, parents may be required by the school to file a doctor's note verifying that the student was too ill to attend school on those days reported. If the requested report is not filed by the parent, then any additional days beyond the ten (10) of illness will be recorded as unexcused absences.

PROCESS FOR ADDRESSING TRUANCY

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. The student's classroom teacher may also call home.

2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive **"Truancy Letter #1 – Truancy Classification Notice"** from the Charter School notifying the parent/guardian of the student's "Truant" status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence.

3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **"Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,"** notifying the parent/guardian of the student's "Habitual Truant" status and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.

4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **"Truancy Letter #3 – Referral to SART Meeting"** and the student will be referred to a Student Success Team (SST) and the SART.

5. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including an involuntary removal from the school, consistent with the involuntary removal process described below. If the student is disenrolled after the involuntary removal process has been followed, notification will be sent within thirty (30) days to the student's last known district of residence.

6. If a student is absent ten (10) or more consecutive school days without valid excuse and the student's parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of this Policy and the SART contract (if any) and may be subject to disenrollment in compliance with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student's last known school district of residence.

7. Any documentation received by the Charter School regarding a student's enrollment and attendance at another public or private school (i.e., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process below

8. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.

PROCESS FOR STUDENTS WHO ARE NOT IN ATTENDANCE AT THE BEGINNING OF THE SCHOOL YEAR

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6th) day of the school year due to an unexcused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1st) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.

2. Students who have indicated their intent to enroll but have not attended by the third (3rd) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.

3. Students who have indicated their intent to enroll but have not attended by the fifth (5th) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.

4. Students who are not in attendance by the sixth (6th) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.

5. The Charter School will use the contact information provided by the parent/guardian in the registration packet.

6. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

7. Any documentation received by the Charter School regarding a student's enrollment and attendance at another public or private school (i.e., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process below.

INVOLUNTARY REMOVAL PROCESS

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice").

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. the charges against the pupil;
2. an explanation of the pupil's basic rights including the right to request a hearing before the effective date of the action; and
3. the CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the Student will be dis- enrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) days. A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

Charter School will abide by all additional legal requirements afforded to students with disabilities, including convening a manifestation determination review (“MRD”) meeting prior to involuntary removal.

Unexcused Absence and Truancy counts are refreshed each school year. All unexcused absence or truancy counts accrued at the end of a school year are not carried over to the next school year.

Board Policy 5110 Student Attendance
Adopted/Ratified: 06/21/17
Revision Date: 5/9/22 8/12/24

REFERRAL TO APPROPRIATE AGENCIES OR COUNTY DISTRICT ATTORNEY

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall notify the County District Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

NON-DISCRIMINATION

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

REPORTS

The Executive Director, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

GOVERNANCE:

The Bridges Board and Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The Bridges Board will be responsible for reviewing the policy every two years or more frequently as required.

Coversheet

Retire Attendance Policy BP 5110

Section:	VII. Charter Policies
Item:	C. Retire Attendance Policy BP 5110
Purpose:	Vote
Submitted by:	
Related Material:	Bridges Attendance Policy BP 5110 final 8-12-24 (1).pdf

Bridges Charter School		Board Policy- **Student Attendance, Absence and Truancy**
Policy Number: **5110**	Adopted: **6/21/17**	**Replaced: 6110 Absences and Excuses 5110.10 Student Attendance Review Team 5111 Chronic Absence and Truancy Revised: 05/09/22 Revised 8-12-24**

PURPOSE:
The Board of Directors ("Board") of Bridges Charter School ("Charter School") recognizes that Compulsory Attendance is integral to student learning, and that parents are legally required to send their children, between the ages of 6 to 18, to school regularly and to make certain they are on time each day. (EC 48200)

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The Director will ensure that an annual notification regarding excused absences and the school attendance policy is sent to parents/guardians.

DEFINITIONS

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- *"School Attendance Review Team ("SART")":* The SART panel will be composed of the attendance clerk, one (1) staff member, and one (1) administrator. The SART panel will discuss the absence problem with the student's parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student's family, and establish a plan to resolve the attendance issue.

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   d. Required school counseling
   e. Loss of field trip privileges
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   j. Notification to the County District Attorney

3. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

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3. For the purpose of having medical dental optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

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11. Participation in religious instruction or exercises as follows: The student shall be excused for this purpose on no more than four (4) school days per month.
12. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
13. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
14. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
15. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
16. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of tile superintendent of the school district.
17. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
18. For the purpose of participating in a cultural ceremony or event.
19. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
20. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.

21. Authorized at the discretion of a school administrator, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
22. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall de1ermine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

ATTENDANCE MONITORING

2.1 Attendance monitoring will fall within the duties of the Attendance Clerk or alternative employee as defined by the Director. Daily attendance will be monitored through Q Attendance. Every recorded absence will be followed up with a phone call to the student's residence to verify reason of absence.

2.2 Attendance reports are generated weekly for teacher review. Teachers validate the accuracy of the report, then sign and file it for future reference. Reports are submitted monthly to the Business Services Authority ("BSA"). Attendance reporting for periods P1, P2, P3 is submitted to the BSA and California Department of Education (COE).

ASSIGNMENT MAKEUP WORK

3.1 A student absent from school with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided.

3.2 Makeup assignments and tests must be made up in a reasonable period of time.

3.2.1 Unless otherwise agreed to with teacher upon return from absence, makeup assignments/tests must be completed within a period of time equal to the length of the absence. (e.g. 1 day absence = 1 additional day to make up assignments, 2 day absence = 2 additional days to make up assignments, etc.)

3.2.2 Makeup assignments and tests that are not completed within the agreed upon time period will be considered as non-completed for student grading purposes.

VERIFICATION OF ABSENCES

4.1 The school must receive appropriate verification of a legally excused absence by the end of the third day (72 hours) after the student returns for the absence to be considered excused. Otherwise, the absence will be recorded as an unexcused absence.

4.2 All absences must be verified by a parent or guardian via phone or in writing establishing that the pupil was absent for an excused reason.

4.3 For students who have been reported as ill on more than ten (10) days total for the school year to date, parents may be required by the school to file a doctor's note verifying that the student was too ill to attend school on those days reported. If the requested report is not filed by the parent, then any additional days beyond the ten (10) of illness will be recorded as unexcused absences.

PROCESS FOR ADDRESSING TRUANCY

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. The student's classroom teacher may also call home.

2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive **"Truancy Letter #1 – Truancy Classification Notice"** from the Charter School notifying the parent/guardian of the student's "Truant" status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence.

3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **"Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,"** notifying the parent/guardian of the student's "Habitual Truant" status and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.

4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **"Truancy Letter #3 – Referral to SART Meeting"** and the student will be referred to a Student Success Team (SST) and the SART.

5. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including an involuntary removal from the school, consistent with the involuntary removal process described below. If the student is disenrolled after the involuntary removal process has been followed, notification will be sent within thirty (30) days to the student's last known district of residence.

6. If a student is absent ten (10) or more consecutive school days without valid excuse and the student's parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of this Policy and the SART contract (if any) and may be subject to disenrollment in compliance with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student's last known school district of residence.

7. Any documentation received by the Charter School regarding a student's enrollment and attendance at another public or private school (i.e., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process below

8. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.

PROCESS FOR STUDENTS WHO ARE NOT IN ATTENDANCE AT THE BEGINNING OF THE SCHOOL YEAR

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6^{th}) day of the school year due to an unexcused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1^{st}) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.

2. Students who have indicated their intent to enroll but have not attended by the third (3^{rd}) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.

3. Students who have indicated their intent to enroll but have not attended by the fifth (5^{th}) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.

4. Students who are not in attendance by the sixth (6^{th}) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.

5. The Charter School will use the contact information provided by the parent/guardian in the registration packet.

6. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

7. Any documentation received by the Charter School regarding a student's enrollment and attendance at another public or private school (i.e., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process below.

INVOLUNTARY REMOVAL PROCESS

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice").

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. the charges against the pupil;
2. an explanation of the pupil's basic rights including the right to request a hearing before the effective date of the action; and
3. the CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the Student will be dis- enrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) days. A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

Charter School will abide by all additional legal requirements afforded to students with disabilities, including convening a manifestation determination review (“MRD”) meeting prior to involuntary removal.

Unexcused Absence and Truancy counts are refreshed each school year. All unexcused absence or truancy counts accrued at the end of a school year are not carried over to the next school year.

Board Policy 5110 Student Attendance
Adopted/Ratified: 06/21/17
Revision Date: 5/9/22 8/12/24

REFERRAL TO APPROPRIATE AGENCIES OR COUNTY DISTRICT ATTORNEY

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall notify the County District Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

NON-DISCRIMINATION

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

REPORTS

The Executive Director, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

GOVERNANCE:

The Bridges Board and Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The Bridges Board will be responsible for reviewing the policy every two years or more frequently as required.

Coversheet

Local Equivalency for McKenzie Marcinko

Section:	VIII. Personnel
Item:	A. Local Equivalency for McKenzie Marcinko
Purpose:	Vote
Submitted by:	
Related Material:	McKenzie Early Childhood Units.pdf Marcinko_Local_Equivalency.pdf

Verifiable Units for McKenzie Marcinko

Note: For courses not coded as Early Childhood Units, a thorough review of the syllabi and course content was conducted by the Executive Director in consultation with VCOE's early childhood department in order to verify the relevance of the coursework to qualify for early childhood credits.

Units: 5 EDMS 422 - Creating and Managing Effective Elementary School Learning Environments

Three hours lecture and four hours activity per week

Syllabus:

https://docs.google.com/document/d/1XFbqyszGDCyMXclqNmADAwRnAg8tCqqx/edit

McKenzie completed her practicum hours in a TK class with Vanessa Acevedo at Laguna Vista in Oxnard twice a week for the full semester. She was also supervised by the professor when teaching in the TK classroom.

Units: 3 LS 220- Developing Literacy in Diverse Classrooms

Three hours lecture per week

Course description: Provides an understanding of learning and teaching literacy in a diverse, technologically-complex society. Focus is on providing students with knowledge of a comprehensive, balanced, literacy approach, including an understanding and use of the major descriptors of developing literacy, appropriate assessment methods and instruments, and a developmental and analytical appreciation for writing strategies, conventions, applications, and interpretation of texts and genres. Assignments from the course include those on early literacy building like phonemic awareness, fluency, phonics.

Units: 3 PA- 210- Understanding Dance and Music for Elementary Education

Three hours lecture per week
Prepared the elementary educator to analyze, understand, and identify elements of music and dance. Foundational concepts will be infused with historical, cultural, and

global perspectives. This course provided strategies for music and dance in the classroom, focusing on early education throughout the class.

Units: 3 ENGL 212- Children's Literature in a Diverse World

Three hours lecture/discussion per week
Prerequisite(s): ENGL 105 or equivalent
An inquiry into children's literature. Students analyze works by diverse authors in multiple genres, including fiction and nonfiction, poetry, picture books, non-fiction, and traditional

literature. Focus will be on critical reading of materials appropriate for grades K-6 as well as analysis of literary elements and structural features, and the author's craft. Students examine societal values transmitted through children's literature. Projects include analytical papers, author studies, and creative projects.

Units: 3 CD M02- Human Development: Infancy through Adolescence

Units: 3 EDU M02- Introduction to Elementary Teaching

Introduces the concepts and issues related to teaching diveIn addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

McKenzie completed these hours in the Kindergarten with Carmen Holder for the full academic year.

McKenzie Marcinko

TK Equivalency Survey

Education Code section 48000(g) requires credentialed teachers who are first assigned to a TK classroom after July 1, 2015 to have one of the following by August 1, 2023: 1) At least 24 units in early childhood education, or childhood development, or both 2) Professional experience in a classroom setting with preschool age children comparable to the 24 units of education described in bullet 1 (comparability determined by the local employing agency) 3) Child Development Teacher Permit issued by the Commission on Teacher Credentialing

Teachers may meet qualifications using established rubric criteria based on but not limited to, years of experience, child development units, evidence of completed Early Childhood Professional Development, and other additional criteria. Note, any teacher who is or was assigned to teach TK, or a combination of kindergarten and TK, on or before July 1, 2015, does not need to meet the additional unit requirement for TK teachers set forth in Education Code section 48000(g).

Bridges Charter School has determined additional criteria for professional learning to include evidence of courses in Preschool Learning Foundations, Play, Social Emotional Wellness, Trauma Informed Instruction, Early Literacy, or other comparable professional development. Bridges has defined the number comparable experience as follows:

Points	Years of Teaching Kindergarten	Child Development Units	Other Service	Additional Criteria	Points
5	N/A	24 units	A child development permit or higher	None	
4	Four or more	19-23 units	Taught in a TK program after 7/1/2015	Evidence of Professional Learning	8
3	Three years	13-18 units	Taught in a preschool or early childhood setting	Evidence of Professional Learning	
2	Two years	7-12 units	Taught 1st grade	Evidence of Professional Learning	
1	One year	6 units	Taught 2nd or 3rd grade	Evidence of Professional Learning	

Total: 8

For the purpose of qualifying certificated staff to teach Transitional Kindergarten. Teachers can meet the 5 points on the rubric by qualifying in multiple columns.** *(Example: A teacher may have taught for kindergarten for 3 years, which equals* ***3 points *and has also taught in a preschool program which equals* ***3 points,*** *or has shown extensive evidence of defined professional learning which equals* ***4 points*** *for a total of 10 points.*

Coversheet

SY 26-27 IXL Learning Renewal Quote

Section: IX. Business and Operations
Item: A. SY 26-27 IXL Learning Renewal Quote
Purpose: Vote
Submitted by:
Related Material: IXL Contract 1598545-1 [Bridges Charter School].pdf

RENEWAL QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 1598545-1
DATE: APRIL 9, 2026

TO:
Skye Stifel
Bridges Charter School
1335 CALLE BOUGANVILLA
THOUSAND OAKS, CA 91360

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Nick Daniels	A24-6733219	August 5, 2026 - August 5, 2027	August 14, 2026

SUBSCRIPTIONS	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL site license (Grades K-8) Subjects: IXL Complete (Math, ELA, Science, and Social studies)	325	$24.50	$7,962.50
		Total Price	$7,962.50

SERVICES	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL Elevate I	1	$695.00	$695.00
		Total Price	$695.00

TOTALS	
Total Subscriptions List Price	$7,962.50
Total Services List Price	$695.00
Grand Total	$8,657.50

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, click here or go to https://www.ixl.com/po-upload and enter quote # 1598545-1. Paying over $5,000 via credit card will result in a 3% fee. For international accounts, we can accept wire transfers for an additional fee.

SALES CONTRACT

CONTRACT #1598545-1

April 9, 2026

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

CUSTOMER
Skye Stifel
Bridges Charter School
1335 CALLE BOUGANVILLA
THOUSAND OAKS, CA 91360

RENEWAL INFO

Salesperson	Account #	Quote #	Renewal period
Nick Daniels	**A24-6733219**	**1598545-1**	**August 5, 2026 - August 5, 2027**

PAYMENT PLAN

Amount	Invoice date
$8,657.50	**August 19, 2026**
TOTAL	**$8,657.50**

Price valid until August 14, 2026

ACCEPTANCE OF SALES CONTRACT
This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

AUTHORIZED SIGNATURE ______________________ **DATE** ______________

IXL LEARNING

TERMS AND CONDITIONS OF SALE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

   The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

   All checks should be mailed to:
   IXL Learning
   777 Mariners Island Blvd., Suite 600
   San Mateo, CA 94404

   Credit card payments may be made by phone at (855) 255-8800.

   Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.
3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of IXL Learning's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

   Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

   If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

   If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.
5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.
6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
   a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.
   b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY,

SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (V) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.
c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.
d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.
Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.

7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

Please contact IXL Learning with any questions regarding this sales contract:
Toll-free **(855) 255-8800** | Direct **(650) 372-4300** | E-mail **orders@ixl.com**
Completed sales contracts should be emailed to your sales consultant.

Coversheet

Amplify CKLA Quote for SY 26-27

Section: IX. Business and Operations
Item: B. Amplify CKLA Quote for SY 26-27
Purpose: Vote
Submitted by:
Related Material:
Renewal 2026 - CA - Bridges Charter School (Site) CKLA NS RC GK-5.pdf

Amplify.

Price Quote

Amplify

55 Washington Street, Suite 800
Brooklyn, NY 11201
Phone: (800) 823-1969
Fax: (646) 403-4700

Quote #: Q-799245-1
PQ #: PQ 260724-555956
Date: 7/24/2026
Expires On: 9/22/2026
Delivery Service Level: Standard

Customer Contact Information
Kelly Simon
Bridges Charter School
(805) 492-3569
kelly.simon@bridgescharter.org

Amplify Contact Information
Jeff Sorenson
Associate Account Executive
jsorenson@amplify.com

CKLA

PRODUCT	QUANTITY	PRICE	TOTAL PRICE
Amplify CKLA G1 Skills Individual Code Chart - 1yr (2026-2027)	11.00	$0.80	$8.80
Amplify CKLA 2nd Ed G1 Skills Consumable Set_NS - 1yr (2026-2027)	11.00	$32.00	$352.00
Amplify CKLA 2nd Ed G2 Skills U1 Activity Book_NS - 1yr (2026-2027)	27.00	$5.60	$151.20
Amplify CKLA 2nd Ed G2 Skills U2 Activity Book_NS - 1yr (2026-2027)	16.00	$5.60	$89.60
Amplify CKLA 2nd Ed G2 Skills U3 Activity Book_NS - 1yr (2026-2027)	23.00	$5.60	$128.80
Amplify CKLA 2nd Ed G2 Skills U4 Activity Book_NS - 1yr (2026-2027)	16.00	$5.60	$89.60
Amplify CKLA 2nd Ed G2 Skills U5 Activity Book_NS - 1yr (2026-2027)	25.00	$5.60	$140.00
Amplify CKLA 2nd Ed G2 Skills U6 Activity Book_NS - 1yr (2026-2027)	10.00	$5.60	$56.00
Amplify CKLA G2 Skills Individual Code Chart - 1yr (2026-2027)	24.00	$0.80	$19.20
Amplify CKLA 2nd Ed G2 Knowledge Consumable Set - 1yr (2026-2027)	20.00	$7.00	$140.00
Amplify CKLA 2nd Ed G3 U3 Activity Book: The Human Body: Systems And Senses - 1yr (2026-2027)	10.00	$5.60	$56.00
Amplify CKLA 2nd Ed G3 U7 Activity Book: Astronomy: Our Solar System And Beyond - 1yr (2026-2027)	10.00	$5.60	$56.00
Amplify CKLA 2nd Ed G3 U8 Activity Book: Native Americans: Regions And Cultures - 1yr (2026-2027)	10.00	$5.60	$56.00
Amplify CKLA 2nd Ed G3 U9 Activity Book: Early Explorations Of North America - 1yr (2026-2027)	10.00	$5.60	$56.00
Amplify CKLA 2nd Ed G3 U11 Activity Book: Ecology - 1yr (2026-2027)	10.00	$5.60	$56.00
Amplify CKLA 2nd Ed G5 U1 Activity Book: Personal Narratives - 1yr (2026-2027)	70.00	$5.60	$392.00

PRODUCT	QUANTITY	PRICE	TOTAL PRICE
Amplify CKLA 2nd Ed G5 U2 Activity Book: Early American Civilization - 1yr (2026-2027)	70.00	$5.60	$392.00
Amplify CKLA 2nd Ed G5 U3 Poet's Journal - 1yr (2026-2027)	70.00	$8.36	$585.20
Amplify CKLA 2nd Ed G5 U4 Activity Book: Adventures Of Don Quixote - 1yr (2026-2027)	70.00	$5.60	$392.00
Amplify CKLA 2nd Ed G5 U5 Activity Book: Renaissance - 1yr (2026-2027)	70.00	$5.60	$392.00
Amplify CKLA 2nd Ed G5 U6 Activity Book: Reformation - 1yr (2026-2027)	35.00	$5.60	$196.00
Amplify CKLA 2nd Ed G5 U7 Activity Book: A Midsummer Night's Dream_NS - 1yr (2026-2027)	35.00	$5.60	$196.00
Amplify CKLA 2nd Ed G5 U8 Activity Book: Native Americans - 1yr (2026-2027)	35.00	$5.60	$196.00
Amplify CKLA 2nd Ed G5 U9 Activity Book: Chemical Matter - 1yr (2026-2027)	55.00	$5.60	$308.00
Amplify CKLA 2nd Ed G5 U1 Reader: Personal Narratives	35.00	$4.36	$152.60
Amplify CKLA 2nd Ed G5 U2 Reader: Early American Civilization	70.00	$4.36	$305.20
Trade Book G5: Adventures Of Don Quixote	70.00	$2.00	$140.00
Amplify CKLA 2nd Ed G5 U5 Reader: Renaissance: Patrons, Artists, And Scholars	70.00	$4.36	$305.20
Amplify CKLA 2nd Ed G5 U6 Reader: Reformation: Shifts In Power	45.00	$4.36	$196.20
Amplify CKLA 2nd Ed G5 U7 Reader: A Midsummer Night's Dream_NS	35.00	$4.36	$152.60
Amplify CKLA 2nd Ed G5 U8 Reader: Native Americans: A Changing Landscape	50.00	$4.36	$218.00
Amplify CKLA 2nd Ed G5 U9 Reader: The Badlands Sleuth	35.00	$4.36	$152.60
TOTAL			$6,126.80

CKLA

SHIPPING AND HANDLING	DELIVERY SERVICE LEVEL	SHIPPING COST	TOTAL PRICE
Amplify Shipping and Handling	Standard	$735.22	$490.17

SUBTOTAL	$6,616.97
ESTIMATED SALES TAX (10%)	$612.68
GRAND TOTAL	$7,229.65

Scope and Duration

Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.

- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: http://www.amplify.com/w-9.pdf

License and Services Term:

- Licenses: 07/01/2026 until 06/30/2027.
- Professional Development (PD) Services:
    - For purchases made on or before 12/31/25, unless otherwise stated above, PD Services expire 18 months from the order date. Any unused PD Services after 18 months will be forfeited.
    - For purchases on or after 1/1/26, please visit http://amplify.com/pd-expirationterms for information about the term for PD Services and when they expire, unless otherwise outlined herein.
- All other services: 18 months from order date. Unless otherwise stated above, all other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- FOR SHIPPED MATERIALS:
    - Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- FOR SERVICES:
    - Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

Quote Special Terms

California Sales Tax
Please note that for California customers, we have included a Sales Tax Estimate calculated at 10% of the price of all print materials indicated in the price table above, to aid with budgeting. The exact sales tax amount due may vary based on county and/or municipality.

How to Order Our Products

Amplify would like to process your order as quickly as possible. We accept: **Purchase Orders** (fastest), **Credit Cards**, **ACH/Wire**, and **Checks**.

Visit amplify.com/ordering-support for ordering instructions.

Option 1: Purchase Order (For Fastest Processing, we recommend you submit a purchase order via our website: amplify.com/ordering-support))

Submit your signed purchase order using any method below:

- **Online:** service.amplify.com/submit-a-po
- **Email:** IncomingPO@amplify.com
- **Fax:** (646) 403-4700

Required with your Purchase Order:

- Copy of your Price Quote
- Tax-Exemption Certificate (if applicable)

Option 2: Pay in Advance

- **Credit Card:** Visit service.amplify.com/make-a-payment
- **ACH/Wire:** Visit service.amplify.com/make-a-payment for Amplify banking details
- **Check:**

Amplify Education, Inc.
P.O. Box 392294
Pittsburgh, PA 15251-9294

Note: To ensure timely and accurate processing, customers making Wire or ACH payments must email remittance details to accountsreceivable@amplify.com. If paying by check, include your quote number on your check. Check payments add up to 2 weeks processing time.

Important: Sales tax is not included in quotes and may apply to your order. Please notify your sales representative of any prepayments and their details.

This Price Quote is subject to the Customer Terms & Conditions of Amplify Education, Inc. attached and available at amplify.com/customer-terms. Issuance of a purchase order or payment pursuant to this Price Quote, or usage of the products specified herein, shall be deemed acceptance of such Terms & Conditions.

Terms & Conditions

1. Scope. These Customer Terms and Conditions are a legal agreement between Amplify Education, Inc. ("Amplify") and the local education agency or authority, school district, school network, independent school, or other regional education system ("Customer") for the license and use of one or more of Amplify products or services (the "Products"), as specified in the receipt, price quote, proposal, renewal letter, or other ordering document containing the details of this purchase (the "Quote"). These Customer Terms and Conditions, all addenda, attachments, and the Quote, as applicable (together, the "Agreement"), constitute the entire agreement between the parties relating to the subject matter hereof. The provisions of this Agreement will supersede any conflicting terms and conditions in any Customer purchase order, other correspondence or verbal communication, and will supersede and cancel all prior agreements, written or oral, between the parties relating to the subject matter hereof.

2. Agreement Acceptance. This Agreement becomes effective at the earliest of the following: (i) issuing a purchase order, shipment request, or payment against the Quote; (ii) accessing, downloading, or using the Products; or (iii) otherwise accepting this Agreement. This term of the Agreement will be as specified in the Quote and may be renewed or extended by mutual agreement of the parties. Customer represents and warrants that: (1) Customer is of legal age to accept this Agreement; (2) Customer is authorized to accept this Agreement and to access and use the Products; and (3) Customer's use of the Products will comply at all times with Amplify's Acceptable Use Policy available at amplify.com/acceptable-use ("AUP"). The Customer may not access, download, or use the Products if the Customer does not agree to this Agreement.

3. License. Subject to the terms and conditions of the Agreement, Amplify grants to Customer a non-exclusive, non-transferable, non-sublicensable license to access and use, and permit Authorized School Users, as defined below, to access and use the Products in accordance with the AUP, for the duration specified in the Quote (the "Term"), and for the number of Authorized School Users specified in the Quote for whom Customer has paid the applicable fees to Amplify. "Authorized School User" means the K–12 students registered or authorized for instruction with Customer and the educators, agents and staff members who use the Products as authorized by Customer who Customer permits to access and use the Products subject to the terms and conditions of the Agreement, solely while such individual is so employed or so registered. Each Authorized School User's access and use of the Products will be subject to the AUP in addition to the terms and conditions of the Agreement. Violations of this Agreement or the AUP may result in suspension or termination of the applicable account.

4. Restrictions. Customer may access and use the Products solely for non-commercial instructional and administrative purposes. Guidelines for such purposes may be set forth at https://amplify.com/amplify-program-usage-guidelines/ and additional guidelines may be detailed in materials associated with the Product the Customer is accessing. Further, Customer may not, except as expressly authorized by Amplify: (a) copy, modify, translate, distribute, disclose, or create derivative works based on the contents of, sell, or otherwise exploit, the Products, or any part thereof; (b) decompile, disassemble, reverse engineer the Products, or otherwise use the Products to develop functionally similar products or services; (c) modify, alter, or delete any of the copyright, trademark, or other proprietary notices in or on the Products; (d) rent, lease, or lend the Products or use the Products for the benefit of any third party; (e) avoid, circumvent, or disable any security or digital rights management device, procedure, protocol, or mechanism in the Products;

(f) use any content from the Products, including but not limited to text, images, videos, assessments, lesson plans, or code, as input or training material for any machine learning or artificial intelligence system, including large language models, neural networks, or other algorithmic models, for any purposes, commercial or non-commercial; or (g) permit any Authorized School User or third party to do any of the foregoing. Customer also agrees that any works created in violation of this section are derivative works, and, as such, Customer agrees to assign, and hereby assigns, all right, title, and interest in such works to Amplify. The Products and derivatives thereof may be subject to export control laws, restrictions, regulations, and orders of the U.S. and other jurisdictions (together, "Export Laws"). Customer agrees to comply with all applicable Export Laws, and will not, and will not permit Authorized School Users to, export, or transfer for the purpose of re-export, any Product to any prohibited or embargoed country in violation of any U.S. export law or regulation. Further, Customer represents that it is not a party subject to sanctions by the U.S. Office of Foreign Assets Control or included on any restricted party list maintained by the U.S. Bureau of Industry and Security. The software and associated documentation portions of the Products are "commercial items" (as defined at 48 CFR 2.101), comprising "commercial computer software" and "commercial computer software documentation," as those terms are used in 48 CFR 12.212. Accordingly, if Customer is the U.S. Government or its contractor, Customer will receive only those rights set forth in this Agreement in accordance with 48 CFR 227.7201-227.7204 (for Department of Defense and their contractors) or 48 CFR 12.212 (for other U.S. Government licensees and their contractors).

5. Reservation of Rights. SUBSCRIPTION PRODUCTS ARE LICENSED, NOT SOLD. Subject to the limited rights expressly granted hereunder, all rights, title, and interest in and to all Products, including all related IP Rights, are and will remain the sole and exclusive property of Amplify or its third-party licensors. "IP Rights" means, collectively, rights under patent, trademark, copyright, and trade secret laws, and any other intellectual property or proprietary rights recognized in any country or jurisdiction worldwide. Customer must promptly notify Amplify of any violation of Amplify's IP Rights in the Products, and will reasonably assist Amplify as necessary to remedy any such violation. Amplify Products are protected by patents (see amplify.com/virtual-patent-marking). Amplify reserves the right to update or modify the Products at any time and to discontinue the Products upon reasonable notice.

6. Payments. In consideration of the Products, Customer will pay to Amplify (or other party designated on the Quote) the fees specified in the Quote in full within 30 days of the date of invoice, except as otherwise agreed by the parties or for those amounts that are subject to a good faith dispute of which Customer has notified Amplify in writing. Customer will be responsible for all state or local sales, use or gross receipts taxes, and federal excise taxes unless Customer provides a then-current tax exemption certificate in advance of the delivery, license, or performance of any Product, as applicable.

7. Shipments. Unless otherwise specified on the Quote, physical Products will be shipped FOB origin in the US (Incoterms 2010 EXW outside of the US) and are deemed accepted by Customer upon receipt. Upon acceptance of such Products, orders are non-refundable, non-returnable, and non-exchangeable, except in the case of defective or missing materials reported to Amplify by Customer within 60 days of receipt. In such case, Customer may not return Products without Amplify's written authorization.

8. Account Information. For subscription Products, the authentication of Authorized School Users is based in part upon information supplied by Customer or Authorized School Users, as applicable. Customer will and will cause its Authorized School Users to (a) provide accurate information to Amplify or a third-party service as applicable, and promptly report any changes to such information, (b) not share login credentials or otherwise allow others to use their account, (c) maintain the confidentiality and security of their account information, and (d) use the Products solely via such authorized accounts. Customer agrees to notify Amplify immediately of any unauthorized use of its or its Authorized School Users' accounts or related authentication information. Amplify will not be responsible for any losses arising out of the unauthorized use of accounts created by or for Customer and its Authorized School Users.

9. Confidentiality. Customer acknowledges that, in connection with this Agreement, Amplify has provided or will provide to Customer and its Authorized School Users certain sensitive or proprietary information, including software, source code, assessment instruments, research, designs, methods, processes, customer lists, training materials, product documentation, know-how, or trade secrets, in whatever form ("Confidential Information"). Customer agrees (a) not to use Confidential Information for any purpose other than use of the Products in accordance with this Agreement and (b) to take all steps reasonably necessary to maintain and protect the Confidential Information of Amplify in strict confidence. Confidential Information shall not include information that, as evidenced by Customer's contemporaneous written records: (i) is or becomes publicly available through no fault of Customer; (ii) is rightfully known to Customer prior to the time of its disclosure; (iii) has been independently developed by Customer without any use of the Confidential Information; or (iv) is subsequently learned from a third party not under any confidentiality obligation.

10. Student Data. The parties acknowledge and agree that in the course of providing the Products to the Customer, Amplify may collect, receive, or generate information that directly relates to an identifiable student of Customer ("Student Data"). Student Data may include personal information from a student's "educational records," as defined by the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Student Data is owned and controlled by the Customer and Amplify receives Student Data as a "school official" under Section 99.31 of FERPA for the purpose of providing the Products hereunder. Individually and collectively, Amplify and Customer

agree to uphold our obligations, as applicable, under FERPA, the Children's Online Privacy Protection Act ("COPPA"), the Protection of Pupil Rights Amendment ("PPRA"), and applicable state laws relating to student data privacy. Amplify's Customer [Privacy Policy] at [amplify.com/customer-privacy] ("Privacy Policy") will govern collection, use, and disclosure of Student Data collected or stored on behalf of Customer under this Agreement. In addition, Amplify has entered into the data privacy agreements listed at [amplify.com/privacy-security] aligned with state and national templates to facilitate compliance with applicable state laws and help expedite Customer's student data privacy documentation process. Customer is responsible for providing notice and obtaining appropriate consents under applicable laws to authorize Authorized School Users' use of the Products, including making a copy of the [Privacy Policy] available to the parents or guardians of users who are under the age of 13.

11. Customer Materials and Requirements. Customer represents, warrants, and covenants that it has all the necessary rights, including consents and IP Rights, in connection with any data, information, content, and other materials provided to or collected by Amplify on behalf of Customer or its Authorized School Users using the Products or otherwise in connection with this Agreement ("Customer Materials"), and that Amplify has the right to use such Customer Materials as contemplated hereunder or for any other purposes required by Customer. Customer is solely responsible for the accuracy, integrity, completeness, quality, legality, and safety of such Customer Materials. Customer is responsible for meeting hardware, software, telecommunications, and other requirements listed at [amplify.com/customer-requirements].

12. Warranty Disclaimer. PRODUCTS ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND BY AMPLIFY. AMPLIFY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. CUSTOMER ASSUMES RESPONSIBILITY FOR SELECTING THE PRODUCTS TO ACHIEVE CUSTOMER'S INTENDED RESULTS AND FOR THE ACCESS AND USE OF THE PRODUCTS, INCLUDING THE RESULTS OBTAINED FROM THE PRODUCTS. WITHOUT LIMITING THE FOREGOING, AMPLIFY MAKES NO WARRANTY THAT THE PRODUCTS WILL BE ERROR-FREE OR FREE FROM INTERRUPTIONS OR OTHER FAILURES OR WILL MEET CUSTOMER'S REQUIREMENTS. AMPLIFY IS NEITHER RESPONSIBLE NOR LIABLE FOR ANY THIRD-PARTY CONTENT OR SOFTWARE INCLUDED IN PRODUCTS, INCLUDING THE ACCURACY, INTEGRITY, COMPLETENESS, QUALITY, LEGALITY, USEFULNESS, OR SAFETY OF, OR IP RIGHTS RELATING TO, SUCH THIRD-PARTY CONTENT AND SOFTWARE. ANY ACCESS TO OR USE OF SUCH THIRD-PARTY CONTENT AND SOFTWARE MAY BE SUBJECT TO THE TERMS AND CONDITIONS AND INFORMATION COLLECTION, USAGE, AND DISCLOSURE PRACTICES OF THIRD PARTIES.

13. Limitation of Liability. TO THE EXTENT SUCH LIMITATION IS NOT PROHIBITED BY APPLICABLE LAW, IN NO EVENT WILL AMPLIFY BE LIABLE TO CUSTOMER OR TO ANY AUTHORIZED SCHOOL USER FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, RELIANCE, OR COVER DAMAGES, DAMAGES FOR LOST PROFITS, LOST DATA OR LOST BUSINESS, OR ANY OTHER INDIRECT DAMAGES, EVEN IF AMPLIFY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TO THE EXTENT SUCH LIMITATION IS NOT PROHIBITED BY APPLICABLE LAW, AMPLIFY'S ENTIRE LIABILITY TO CUSTOMER OR ANY AUTHORIZED USER ARISING OUT OF PERFORMANCE OR NONPERFORMANCE BY AMPLIFY OR IN ANY WAY RELATED TO THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF WHETHER THE CLAIM FOR SUCH DAMAGES IS BASED IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, MAY NOT EXCEED THE AGGREGATE OF CUSTOMER'S OR ANY AUTHORIZED USER'S DIRECT DAMAGES UP TO THE FEES PAID BY CUSTOMER TO AMPLIFY FOR THE AFFECTED PORTION OF THE PRODUCTS IN THE PRIOR 12-MONTH PERIOD. UNDER NO CIRCUMSTANCES WILL AMPLIFY BE LIABLE FOR ANY CONSEQUENCES OF ANY UNAUTHORIZED USE OF THE PRODUCTS BY AN AUTHORIZED SCHOOL USER THAT VIOLATES THIS AGREEMENT OR ANY APPLICABLE LAW OR REGULATION.

14. Termination. Without prejudice to any rights either party may have under this Agreement, in law, equity, or otherwise, a party will have the right to terminate this Agreement if the other party (or in the case of Amplify, an Authorized School User) materially breaches any term, provision, warranty, or representation under this Agreement and fails to correct the breach within 30 days of its receipt of written notice thereof. Upon termination, Customer will: (a) cease using the Products, (b) return, purge, or destroy (as directed by Amplify) all copies of any Products and, if so requested, certify to Amplify in writing that such surrender or destruction has occurred, (c) pay any fees due and owing hereunder, and (d) not be entitled to a refund of any fees previously paid, unless otherwise specified in the Quote. Customer will be responsible for the cost of any continued use of the Products following termination. Upon termination, Amplify will return or destroy any Student Data provided to Amplify hereunder. Notwithstanding the foregoing, nothing will require Amplify to return or destroy any data that does not include Student Data, including de-identified information or data that is derived from access to Student Data but which does not contain Student Data. Sections 3–14 will survive the termination of this Agreement.

15.
Miscellaneous. This Agreement may not be modified except in writing signed by both parties. All defined terms in this Agreement will apply to their singular and plural forms, as applicable. The word "including" means "including without limitation." For United States-based Customers, this Agreement will be governed by and construed and enforced in accordance with the laws of the U.S., state,

commonwealth, or territory in which Customer resides based on the address set forth in the Quote, without regard to that state's, commonwealth's, or territory's choice of law rules. For Customers based outside of the United States, this Agreement will be governed by the laws of the U.S., state of New York, without giving effect to the choice of law rules thereof. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns. The parties expressly understand and agree that their relationship is that of independent contractors. Nothing in this Agreement will constitute one party as an employee, agent, joint venture partner, or servant of another. Each party is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection herewith. Neither this Agreement nor any of the rights, interests or obligations hereunder may be assigned or delegated by Customer or any Authorized School User without the prior written consent of Amplify. If one or more of the provisions contained in this Agreement will for any reason be held to be unenforceable at law, such provisions will be construed by the appropriate judicial body to limit or reduce such provision or provisions so as to be enforceable to the maximum extent compatible with applicable law. Amplify will have no liability to Customer or to third parties for any failure or delay in performing any obligation under this Agreement due to circumstances beyond its reasonable control, including acts of God or nature, fire, earthquake, flood, epidemic, pandemic, strikes, labor stoppages or slowdowns, civil disturbances or terrorism, national or regional emergencies, supply shortages or delays, action by any governmental authority, or interruptions in power, communications, satellites, the Internet, or any other network. Each party represents and warrants that it has all necessary right, power, and authority to enter into this Agreement and to comply with the obligations hereunder.

We are delighted to work with you and we thank you for your order!

Coversheet

Salary Schedule

Section: IX. Business and Operations
Item: C. Salary Schedule
Purpose: Vote
Submitted by:
Related Material: FY26-27 - BRIDGES CHARTER SALARY SCHEDULE.pdf

BRIDGES
TK-8 CHARTER SCHOOL

FY26-27 Salary Schedule

CERTIFICATED MANAGEMENT SALARY SCHEDULE FY26/27

POSITION	SCHEDULE	#OF DAYS	RATE	DR/01	DR/02	DR/03	DR/04	DR/05	DR/06	DR/07	DR/08	DR/09	DR/10	DR/11	DR/12
EXECUTIVE DIRECTOR	CE214	1.0 FTE	ANNUAL	$106,090	$111,394	$116,964	$122,812	$128,951	$135,400	$142,170	$149,278	$153,241	$157,838	$162,573	$167,451
CONTRACT DAYS		214	DAILY	$495.70	$520.50	$546.50	$573.80	$602.50	$632.70	$664.30	$697.50	$716.00	$737.56	$759.69	$782.48

POSITION	SCHEDULE	#OF DAYS	RATE	AD/01	AD/02	AD/03	AD/04	AD/05	AD/06	AD/07	AD/08	AD/09	AD/10	AD/11	AD/12
DIRECTOR OF DAILY OPS	AD214	1.0 FTE	ANNUAL	$96,445	$101,268	$106,331	$111,647	$117,229	$123,091	$129,245	$135,707	$139,310	$143,489	$147,794	$152,228
CONTRACT DAYS		214	DAILY	$450.60	$473.20	$496.80	$521.70	$547.80	$575.10	$603.90	$634.10	$650.90	$670.51	$690.63	$711.34

POSITION	SCHEDULE	#OF DAYS	RATE	AD/01	AD/02	AD/03	AD/04	AD/05	AD/06	AD/07	AD/08	AD/09	AD/10	AD/11	AD/12
DIRECTOR OF STUDENT SUPPORT SERVICES	AD214	1.0 FTE	ANNUAL	$96,445	$101,268	$106,331	$111,647	$117,229	$123,091	$129,245	$135,707	$139,310	$143,489	$147,794	$152,228
CONTRACT DAYS		214	DAILY	$450.60	$473.20	$496.80	$521.70	$547.80	$575.10	$603.90	$634.10	$650.90	$670.51	$690.63	$711.34

CLASSIFIED CONFIDENTIAL SALARY SCHEDULE

POSITION	SCHEDULE	#OF DAYS	RATE	AC/01	AC/02	AC/03	AC/04	AC/05	AC/06	AC/07	AC/08	AC/09	AC/10	AC/11	AC/12
ADMIN COORDINATOR	AC225	1.0 FTE	ANNUAL	$66,352	$68,011	$69,711	$71,454	$73,240	$75,071	$76,948	$78,872	$80,843	$83,269	$85,767	$88,340
CONTRACT DAYS		225	DAILY	$294.90	$302.27	$309.83	$317.57	$325.51	$333.65	$341.99	$350.54	$359.30	$370.08	$381.19	$392.62
			HOURLY	$36.86	$37.78	$38.73	$39.70	$40.69	$41.71	$42.75	$43.82	$44.91	$46.26	$47.65	$49.08

CERTIFICATED SALARY SCHEDULE

	01CL1	01CL2	01CL3	01CL4	01CL5
	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
	BACHELORS	BACHELORS	BACHELORS	BACHELORS	BACHELORS
STEP	DEGREE	PLUS 15*	PLUS 45*	PLUS 60*	PLUS 75, MA or DOC*
1	$66,352	$66,352	$66,352	$66,352	$66,352
2	$66,352	$66,352	$66,352	$66,867	$67,679
3	$66,352	$66,352	$66,867	$67,382	$69,651
4	$66,352	$66,352	$67,382	$67,896	$71,044
5	$66,352	$66,867	$67,896	$68,412	$72,465
6	$66,352	$67,382	$68,412	$70,464	$73,914
7	$66,352	$67,896	$68,926	$72,579	$75,392
8	$66,352	$68,412	$69,442	$72,607	$76,900
9	$66,352	$68,926	$70,144	$74,786	$79,207
10	—	$71,683	$72,950	$77,777	$82,375
11	—	$72,409	$76,597	$80,888	$85,670
12	—	$72,916	$79,661	$84,124	$89,097
13	—	$73,426	$80,219	$86,647	$92,661
14	—	$73,940	$80,780	$87,254	$95,441
15	—	$74,458	$81,346	$87,865	$96,395
16	—	$74,979	$81,915	$88,480	$97,359
17	—	$75,504	$82,488	$89,099	$98,333
18	—	$76,032	$83,066	$89,723	$99,316
19	—	$76,564	$83,647	$90,351	$100,309
20	—	$77,100	$84,233	$90,983	$101,312
21	—	$77,871	$84,822	$91,620	$102,123
22	—	$78,650	$85,416	$92,261	$102,940
23	—	$79,437	$86,014	$92,907	$103,763
24	—	$80,231	$86,616	$93,558	$104,593
25	—	$81,033	$87,223	$94,213	$105,430
26	—	$81,844	$87,833	$94,872	$106,274
27	—	$82,662	$88,448	$95,536	$107,124
28	—	$83,489	$89,067	$96,205	$107,981
29	—	$84,324	$89,691	$96,878	$108,845

Longevity Add-On		
Years 6-10:	$500	ANNUALLY
Years 11-16:	$1,000	ANNUALLY
Years 17+	$1,500	ANNUALLY

CERTIFICATED HOURLY SALARY SCHEDULE

	01HCL1	01HCL2	01HCL3	01HCL4	01HCL5
	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
	BACHELORS	BACHELORS	BACHELORS	BACHELORS	BACHELORS
STEP	DEGREE	PLUS 15*	PLUS 45*	PLUS 60*	PLUS 75, MA & DOC*
1	$44.83	$44.83	$44.83	$44.83	$44.83
2	$44.83	$44.83	$44.83	$45.18	$45.73
3	$44.83	$44.83	$45.18	$45.53	$47.06
4	$44.83	$44.83	$45.53	$45.88	$48.00
5	$44.83	$45.18	$45.88	$46.22	$48.96
6	$44.83	$45.53	$46.22	$47.61	$49.94
7	$44.83	$45.88	$46.57	$49.04	$50.94
8	$44.83	$46.22	$46.92	$49.06	$51.96
9	$44.83	$46.57	$47.39	$50.53	$53.52
10	—	$48.43	$49.29	$52.55	$55.66
11	—	$48.93	$51.75	$54.65	$57.89
12	—	$49.27	$53.83	$56.84	$60.20
13	—	$49.61	$54.20	$58.55	$62.61
14	—	$49.96	$54.58	$58.96	$64.49
15	—	$50.31	$54.96	$59.37	$65.13
16	—	$50.66	$55.35	$59.78	$65.78
17	—	$51.02	$55.74	$60.20	$66.44
18	—	$51.37	$56.13	$60.62	$67.11
19	—	$51.73	$56.52	$61.05	$67.78
20	—	$52.09	$56.91	$61.48	$68.45
21	—	$52.62	$57.31	$61.91	$69.00
22	—	$53.14	$57.71	$62.34	$69.55
23	—	$53.67	$58.12	$62.78	$70.11
24	—	$54.21	$58.52	$63.21	$70.67
25	—	$54.75	$58.93	$63.66	$71.24
26	—	$55.30	$59.35	$64.10	$71.81
27	—	$55.85	$59.76	$64.55	$72.38
28	—	$56.41	$60.18	$65.00	$72.96
29	—	$56.98	$60.60	$65.46	$73.54

MISCELLANEOUS CERTIFICATED SALARY SCHEDULE

	06/2/1	06/2/2	06/2/3	06/2/4	06/2/5	06/2/6	06/2/7	06/2/8	06/2/9	06/2/10	06/2/11	06/2/12	06/2/13	06/2/14	06/2/15
SCHOOL PSYCHOLOGIST	$371.39	$424.44	$450.98	$477.50	$530.55	$543.81	$557.41	$571.34	$585.63	$600.27	$615.28	$630.66	$646.42	$662.58	$679.15

	C1/1	C1/2	C1/3	C1/4	C1/5	C1/6	C1/7	C1/8	C1/9	C1/10	C1/11	C1/12	C1/13	C1/14	C1/15
COUNSELOR	$392.97	$416.87	$442.29	$453.35	$464.68	$476.30	$488.21	$500.41	$512.92	$525.74	$538.89	$552.36	$566.17	$580.32	$594.83

	06/5/1	06/5/2	06/5/3	06/5/4	06/5/5	06/5/6	06/5/7	06/5/8	06/5/9	06/5/10	06/5/11	06/5/12	06/5/13	06/5/14	06/5/15
RESPONSE TO INTERVENTION	$403.41	$409.54	$415.78	$422.03	$428.36	$434.79	$441.31	$447.93	$454.65	$461.47	$468.39	$475.42	$482.55	$489.79	$497.13

	06/5/1	06/5/2	06/5/3	06/5/4	06/5/5	06/5/6	06/5/7	06/5/8	06/5/9	06/5/10	06/5/11	06/5/12	06/5/13	06/5/14	06/5/15
MS PROGRAM COORDINATOR	$403.41	$409.54	$415.78	$422.03	$428.36	$434.79	$441.31	$447.93	$454.65	$461.47	$468.39	$475.42	$482.55	$489.79	$497.13

RESPONSE TO INTERVENTION COORDINATOR	RTIC01/01	RTIC01/02	RTIC01/03	RTIC01/04	RTIC01/05	RTIC01/06	RTIC01/07	RTIC01/08	RTIC01/09	RTIC01/10	RTIC01/11	RTIC01/12	RTIC01/13	RTIC01/14	RTIC01/15
195 DAYS	$80,233	$82,640	$85,120	$87,673	$90,303	$93,013	$95,803	$98,677	$101,637	$104,686	$106,256	$107,850	$109,468	$111,110	$112,777
DAILY	$411.45	$423.79	$436.51	$449.61	$463.09	$476.99	$491.30	$506.04	$521.22	$536.85	$544.90	$553.08	$561.37	$569.79	$578.34

LEARNING CTR COORDINATOR	LCC01/01	LCC01/02	LCC01/03	LCC01/04	LCC01/05	LCC01/06	LCC01/07	LCC01/08	LCC01/09	LCC01/10	LCC01/11	LCC01/12	LCC01/13	LCC01/14	LCC01/15
195 DAYS	$80,233	$82,640	$85,120	$87,673	$90,303	$93,013	$95,803	$98,677	$101,637	$104,686	$106,256	$107,850	$109,468	$111,110	$112,777
DAILY	$411.45	$423.79	$436.51	$449.61	$463.09	$476.99	$491.30	$506.04	$521.22	$536.85	$544.90	$553.08	$561.37	$569.79	$578.34
HOURLY	$51.43	$52.97	$54.56	$56.20	$57.89	$59.62	$61.41	$63.25	$65.15	$67.11	$68.11	$69.13	$70.17	$71.22	$72.29

LIBRARY MEDIA SPECIALIST	LIB/01/01	$62,920
MATH TUTOR	03/4/1	$35.00
EXTRA DUTY/TEACHER COVERAGE	03/4/2	$35.33
SUBSTITUTE PSYCHOLOGIST	03/4/3	$55.00
SPEECH THERAPIST	03/4/4	$50.00
SUBSTITUTE TEACHER	06/1/1	$26.67
LONG TERM SUBSTITUTE TEACHER*	06/1/2	$34.88
SUBSTITUTE STIPEND**	06/1/3	$250.00
SUBSTITUTE ADMINISTRATOR	06/4/1	$450.00
ADVISOR	06/3/1	$600.00
CELL PHONE STIPEND MONTHLY	ST1/1	$10.00

HOME SCHOOL SALARY SCHEDULE

LEAD TEACHER	HSLT/01	HSLT/02	HSLT/03	HSLT/04	HSLT/05	HSLT/06	HSLT/07	HSLT/08	HSLT/09	HSLT/10	HSLT/11	HSLT/12	HSLT/13	HSLT/14	HSLT/15
175 Student Days, 2 PD Days, 8 Work Days=185 Total Days	$68,259	$68,259	$68,259	$68,259	$70,306	$71,361	$72,431	$73,518	$74,621	$75,740	$76,876	$78,029	$79,200	$80,388	$81,593
DAILY	$368.97	$368.97	$368.97	$368.97	$380.03	$385.74	$391.52	$397.39	$403.36	$409.41	$415.55	$421.78	$428.11	$434.53	$441.05
HOURLY	$46.12	$46.12	$46.12	$46.12	$47.50	$48.22	$48.94	$49.67	$50.42	$51.18	$51.94	$52.72	$53.51	$54.32	$55.13

SUPERVISING TEACHER	HSST/01	HSST/02	HSST/03	HSST/04	HSST/05	HSST/06	HSST/07	HSST/08	HSST/09	HSST/10	HSST/11	HSST/12	HSST/13	HSST/14	HSST/15
175 Student Days, 2 PD Days, 3 Work Days=180 Total Days	$66,352	$66,352	$66,352	$66,352	$68,343	$69,368	$70,408	$71,464	$72,536	$73,624	$74,729	$75,850	$76,987	$78,142	$79,314
DAILY	$358.66	$358.66	$358.66	$358.66	$369.42	$374.96	$380.58	$386.29	$392.09	$397.97	$403.94	$410.00	$416.15	$422.39	$428.73
HOURLY	$44.83	$44.83	$44.83	$44.83	$46.18	$46.87	$47.57	$48.29	$49.01	$49.75	$50.49	$51.25	$52.02	$52.80	$53.59

SPECIALIST SALARY SCHEDULE

	SPCHRLY/AS01	SPCHRLY/AS02	SPCHRLY/AS03	SPCHRLY/AS04	SPCHRLY/AS05	SPCHRLY/AS06	SPCHRLY/AS07	SPCHRLY/AS08	SPCHRLY/AS09	SPCHRLY/AS10	SPCHRLY/AS11	SPCHRLY/AS12	SPCHRLY/AS13	SPCHRLY/AS14	SPCHRLY/AS15
ART SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/EEN01	SPCHRLY/EEN02	SPCHRLY/EEN03	SPCHRLY/EEN04	SPCHRLY/EEN05	SPCHRLY/EEN06	SPCHRLY/EEN07	SPCHRLY/EEN08	SPCHRLY/EEN09	SPCHRLY/EEN10	SPCHRLY/EEN11	SPCHRLY/EEN12	SPCHRLY/EEN13	SPCHRLY/EEN14	SPCHRLY/EEN15
ENVIRONMENTAL ED & NUTRITION SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/BS01	SPCHRLY/BS02	SPCHRLY/BS03	SPCHRLY/BS04	SPCHRLY/BS05	SPCHRLY/BS06	SPCHRLY/BS07	SPCHRLY/BS08	SPCHRLY/BS09	SPCHRLY/BS10	SPCHRLY/BS11	SPCHRLY/BS12	SPCHRLY/BS13	SPCHRLY/BS14	SPCHRLY/BS15
BAND SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/LAN01	SPCHRLY/LAN02	SPCHRLY/LAN03	SPCHRLY/LAN04	SPCHRLY/LAN05	SPCHRLY/LAN06	SPCHRLY/LAN07	SPCHRLY/LAN08	SPCHRLY/LAN09	SPCHRLY/LAN10	SPCHRLY/LAN11	SPCHRLY/LAN12	SPCHRLY/LAN13	SPCHRLY/LAN14	SPCHRLY/LAN15
FOREIGN LANGUAGE SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/LIB01	SPCHRLY/LIB02	SPCHRLY/LIB03	SPCHRLY/LIB04	SPCHRLY/LIB05	SPCHRLY/LIB06	SPCHRLY/LIB07	SPCHRLY/LIB08	SPCHRLY/LIB09	SPCHRLY/LIB10	SPCHRLY/LIB11	SPCHRLY/LIB12	SPCHRLY/LIB13	SPCHRLY/LIB14	SPCHRLY/LIB15
LIBRARY SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/MS01	SPCHRLY/MS02	SPCHRLY/MS03	SPCHRLY/MS04	SPCHRLY/MS05	SPCHRLY/MS06	SPCHRLY/MS07	SPCHRLY/MS08	SPCHRLY/MS09	SPCHRLY/MS10	SPCHRLY/MS11	SPCHRLY/MS12	SPCHRLY/MS13	SPCHRLY/MS14	SPCHRLY/MS15
MUSIC SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/PES01	SPCHRLY/PES02	SPCHRLY/PES03	SPCHRLY/PES04	SPCHRLY/PES05	SPCHRLY/PES06	SPCHRLY/PES07	SPCHRLY/PES08	SPCHRLY/PES09	SPCHRLY/PES10	SPCHRLY/PES11	SPCHRLY/PES12	SPCHRLY/PES13	SPCHRLY/PES14	SPCHRLY/PES15
PE SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/HS01	SPCHRLY/HS02	SPCHRLY/HS03	SPCHRLY/HS04	SPCHRLY/HS05	SPCHRLY/HS06	SPCHRLY/HS07	SPCHRLY/HS08	SPCHRLY/HS09	SPCHRLY/HS10	SPCHRLY/HS11	SPCHRLY/HS12	SPCHRLY/HS13	SPCHRLY/HS14	SPCHRLY/HS15
HOMESCHOOL SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/RTI01	SPCHRLY/RTI02	SPCHRLY/RTI03	SPCHRLY/RTI04	SPCHRLY/RTI05	SPCHRLY/RTI06	SPCHRLY/RTI07	SPCHRLY/RTI08	SPCHRLY/RTI09	SPCHRLY/RTI10	SPCHRLY/RTI11	SPCHRLY/RTI12	SPCHRLY/RTI13	SPCHRLY/RTI14	SPCHRLY/RTI15
INTERVENTION SPECIALIST	$34.88	$35.48	$36.54	$37.63	$38.76	$39.73	$40.72	$41.74	$42.78	$43.85	$44.95	$46.07	$47.23	$48.41	$49.62

	SPCHRLY/ITS01	SPCHRLY/ITS02	SPCHRLY/ITS03	SPCHRLY/ITS04	SPCHRLY/ITS05	SPCHRLY/ITS06	SPCHRLY/ITS07	SPCHRLY/ITS08	SPCHRLY/ITS09	SPCHRLY/ITS10	SPCHRLY/ITS11	SPCHRLY/ITS12	SPCHRLY/ITS13	SPCHRLY/ITS14	SPCHRLY/ITS15
INFO TECH SPECIALIST	$41.08	$42.31	$43.57	$44.88	$46.23	$47.39	$48.57	$49.78	$51.03	$52.31	$53.61	$54.95	$56.33	$57.73	$59.18

CLASSIFIED SALARY SCHEDULE

	02H/A/005	02H/A/006	02H/A/007	02H/A/008	02H/A/009	02H/A/010	02H/A/011	02H/A/012	02H/A/013	02H/A/014	02H/A/015	02H/A/016	02H/A/017	02H/A/018	02H/A/019
LEAD CUSTODIAN	$28.00	$28.70	$29.42	$30.15	$30.91	$31.68	$32.47	$33.28	$34.12	$34.97	$35.84	$36.74	$37.66	$38.60	$39.56

	02H/B005	02H/B006	02H/B007	02H/B008	02H/B009	02H/B010	02H/B011	02H/B012	02H/B013	02H/B014	02H/B015	02H/B016	02H/B017	02H/B018	02H/B019
CUSTODIAN	$19.38	$19.96	$20.56	$21.18	$21.83	$22.38	$22.94	$23.51	$24.10	$24.70	$25.32	$25.95	$26.60	$27.26	$27.94

	02H/D006	02H/D007	02H/D008	02H/D009	02H/D010	02H/D011	02H/D012	02H/D013	02H/D014	02H/D015	02H/D016	02H/D017	02H/D018	02H/D019	02H/D020
ATTENDANCE/HEALTH CLERK/OFFICE ASST	$20.96	$21.59	$22.25	$22.91	$23.58	$24.29	$24.90	$25.52	$26.16	$26.81	$27.48	$28.17	$28.87	$29.60	$30.33

	02H/F006	02H/F007	02H/F008	02H/F009	02H/F010	02H/F011	02H/F012	02H/F013	02H/F014	02H/F015	02H/F016	02H/F017	02H/F018	02H/F019	02H/F020
INSTRUCTIONAL ASSISTANT (LEVEL 1)	$17.40	$17.87	$18.41	$18.96	$19.53	$20.11	$20.61	$21.13	$21.66	$22.20	$22.75	$23.32	$23.90	$24.50	$25.11

	02H/F026	02H/F027	02H/F028	02H/F029	02H/F030	02H/F031	02H/F032	02H/F033	02H/F034	02H/F035	02H/F036	02H/F037	02H/F038	02H/F039	02H/F040
INSTRUCTIONAL ASSISTANT (LEVEL 2)	$20.13	$21.14	$22.32	$23.43	$24.35	$25.46	$26.10	$26.75	$27.42	$28.10	$28.81	$29.53	$30.26	$31.02	$31.80

	02H/H/005	02H/H/006	02H/H/007	02H/H/008	02H/H/009	02H/H/010	02H/H/011	02H/H/012	02H/H/013	02H/H/014	02H/H015	02H/H/016	02H/H/017	02H/H/018	02H/H/019
CHILD CARE ASSISTANT	$17.40	$17.66	$17.93	$18.28	$18.82	$19.29	$19.77	$20.27	$20.77	$21.29	$21.83	$22.37	$22.93	$23.50	$24.09

	02H/I/B008	02H/I/B009	02H/I/B010	02H/I/B011	02H/I/B012	02H/I/B013	02H/I/B014	02H/I/B015	02H/I/B016	02H/I/B017	02H/I/B018	02H/I/B019	02H/I/B020	02H/I/B021	02H/I/B022
CHILD CARE LEADER	$18.36	$18.91	$19.48	$20.06	$20.67	$21.19	$21.72	$22.26	$22.82	$23.39	$23.97	$24.57	$25.18	$25.81	$26.46

	02H/J/B005	02H/J/B006	02H/J/B007	02H/J/B008	02H/J/B009	02H/J/B010	02H/J/B011	02H/J/B012	02H/J/B013	02H/J/B014	02H/J/B015	02H/J/B016	02H/J/B017	02H/J/B018	02H/J/B019
CHILD CARE SUPERVISOR	$20.67	$21.30	$21.94	$22.59	$23.25	$23.94	$24.66	$25.41	$26.05	$26.70	$27.36	$28.05	$28.75	$29.47	$30.20

	02H/K001	02H/K002	02H/K003	02H/K004	02H/K005	02H/K006	02H/K007	02H/K008	02H/K009	02H/K010	02H/K011	02H/K012	02H/K013	02H/K014	02H/K015
OUTREACH/ENROLLMENT COORDINATOR	$19.38	$19.96	$20.56	$21.18	$21.83	$22.38	$22.94	$23.51	$24.10	$24.70	$25.32	$25.95	$26.60	$27.26	$27.94

	0H/L005	0H/L006	0H/L007	0H/L008	0H/L009	0H/L010	0H/L011	0H/L012	0H/L013	0H/L014	0H/L015	0H/L016	0H/L017	0H/L018	0H/L019
FOOD SERVICE SUPERVISOR	$17.96	$18.50	$19.05	$19.62	$20.22	$20.73	$21.24	$21.77	$22.32	$22.88	$23.45	$24.04	$24.64	$25.25	$25.88

	02H/M001	02H/M005	02H/M006	02H/M007	02H/M008	02H/M009	02H/M010	02H/M011	02H/M012	02H/M013	02H/M014	02H/M015	02H/M016	02H/M017	02H/M018
FOOD SERVICE ASSISTANT	$17.40	$17.57	$18.11	$18.65	$19.21	$19.78	$20.27	$20.78	$21.30	$21.83	$22.38	$22.94	$23.51	$24.10	$24.70

	02H/N004	02H/N005	02H/N006	02H/N007	02H/N008	02H/N009	02H/N010	02H/N011	02H/N012	02H/N013	02H/N014	02H/N015	02H/N016	02H/N017	02H/N018
EL LIAISON	$23.46	$24.56	$25.30	$26.05	$26.85	$27.65	$28.34	$29.05	$29.78	$30.52	$31.28	$32.07	$32.87	$33.69	$34.53

	02H/O004	02H/O005	02H/O006	02H/O007	02H/O008	02H/O009	02H/O010	02H/N011	02H/N012	02H/N013	02H/N014	02H/N015	02H/N016	02H/N017	02H/N018
ATTENDANCE/HEALTH TECH	$23.51	$24.61	$25.71	$26.49	$27.29	$28.10	$28.94	$29.66	$30.41	$31.17	$31.94	$32.74	$33.56	$34.40	$35.26

	02H/P001														
EL TESTING	$25.00														

Instructional Assistant (Level 2)

** Placement on Level 2 requires an established history of experience working in the program as well as appropriate*

Bilingual Shift Differential for Para educator Level 1 or Level 2 $0.50 Per Hour

Non-exempt classified employees who work over 225 days annually shall be entitled to 10 days of vacation

Coversheet

Q SIS Hosting Service Level Agreement SY 26-27

Section:	IX. Business and Operations
Item:	D. Q SIS Hosting Service Level Agreement SY 26-27
Purpose:	Vote
Submitted by:	
Related Material:	Bridges SIS 26-27.pdf

TS27 - 032

Ventura County Office of Education, Technology Services

Q SIS Hosting Service Level Agreement

This document identifies the terms of the VCOE Q Hosting Service Level Agreement. This Service Level Agreement is for the period beginning July 1, 2026, and ending June 30, 2027.

LEA: Bridges Charter School

Service	Options
Q SIS Core - SIS, Analytics, Forms, Hosting	X
Q SIS Food Service	X
Q SIS App & Lottery	X
Q SIS Communication - ParentSquare	
Q SIS Secure Documents	
Total Invoice	$6596

VCOE Q Hosting Service Level Agreement includes the following:

1. **Point of contact calls and e-mails to VCOE Service Center**
   - The LEA will designate a **point person(s)** to communicate with VCOE Service Center and in turn relay information to their respective staff.
   - VCOE Service Center is open between the hours of 8:00 a.m. and 5:00 p.m. M-F.
   - A reasonable expectation for response time, either by phone or e-mail, is 2 hours.
   - A timely resolution to the service request depends on the nature of the problem. LEA determined **Emergency Requests** will be billed at prevailing VCOE rates.

2. **VCOE makes all reasonable efforts to assure security and integrity of the Q server(s) including:**
   - All server infrastructure regularly patched and monitored
   - Database backups performed nightly
   - Database administration and monitoring
   - Servers are located behind VCOE firewall
   - VCOE data center has secure key access
   - VCOE data center has filtered UPS power and a diesel generator
   - VCOE assures that servers have up to date SSL certificates

3. **Review and deploy software enhancements and hot fixes**
   - All Q software releases will be reviewed prior to deployment by VCOE staff.
   - Reasonable efforts will be made to schedule deployment so as not to negatively impact LEA

"Commitment To Quality Education for All"

4. **Confidentiality.** From time to time, VCOE and/or VCOE's staff shall have access to confidential documents of the client such as tentative agreements, potential bargaining terms, employee social security data, etc. (collectively "Confidential Information"). It is not the intent of the Parties to waive any confidentiality rights that pertain to any document or personal information not otherwise disclosed under the California Public Records Act (Government Code §§ 6250, et. seq.), including but not limited to, confidential personnel matters, educational records as defined under the Family Educational Rights and Privacy Act ("FERPA") (34 C.F.R. § 99.3), social security numbers (Cal. Civ. Code§§ 1798.85-1798.86.), and any other personal information or records protected from disclosure by any other laws pertaining to privacy and confidentiality, as well as under the attorney-client privilege, the attorney work-product doctrine, and all other applicable privileges and protections. VCOE agrees to ensure the handling of such information so as not to compromise the confidentiality of the data. VCOE shall use the Confidential Information solely in connection with the performance by VCOE of the Services provided to the Client and shall not use the Confidential Information for any other purpose. VCOE shall not disclose, distribute, or disseminate any Confidential Information to any other person or entity. VCOE shall hold the Confidential Information in trust for the Client's benefit and shall utilize the utmost care at all times to adopt and follow practices and procedures to prevent the unauthorized disclosure of any Confidential Information. If Confidential Information in the possession of VCOE is accessed without authorization, or if a system maintained by the VCOE containing Confidential Information is breached, VCOE shall notify the Client in writing without delay.

5. **Hosting services include:**
   - SQL Administration and management including the creation and maintenance of*:
     - Stored Procedures
     - Execution hooks
     - Views

   *VCOE is not responsible for errors and omissions of data entered by LEA staff. It is the responsibility of the LEA to ensure that the integrity of data is maintained.

6. **VCOE requires the LEA to do the following:**

   - Institute a password change policy of no greater than 90 days
   - Require all users to sign an "acceptance of responsibility form" so that they understand the criticality of account name/password security. An "acceptance of responsibility form" includes: *Account* names *and* passwords *should **never** be written out and available to others.*

7. **LEA's responsibilities include the following:**

   - Maintain account creation, deletion, password change, and general maintenance of accounts
   - Point of contact person responsible for communicating to LEA staff information regarding software releases, hot fixes, and system availability
   - Provide in house user training and support
   - Communicate the importance of password security to their respective staff
   - Maintain connectivity infrastructure between LEA and VCOE

Ventura County Office of Education, Technology Services

Q Hosting Service Level Agreement

This Annual Q Hosting Service Level Agreement is by and between VCOE and LEA. Notification of non-renewal of this agreement must be submitted in writing no less than 180 days prior to expiration.

The annual fee is based on the prior fiscal year's amount, increased by 3% and rounded to the nearest whole dollar. Payment is due within 30 days of receipt of the invoice and signed agreement. Once we receive the signed agreement, we will issue the invoice.

VCOE:	**LEA:**
Lisa Cline	
Authorized Signature	Authorized Signature
Name: Lisa Cline	Name:
Title: Executive Director, Internal Business	Title:
Date: 5-29-26	Date:

Point Person Contact Information: **LEA PLEASE UPDATE**

Name:	Phone:	Email:
Name:	Phone:	Email:
Name:	Phone:	Email:

"Commitment To Quality Education for All"

Coversheet

Contract with DocuProducts NTE 59,865 for 39 months

Section:	IX. Business and Operations
Item:	E. Contract with DocuProducts NTE 59,865 for 39 months
Purpose:	Vote
Submitted by:	
Related Material:	DocuProducts Contract.pdf

DocuProducts

Equipment Order Form

4535 McGrath Street Suite A
Ventura, CA 93003
805.644.8100
805.644.8200 F
www.docuproducts.com

DATE	Account Representative
08/06/2026	Scott McDougall

Bridges Charter School

Bill To:	Ship to:	Contact Information
1335 Calle Bouganvilla	**SAME**	Kami Brown, Administrative Coordinator
Thousand Oaks, CA, 91360		805-492-3569
		kami.brown@bridgescharter.org

Details: Existing lease will be terminated, and customer will own current imageRUNNER ADVANCE DX 6855i (ID#71622, SN# 35V07067) & imageRUNNER ADVANCE DX C478iF (ID#70203, SN#3LN02508) which will be service only.
New 39-month lease for imageFORCE 6155 includes delivery, set-up, installation, and training. The service contract includes all parts, drums, labor, preventive care, and toner. Overages billed quarterly in arrears at the CPC rates below. Includes the relocation of the DX 6855i to the Middle School Room.

Lease	BW Page Allowance	Color Page Allowance	BW CPC Rate	COLOR CPC Rate	Payment Terms	Type of Service
39-Mo	60,000	1,500	0.009	0.094	Lease	**CPC PLO TM**

QTY	DESCRIPTION	PART NUMBER	Payment
1	**imageFORCE 6155**	**6381C002AA**	**$1,535.00**
1	imageFORCE 6155 Speed License	6616C002AA	
1	High-Capacity Cassette Feeding Unit-F1	6597C002AA	
1	Staple Finisher-AB3	6598C002AA	
1	Buffer Pass Unit-R1	6603C002AA	
	imageRUNNER ADVANCE DX 6855i (Service Only)		
	(ID# 71622, SN#35V07067)		
	imageRUNNER ADVANCE DX C478iF (Service Only)		
	(ID#70203, SN# 3LN02508)		
	(Excludes Paper, Staples, and Sales Tax)		

BY SIGNING BELOW, YOU AGREE TO ALL TERMS AND CONDITIONS OF AS LISTED ON THE REVERSE OF THIS CONTRACT:

DocuSigned by:

SIGNATURE C McCarthy **DATE** 8/6/2026

D124780CE2904B8...

PRINT NAME Cindy McCarthy **TITLE** Director Daily Operations

This Agreement represents both the terms of the equipment acquisition and/or the service contract for the equipment as detailed on page one. This Agreement is between the Customer and DocuProducts (DP). No other representations, verbal, electronic, facsimile, written, expressed, or implied pertain, unless described herein. This agreement shall become binding upon Customer signature and supersedes any previous written or oral proposal, and it constitutes the entire agreement between both parties. Customer agrees that DP may accept an electronic transmission of this Agreement as an original, and that an electronic signature will be treated as an original for all purposes.

1. **Acquisition Plans: The Lease, Cash Purchase or Rental plan stated herein excludes state, local and property taxes. Leasing plans are subject to prior credit approval. Cash Purchases are COD, unless otherwise stated. Credit Card Payments may have an additional fee.**

2. **If service is selected, this agreement covers the labor and material for adjustments, repairs, and replacement of parts as required by normal use of the equipment, subject to the exceptions in and in accordance with these terms and conditions. Leased equipment is subject to separate terms and conditions as detailed in the equipment lease agreement.**

3. **Delivery of the equipment shall be made to location(s) stated herein. DP shall deliver and install the equipment and accessories listed. The customer shall ensure that the installation area(s), electrical outlets, space requirements, network drops, and data/fax lines required are active, functional, and accessible. If Customer location has stairs Customer must notify DP prior to delivery. Access ways must be suitable for the passage of the equipment. Delivery times and dates are subject to equipment availability and in most cases will occur 7-21 business days upon receipt of signed copy of this and any additional contracts required. In the event of back orders, forces of nature, of labor disturbances, inclement weather or other circumstances beyond DP control, there may be a delay in the delivery dates/time.**

4. **Network Survey: Customer shall complete a Network Survey prior to delivery. If Customer has internal IT Staffing, it is recommended for a Customer IT/IS staff member to be present during network integration. If no Customer IT support is on staff, Customer will allow DP Staff access to Customer Network, Server, and Staff Workstations to complete.**

5. **Training shall be made available on the date of delivery as well as additional training sessions at a date/time mutually agreed upon. Additional training may be requested if there are Customer staffing changes or refresher training is needed.**

6. **Data and Security: Customer acknowledges that the hard drive(s) on the Equipment, including attached devices, may retain images, content, or other data that Customer may store for purposes of normal operation of the Equipment ("Data"). Customer acknowledges that DP is not storing Data on behalf of Customer and that exposure or access to the Data by DP, if any, is purely incidental to the services performed by DP. DP has no obligation to erase or overwrite Data. Customer is solely responsible for its compliance with applicable law and legal requirements pertaining to data privacy, storage, security, retention, and protection. Equipment which may offer Standard or Optional HDD Data Encryption capabilities, which disguises information before it is written to the hard drive using encryption algorithms must be considered to meet Customers' internal policies. Customer shall indemnify DP, from all costs, expenses, liabilities, claims, damages, losses, judgments, or Attorney fees related to a Breach of Data. This section survives termination or expiration of this Agreement.**

7. **Remote Diagnostic Services (RDS): RDS or alternate DCA is available on most new devices. RDS allows DP to obtain meter data, receive low toner alerts and allow DP Technicians to have proactive information. If Customer declines this service, meter data and low supply levels must be reported by the Customer in a timely matter or DP reserves the right to estimate meters based on historical data. If customer fails to provide meter readings, DP will estimate meter readings. After 2 consecutive billing periods, DP will dispatch a representative to obtain meter readings and customer will be charged a minimum of $25 on the next contract invoice.**

8. **WARRANTY: If Customer declines a service contract, the equipment will include a warranty for 30 days from the date of install. Warranty coverage includes parts and labor only. All consumable items such as toner, drums, imaging units, waste containers, etc., are excluded. The seller makes no warranties (including any warranty as to merchantability or fitness for a particular purpose) either expressed or implied with respect to the goods covered by this agreement. Buyer shall be limited to the warranty of the respective manufacturers of the goods sold or supplemental DP warranty agreement, if applicable.**

9. **Service Maintenance Contract Plans:**
Parts, labor, travel time, drums, preventive care and black and color (if applicable) toner (CPC)Parts and Labor Only (PLO) Time and Materials (TM)
All service contracts begin on the date of installation. Any billed in arrears must be paid through the end of the contract term. Leased equipment is subject to separate terms and conditions as detailed in the equipment lease agreement.

10. **Service Calls: Service calls are performed between the hours of 8:30AM to 5:00PM Monday through Friday except Holidays. DP observes the following Holidays. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after and Christmas Day. If service is required outside DP normal business hours, hourly travel and labor charges will apply. Any services performed on Holidays will be triple the hourly rate.**

11. **Service Response and Deliveries: In the event of any force of nature, inclement weather, labor disturbances, embargos, war or other outbreaks of hostilities, inability to obtain materials or shipping space, machinery, breakdowns, delays of carrier of suppliers, government acts and regulations, or other circumstances beyond DP control, there may be a delay in DP Technician arrival for calls or deliveries. DP has an average response time of 4 hours. Calls made after 12 PM may not be seen until the next business day. If DP cannot repair a machine in a reasonable period of time, we will provide a loaner copier and/or we will replace your machine with a similar model with similar speed and features. DP reserves the right to make delivery in installments. Delay in delivery of any installment shall not relieve Buyer of their obligation to accept remaining installments. Upon execution of this agreement, if the buyer cannot for any reason accept delivery of said items, a fee of 20% of the total contracted amount and restocking fee will be charged. Buyer will owe a minimum installation and delivery charge of $500.00 if any portion of a scheduled delivery and/or set up is refused. Buyer will owe the full purchase price of any special order item, including any software products, if any portion of the delivery is refused.**

12. **Network Failures: Upon completion of initial installation, should the equipment fail to connect to the Customer Network or staff desktops, every effort will be made to troubleshoot via phone or remote access. If the failure is due to Customer Network infrastructure and Customer requests to use DP IT Staff for on-site troubleshooting and repair, additional charges apply. All network problems, driver updates, printing not due to mechanical failure, scanning and e-mail issues are not covered.**

13. **Exclusions: This agreement does not include the following: Paper, staples, exterior hardware, doors, covers, paper cassettes, lost manuals, equipment that has surpassed manufacturer's recommended useful life, labor to clean toner spills, monitoring devices (i.e., Equitrac). This agreement does not cover equipment relocation, or damage caused by moving companies, performing electrical work external to machines or their connection by mechanical or electrical means to other machines or devices. Damages to the equipment caused by unauthorized component accessories or parts, use of substandard supplies or other causes beyond the control of DP may subject the customer to a surcharge and/or cancellation of this agreement. DP reserves the right to terminate this agreement if the equipment is modified, damaged, altered, serviced, or moved by personnel other than those employed by DP, or if parts accessories or components not authorized by DP or its suppliers are fitted to the equipment. If equipment is relocated, the service portion of this agreement must be reviewed by DP to determine the contract eligibility in the new service area. Customer shall pay for all costs of repairs and parts, or replacement of the Equipment made necessary, but not limited, to loss or damage through equipment abuse, misuse, theft, fire, water, power surges, casualty, natural force, armed conflict or any other negligent act of Customer or their staff. DP expressly disclaims any duty as an insurer of the equipment. It is the customer's responsibility to provide an electrical power source that meets the manufacturer's specifications, without the need for adapters or extension cords. Surge protectors/ power filters may be required on certain copier contracts. The customer will also be responsible for performing normal operator care and cleaning as outlined in the user manual. This includes but is not limited to color calibration, cleaning of scan and platen glass, removal of paper jams, installation of toner cartridges, and disposal of toner waste, hole punch waste, trimmed staples, and used cartridges.**

14. **Billing: Customer's billing will occur on a monthly, quarterly, semiannual, or annual basis. The details of Customers specific plan are stated herein. Cost Per Page billing requires accurate and timely meter data. Each page is up to 8.5 x 11. The meter will advance once for each 8 ½ X 11 (letter) page and twice for each 11 x 17 (ledger) page. When in duplex mode, the meter will advance twice for each letter page and four times for each ledger page duplexed. Rates are subject to increases each year throughout the life of the contract or any extensions of this contract. If invoices are unpaid and overdue, buyer agrees to pay DP costs and expenses of collection, including reasonable attorney fees. Buyer agrees to pay DP any applicable taxes which are levied on or payable by DP as a result of the use, sale, possession or ownership or the goods covered hereunder.**

15. **Payments: If Customer fails to pay invoices within the payment terms set herein, DP may discontinue services. Customer can request a payment extension or arrangement. Requests will be reviewed and approved or declined by DP Management.**

16. **Cancellation of Service Portion of Agreement: Customer must provide written notice to DP 30 days prior to the end of a contract to cancel services. Customer must surrender all supplies or other consumables upon request. Final meter data must be provided for final billing. If final meter data is not available, DP will estimate the meter data based on historic averages. In the event of cancellation prior to the expiration date, the remaining contract amount will become due in its entirety with no prorated refunds given. The renewable cost of this contract will be escalated by up to 15% annually for the base and excess meter charges, tariff Adjustments: tariffs, duties, or other government-imposed charges affecting the goods or services under this agreement are enacted or modified during the contract term, DP reserves the right to adjust pricing to reflect any increased costs. DP Reserves the right to withhold service and supplies or cancel this agreement if the account is over 30 or more days past due. Agreement is not assignable or transferable without prior written consent of DP.**

17. **During the term of this Agreement and for a period of two (2) years thereafter, without the consent of DocuProducts, Customer, Company or Client shall not directly or indirectly solicit, recruit or hire (or attempt to solicit, recruit or hire) any of DocuProducts' employees.**

18. **All disputes or claims arising out of or relating to this agreement, or the breach thereof, shall be subject to and resolved by binding arbitration in accordance with the rules of the American Arbitration Association. Judgement on the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof. The arbitration shall take place in Ventura, California, unless otherwise provided upon by agreement of the parties, pursuant to the procedures of the American Arbitration Association, with a single neutral Arbitrator selected by the parties. If the parties cannot agree on an Arbitrator, then the American Arbitration Association shall appoint an Arbitrator. The decision of the Arbitrator shall be final and binding on both parties. The Arbitrator shall award attorney's fees to the prevailing party.**

Initial
CM

DPEO Rev 6 01082026

Canon

CANON FINANCIAL SERVICES, INC. ("CFS")
Remittance Address: 14904 Collections Center Dr.
Chicago, Illinois 60693 (800) 220-0200

TOTAL SOLUTION LEASE AGREEMENT

CFS-1015 (06/26)

LESSOR'S AGREEMENT NUMBER:

COMPANY LEGAL NAME	DBA	PHONE
Bridges Charter School		("Customer") 805-492-3569

BILLING EMAIL ADDRESS	BILLING CONTACT FIRST NAME	BILLING CONTACT LAST NAME	BILLING CONTACT PH #	☐ Checking box or omitting email address defaults to paper invoice. Not checking box defaults to electronic invoice, Billing data needed.
kami.brown@bridgescharter.org	Kami	Brown	805-492-3569	

BILLING ADDRESS	CITY	COUNTY	STATE	ZIP
1335 Calle Bouganvilla	Thousand Oaks		CA	91360

EQUIPMENT ADDRESS	CITY	COUNTY	STATE	ZIP
SAME				

Make / Model / Accessory	Serial Number	Monthly Guaranteed Minimum Copies (Black & White)	(Color)	Overage Copy Charge * (Black & White)	(Color)	Initial Meter Reading (Black & White)	(Color)
imageFORCE 6155		0.009	0.094	60,000	1,500	0	0
IR ADV DX 6855i (Service Only)	35V07067						
IR ADV DX C478iF (Service Only)	3LN02508						
TOTALS							

Guaranteed Copy Plan: ☐ Individual ☑ Aggregate (Totals only required)
Payment Frequency: ☑ Monthly ☐ Quarterly ☐ Other: ____
Meter Reading Frequency: ☐ Monthly ☑ Quarterly ☐ Other: ____
End of Term Purchase Option: ☐ $1.00 ☑ Fair Market Value ☐ Other: ____

Term: 39 months
Minimum Monthly Rental Payment *: $1,535.00
Service and Supplies Included *: ☑ Supplies ☑ Maintenance
* Plus Applicable Taxes

THIS AGREEMENT IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT ALL ACTION REQUIRED TO AUTHORIZE EXECUTION OF THIS AGREEMENT ON BEHALF OF CUSTOMER BY THE FOLLOWING SIGNATORIES HAS BEEN TAKEN. THE UNDERSIGNED HAS READ, UNDERSTANDS AND HEREBY AGREES TO ALL OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

ACCEPTED

DEALER: ____ ("Dealer")
By: ____
Print Name ____
Title: ____
Date: ____

AUTHORIZED CUSTOMER SIGNATURE

DocuSigned by:
By: X Cindy McCarthy Title: Director Daily Operations
D124780CE2904B3...
Printed Name: Cindy McCarthy Email address: cindy.mccarthy@bridgescharter.or
Tax ID#: ____ If proprietor, DOB: ____ Date: 8/6/2026
By: X ____ Title: ____
Printed Name: ____ Email address: ____

ACCEPTANCE CERTIFICATE

To: Dealer Customer certifies that (a) the Equipment referred to in this Agreement has been received, (b) installation has been completed, (c) the Equipment has been examined by Customer and is in good operating order and condition and is, in all respects, satisfactory to Customer, and (d) the Equipment is irrevocably accepted by Customer for all purposes under this Agreement. Accordingly, Customer hereby authorizes billing under this Agreement.

Signature: ____ Printed Name: ____ Title (if any): ____ Date: ____

TERMS AND CONDITIONS

1. AGREEMENT: Dealer rents to Customer, a ____ organized under the laws of the State of ____, with its chief executive office ____, and Customer rents from Dealer all the equipment described above, together with all replacement parts and substitutions for and additions to such equipment ("Equipment") upon the terms and conditions set forth in this Total Solution Lease Agreement ("Agreement"). This Agreement is entered into between Customer and Dealer, but Dealer intends to assign it to Canon Financial Services, Inc. ("CFS"), with its place of business at 300 Commerce Square Blvd, Burlington, NJ 08016, and CFS shall succeed to Dealer's rights and benefits hereunder, including ownership of and title to the Equipment, but not the Dealer's obligations hereunder. Prior to such assignment, Dealer shall be "Lessor", after such assignment, CFS shall be "Lessor".

2. TERM OF AGREEMENT: This Agreement shall be effective on the date the Equipment is delivered to Customer ("Commencement Date"), provided Customer executes Lessor's form of acceptance ("Acceptance Certificate") or otherwise accepts the Equipment as specified herein. The term of this Agreement begins on the date accepted by Lessor or any later date that Lessor designates ("Agreement Date"), and shall consist of the payment periods specified above, any Interim Period, and any renewal periods. After acceptance of the Equipment, Customer shall have no right to revoke such acceptance or cancel this Agreement during the term hereof. The term of this Agreement shall end, unless sooner terminated by Lessor, when all amounts required to be paid by Customer under this Agreement have been paid as provided and either (a) Customer has purchased the Equipment in accordance with the terms hereof or (b) the Equipment has been returned at the end of the scheduled term or renewal term in accordance with the terms hereof. Customer has no right to return the Equipment to Lessor prior to the end of the scheduled term of this Agreement for any reason whatsoever, including, without limitation, payment of all amounts due hereunder prior to the end of the scheduled term.

3. PAYMENTS: Customer agrees to pay to Lessor, as invoiced, during the term of this Agreement, (a) the payments specified under "Minimum Monthly Rental Payment" and any "Overage Copy Charges" above and (b) such other amounts permitted hereunder as invoiced by Lessor ("Payments"). Customer also agrees to pay to Lessor an interim payment in an amount equal to 1/30th of the monthly amount of the Payment multiplied by the number of days between the Commencement Date and the Agreement Date ("Interim Period") as determined by Lessor. Lessor may charge Customer a supply freight fee to cover Dealer's costs of shipping supplies to Customer. The amount of each Payment and the End of Term Purchase Option ("Purchase Option") price specified above are based on the supplier's best estimate of the cost of the Equipment and any related services and supplies. Customer authorizes Lessor to adjust the Payment and Purchase Option herein by up to fifteen percent (15%) if the actual total cost of the Equipment and any related services and supplies, including any sales or use tax, is more or less than originally estimated. Once in each twelve (12) month period following the first anniversary of this Agreement, Dealer has the right to increase both (i) the portion of the Minimum Monthly Rental Payment related to copy charges and (ii) the Overage Copy Charge on each anniversary of the Commencement Date in an amount not to exceed fifteen percent (15%) of such charges which were in effect immediately prior to such price increase. Customer shall remit all Payments hereunder directly to CFS at 14904 Collections Center Drive, Chicago, Illinois 60693, unless otherwise directed by Lessor. Customer's obligation to pay all amounts due under this Agreement and all other obligations hereunder is absolute and unconditional and is not subject to any abatement, set-off, defense, or counterclaim for any reason whatsoever.

4. APPLICATION OF PAYMENTS; METER READING: All Payments received by Lessor from Customer under this Agreement will be applied to amounts due and payable hereunder chronologically, based on the date of the charge shown on the invoice for each such amount and among amounts having the same date in such order as Lessor, in its discretion, may determine. Customer agrees to advise Dealer of the meter readings for the Equipment upon request.

5. NO LESSOR WARRANTIES: CUSTOMER ACKNOWLEDGES THAT NEITHER DEALER NOR CFS IS A MANUFACTURER, AND CFS IS NOT A DEALER OR SUPPLIER OF THE EQUIPMENT. CUSTOMER AGREES THAT THE EQUIPMENT IS LEASED "AS IS" AND IS OF A SIZE, DESIGN, AND CAPACITY SELECTED BY CUSTOMER. CUSTOMER ACKNOWLEDGES THAT NEITHER DEALER NOR CFS HAS MADE ANY REPRESENTATION OR WARRANTY WITH RESPECT TO THE

PERSONAL GUARANTY

The undersigned (whether one or more are specified, "Guarantor(s)"), in consideration of the Dealer identified above ("Dealer") entering into, and Canon Financial Services, Inc. ("CFS") accepting an assignment of (prior to such assignment, Dealer shall be the "Lessor", and after such assignment, CFS shall be "Lessor"), an agreement (together with any schedules or supplements thereto, "Agreement") with Customer identified above ("Customer") irrevocably and unconditionally, jointly and severally, guarantee to Lessor, and its successors and assigns, the payment when due of all amounts owed under the Agreement (whether at maturity or upon the occurrence of an event of default or otherwise) and the performance of all terms of the Agreement and any other transaction between Customer and Lessor (collectively, "Liabilities"). If Customer shall fail to pay or perform any Liabilities when due, Guarantors shall, upon demand, pay any amounts which may be due from Customer and take any action required of Customer under the Agreement. This is an absolute and continuing guaranty, and Guarantors' liability under this Guaranty is primary and will not be affected by any settlement, extension, renewal or modification of the Agreement or any discharge or release of Customer's obligations, whether by agreement or operation of law.

If any payment on the Liabilities is thereafter set aside, recovered or required to be returned for any reason (including without limitation the bankruptcy, insolvency or reorganization of Customer or any other person), the Liabilities to which such payment was applied shall for the purposes of this Guaranty be deemed to have continued in existence, notwithstanding such application, and this Guaranty shall be enforceable as to such Liabilities as fully as if such application had never been made. This Guaranty may be terminated only upon sixty (60) days' prior written notice to Lessor, and such termination shall be effective only as to Liabilities arising under schedules, supplements, or agreements entered into after the effective date of termination and shall not affect Lessor's rights under this Guaranty arising out of the Agreement or other agreements entered into prior to such date.

Guarantors waive all damages, demands, presentments and notices of every kind and nature, any rights of set-off, and any defenses available to a guarantor (other than the defense of payment and performance in full) under applicable law. Guarantors further waive any (i) notice of the incurring of indebtedness by Customer and the acceptance of this Guaranty, (ii) right to require suit against Customer or any other party before enforcing this Guaranty and (iii) right of subrogation to Lessor's rights against Customer until the Liabilities are satisfied in full. Any (a) renewals and extensions of time of payment, (b) release, substitution or compromise of or realization upon the Equipment, other guaranties or any collateral security and (c) exercise of any other right under this or any other agreement between Lessor and Customer or any third party, may be made, granted and effected by Lessor without notice to Guarantors and without in any manner affecting Guarantors' liability under this Guaranty.

Guarantors shall pay all expenses (including attorneys' fees and legal expenses) paid or incurred by Lessor in endeavoring to collect the Liabilities, or any part thereof and in enforcing this Guaranty. THIS GUARANTY SHALL FOR ALL PURPOSES BE DEEMED A CONTRACT ENTERED INTO IN THE STATE OF NEW JERSEY. THE RIGHTS OF THE PARTIES UNDER THIS GUARANTY SHALL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY WITHOUT REFERENCE TO CONFLICT OF LAW PRINCIPLES. ANY ACTION BETWEEN GUARANTORS AND LESSOR SHALL BE BROUGHT IN ANY STATE OR FEDERAL COURT LOCATED IN THE COUNTY OF CAMDEN OR BURLINGTON, NEW JERSEY, OR AT LESSOR'S SOLE OPTION, IN THE STATE WHERE ANY GUARANTOR, CUSTOMER OR EQUIPMENT IS LOCATED. GUARANTORS, BY THEIR EXECUTION AND DELIVERY HEREOF, IRREVOCABLY WAIVE OBJECTIONS TO THE JURISDICTION OF SUCH COURTS AND OBJECTIONS TO VENUE AND CONVENIENCE OF FORUM. GUARANTORS, BY THEIR EXECUTION AND DELIVERY HEREOF, AND LESSOR, BY ITS ACCEPTANCE HEREOF, HEREBY IRREVOCABLY WAIVES ANY RIGHT TO A JURY TRIAL IN ANY SUCH PROCEEDINGS.

Guarantors agree that Lessor may accept a facsimile or other electronic transmission of this Guaranty as an original, and that facsimile or electronically transmitted copies of Guarantors' signatures will be treated as an original for all purposes.

Printed Name: ____ Signature: ____ (no title) Date: ____
Address: ____ Phone: ____
Printed Name: ____ Signature: ____ (no title) Date: ____
Address: ____ Phone: ____

SUITABILITY OR DURABILITY OF THE EQUIPMENT, THE ABSENCE OF ANY CLAIM OF INFRINGEMENT OR THE LIKE, OR ANY OTHER REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE EQUIPMENT INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Any warranty with respect to the Equipment made by the manufacturer, Dealer, or supplier is separate from, and is not a part of this Agreement, and shall be for the benefit of CFS, Customer, and CFS' successors or assignees, if any. So long as Customer is not in breach or default of this Agreement, CFS assigns to Customer any warranties (including those agreed to between Customer and the manufacturer, Dealer, or supplier) which CFS may have with respect to any item of Equipment; provided that the scope and limitations of any such warranty shall be solely as set out in any agreement between Customer and such manufacturer, Dealer, or supplier or as otherwise specified in warranty materials from such manufacturer, Dealer, or supplier and shall not include any implied warranties arising solely from Lessor's acquisition of the Equipment. CUSTOMER ACKNOWLEDGES THAT NEITHER THE SUPPLIER NOR ANY DEALER IS AUTHORIZED TO WAIVE OR ALTER ANY TERM OF THIS AGREEMENT OR ANY SCHEDULE, OR TO MAKE ANY REPRESENTATION OR WARRANTY WITH RESPECT TO THIS AGREEMENT OR THE EQUIPMENT ON BEHALF OF CFS.

6. ACCEPTANCE; DELIVERY: Customer's execution of the Acceptance Certificate, or other confirmation of Customer's acceptance of the Equipment, shall conclusively establish that the Equipment has been delivered to and accepted by Customer for all purposes of this Agreement and Customer may not, for any reason, revoke that acceptance; however, if Customer has not, within ten (10) days after delivery of such Equipment, delivered to Lessor written notice of any non-acceptance, specifying the reasons therefor and specifically referencing this Agreement, Customer shall be deemed to have irrevocably accepted such Equipment. Lessor is the owner of the Equipment and has leased the Equipment to Customer under this Agreement. As between Lessor and Customer, this Agreement shall supersede any Customer purchase order in its entirety, notwithstanding anything to the contrary contained in any such purchase order. Customer agrees to waive any right of specific performance of this Agreement and shall hold CFS harmless from damages if for any reason the Equipment is not delivered as ordered, if the Equipment is unsatisfactory, or if CFS does not accept assignment of this Agreement. Customer agrees that any delay in delivery of the Equipment shall not affect the validity of this Agreement.

7. LOCATION; LIENS; NAMES; OFFICES: Customer shall not move the Equipment from the location specified herein except with the prior written consent of Lessor. Customer shall keep the Equipment free and clear of all claims and liens other than those in favor of Lessor. Customer's legal name (as set forth in its constituent documents filed with the appropriate governmental office or agency) is as set forth herein. The jurisdiction of organization and chief executive office address of Customer are as set forth herein. Customer shall provide Lessor with written notice at least thirty (30) days prior to any change of its legal name, chief executive office address or its form of organization (including, without limitation, its jurisdiction of organization), and shall execute and deliver to Lessor such documents as required or appropriate.

8. WARRANTY OF BUSINESS PURPOSE; USE; PERSONAL PROPERTY; FINANCING STATEMENTS: Customer represents and warrants that the Equipment will not be used for personal, family, or household purposes. Customer shall comply with all laws and regulations relating to the use and maintenance of the Equipment. Customer shall put the Equipment only to the use contemplated by the manufacturer. The Equipment shall remain personal property regardless of whether it becomes affixed to real property or permanently rests upon any real property or any improvement to real property. Customer authorizes Lessor (and any third party filing service designated by Lessor) to execute and file (a) financing statements evidencing the interest of Lessor in the Equipment (including forms containing a broader description of the Equipment than the description set forth herein), (b) continuation statements in respect thereof, and (c) amendments thereto, and Customer irrevocably waives any right to notice thereof.

9. INDEMNITY: Dealer is responsible for installation of the Equipment. Customer shall reimburse Lessor for and defend Lessor against any claim for losses or injury caused by the Equipment. This Section shall survive termination of this Agreement.

10. MAINTENANCE: The charges established by this Agreement include payments for services and supplies, and Dealer is responsible for providing those services and supplies described in "Service and Supplies Included" above. Service will be performed by Dealer during regular business hours (9:00 a.m. to 5:00 p.m., Monday through Friday, except holidays) at no cost to Customer other than as set forth below. Customer shall use reasonable care in handling and operation of the Equipment. Dealer shall have the right to inspect, repair and remove Equipment and/or read the meter at any time during Customer's business hours. Any service work made necessary by Customer's willful act or negligence (including, without limitation, damage to any photoreceptor copier drums ("Copier Drums") and use of supplies other than those distributed by Dealer which cause abnormally frequent service calls or service problems), or any service work Customer may request to be performed outside regular business hours, shall be invoiced in accordance with Dealer's established service policies. Dealer shall have the right to substitute equivalent Equipment at any time during the term of this Agreement. Paper must be purchased separately by Customer. Customer acknowledges that CFS will not be responsible for any service, repairs or maintenance of the Equipment, whether provided for in this Agreement or in any other agreement between Dealer and Customer, and that if Customer has a dispute regarding the Equipment or the maintenance thereof, Customer shall continue to pay all charges due under this Agreement without deducting or withholding any amounts.

11. TAXES; OTHER FEES AND CHARGES: CUSTOMER SHALL PAY AND DISCHARGE WHEN DUE ALL LICENSE AND REGISTRATION FEES, ASSESSMENTS, SALES, USE, PROPERTY AND OTHER TAXES, AND OTHER EXPENSES AND CHARGES, together with any applicable penalties, interest, and administrative fees now or at any time imposed upon any Equipment, the Payments, or Customer's performance or non-performance of its obligations hereunder, whether payable by or assessed to Lessor or Customer. If Customer fails to pay any such fees, assessments, taxes, expenses or charges as required hereunder, Lessor shall have the right but not the obligation to pay those fees, assessments, taxes, expenses and charges, and Customer shall promptly reimburse Lessor, upon demand, for all such payments made plus administrative fees and costs, if any. Customer acknowledges that, where required by law, Lessor will file any notices and pay personal property taxes levied on the Equipment. Customer shall reimburse Lessor for the expense of such personal property taxes as invoiced by Lessor and pay Lessor a processing fee not to exceed $50 per year per item of Equipment that is subject to such tax. Customer agrees that Lessor has not, and will not, render tax advice to Customer, and that payment of such taxes is an administrative act. ON THE DATE OF THE FIRST SCHEDULED PAYMENT AND THE DATE OF THE FIRST SCHEDULED PAYMENT AFTER THE ADDITION OF ANY EQUIPMENT, CUSTOMER SHALL PAY TO LESSOR A DOCUMENTATION FEE, IN THE AMOUNT OF $125, TO REIMBURSE LESSOR FOR ITS ADMINISTRATIVE AND RECORDING COSTS.

12. INSURANCE: Customer, at its sole cost and expense, shall, during the term hereof including all renewals and extensions, obtain, maintain and pay for (a) insurance against the loss, theft, or damage to the Equipment for the full replacement value thereof, and (b) comprehensive public liability and property damage insurance. All such insurance shall be with companies satisfactory to CFS. Each insurer providing such insurance shall name Lessor as additional insured and loss payee and provide Lessor thirty (30) days' written notice before the policy in question shall be materially altered or canceled. Customer shall pay the premiums for such insurance, shall be responsible for all deductible portions thereof, and shall deliver certificates or other evidence of insurance to Lessor. The proceeds of such insurance, at the option of Lessor, shall be applied to (a) replace or repair the Equipment, or (b) pay Lessor the "Remaining Lease Balance," which shall be the sum of: (i) all amounts then owed by Customer to Lessor under this Agreement; *plus* (ii) the present value of all remaining Payments for the full term of this Agreement; *plus* (iii) the "Asset Value," which shall be: (A) for an Agreement with a $1.00 Purchase Option, $1.00; (B) for an Agreement with a Fair Market Value Purchase Option or no Purchase Option selected, the Fair Market Value of the Equipment (as defined herein), and (C) for an Agreement with an Other Purchase Option, the respective dollar amount of such Purchase Option indicated on the face of this Agreement; *plus* (iv) any applicable taxes, expenses, charges and fees. For purposes of determining present value under this Agreement, Payments shall be discounted at three percent (3%) per year. Customer hereby appoints Lessor as Customer's attorney-in-fact solely to make claim for, receive payment of, and execute and endorse all documents, checks, or drafts for any loss or damage under any such insurance policy. If within ten (10) days after Lessor's request, Customer fails to deliver satisfactory evidence of such insurance to Lessor, then Lessor shall have the right, but not the obligation, to obtain insurance covering Lessor's interests in the Equipment, and add the costs of acquiring and maintaining such insurance, and an administrative fee, to the amounts due from Customer under this Agreement. Lessor and any of its affiliates may make a profit on the foregoing.

13. LOSS; DAMAGE: Customer assumes and shall bear the entire risk of loss, theft of, or damage to the Equipment from any cause whatsoever, effective upon delivery to Customer. No such loss, theft, or damage shall relieve Customer of any obligation under this Agreement. In the event of damage to any Equipment, Customer shall immediately repair such damage at Customer's expense. If any Equipment is lost, stolen, or damaged beyond repair, Customer, at the option of Lessor, will (a) replace the same with like equipment in a condition acceptable to Lessor and convey clear title to such equipment to Lessor (and such equipment will become "Equipment" and be subject to the terms of this Agreement), or (b) pay Lessor the Remaining Lease Balance. Upon Lessor's receipt of the Remaining Lease Balance, Lessor shall transfer the applicable Equipment to Customer "AS IS, WHERE IS" without any representation or warranty whatsoever, except for title, and this Agreement shall terminate with respect to such Equipment.

14. DEFAULT: Any of the following events or conditions shall constitute an Event of Default under this Agreement: (a) Customer defaults in the payment when due of any indebtedness of Customer to Lessor, whether or not arising under this Agreement, without notice or demand by Lessor; (b) Customer or any guarantor of Customer's obligations hereunder ("Guarantor") ceases doing business as a going concern; (c) Customer or any Guarantor becomes insolvent or makes an assignment for the benefit of creditors; (d) a petition or proceeding is filed by or against Customer or any Guarantor under any bankruptcy or insolvency law; (e) a receiver, trustee, conservator, or liquidator is appointed for Customer, any Guarantor, or any of their property; (f) any statement, representation or warranty made by Customer or any Guarantor to Lessor is incorrect in any material respect; or (g) Customer or any Guarantor who is a natural person dies.

15. REMEDIES: Upon the happening of any one or more Events of Default, Lessor shall have the right to exercise any one or all of the following remedies (which shall be cumulative), simultaneously, or serially, and in any order: (a) to require Customer to immediately pay all Payments hereunder (whether or not then due) and other amounts due under this Agreement, with Lessor retaining title to the Equipment; (b) to terminate any and all agreements with Customer; (c) with or without notice, demand or legal process, to enter upon the premises wherever the Equipment may be located to retake possession of any or all of the Equipment, and (i) retain such Equipment and all Payments and other sums paid hereunder, or (ii) sell the Equipment and recover from Customer the amount by which the Remaining Lease Balance exceeds the net amount received by Lessor from such sale; or (d) to pursue any other remedy permitted at law or in equity. Lessor (i) may dispose of the Equipment in its then present condition or following such preparation and processing as Lessor deems commercially reasonable; (ii) shall have no duty to prepare or process the Equipment prior to sale; (iii) may disclaim warranties of title, possession, quiet enjoyment and the like; and (iv) may comply with any applicable state or federal law requirements in connection with a disposition of the Equipment and none of the foregoing actions shall be deemed to adversely affect the commercial reasonableness of the disposition of the Equipment. If the Equipment is not available for sale, Customer shall be liable for the Remaining Lease Balance and any other amounts due under this Agreement. No waiver of any of Customer's obligations, conditions or covenants shall be effective unless contained in a writing signed by Lessor. Failure to exercise any remedy that Lessor may have shall not constitute a waiver of any obligation with respect to which Customer is in default.

16. LATE CHARGES; EXPENSES OF ENFORCEMENT: If Customer fails to pay any sum to be paid by Customer to Lessor under this Agreement on or before the due date, Customer shall pay Lessor, upon demand, an amount equal to the greater of ten percent (10%) of each such delayed Payment or twenty-five dollars ($25) for each billing period or portion of a billing period such Payment is delayed, in each case to the extent permitted by applicable law. The amounts specified above shall be paid as liquidated damages and as compensation for Lessor's internal operating expenses incurred in connection with such late payment. In addition, Customer shall reimburse Lessor for all of its out-of-pocket costs and expenses incurred in exercising any of its rights or remedies hereunder or in enforcing any of the terms of this Agreement, including, without limitation, reasonable fees and expenses of attorneys and collection agencies, whether or not suit is brought. If Lessor should bring court action, Customer and Lessor agree that attorney's fees equal to twenty-five percent (25%) of the total amount sought by Lessor shall be deemed reasonable for purposes of this Agreement.

17. ASSIGNMENT: CUSTOMER SHALL NOT ASSIGN OR PLEDGE THIS AGREEMENT IN WHOLE OR IN PART, NOR SHALL CUSTOMER SUBLET OR LEND ANY EQUIPMENT WITHOUT PRIOR WRITTEN CONSENT OF LESSOR. Lessor may pledge or transfer this Agreement. Customer agrees that if Lessor transfers this Agreement, the assignee will have the same rights and benefits that Lessor has now and will not have to perform any of Dealer's or CFS' obligations which Dealer or CFS will continue to perform. Customer agrees that the rights of the assignee will not be subject to any claims, defenses, or set-offs that Customer may have against Lessor. If Customer is given notice of any such transfer, Customer agrees, if so directed therein, to pay directly to the assignee all or any part of the amounts payable hereunder.

18. RENEWAL; RETURN: Except in the case of an Agreement containing a $1.00 Purchase Option, this Agreement shall automatically renew on a month-to-month basis at the same Payment amount and frequency unless Customer sends written notice to Lessor at least sixty (60) days before the end of the scheduled term or any renewal term that Customer either (i) shall exercise the Purchase Option in accordance with the terms hereof and at the end of such term exercises such Purchase Option, or (ii) does not want to renew this Agreement, and at the end of such term returns the Equipment as provided below. Unless this Agreement automatically renews or Customer purchases the Equipment as provided herein, Customer shall, at the termination of this Agreement, return the Equipment at its sole cost and expense in good operating condition, ordinary wear and tear resulting from proper use excepted, to a location specified by Lessor. Lessor may charge Customer a return fee equal to the greater of one Payment or $250 for the processing of returned Equipment. If for any reason Customer shall fail to return the Equipment to Lessor as provided herein, Customer shall pay to Lessor upon demand one billing period's Payment for each billing period or portion thereof that such return is delayed. Customer shall reimburse Lessor for any costs incurred by Lessor to place the Equipment in good operating condition.

19. PURCHASE OPTION: (A) END OF TERM PURCHASE OPTION. To exercise this option, Customer shall give Lessor sixty (60) days' prior irrevocable written notice (unless the Purchase Option is $1.00) that it will purchase all the Equipment at the end of the initial term or any renewal term for the Purchase Option price indicated on the face of this Agreement *plus* any applicable taxes, expenses, charges and fees. (B) PRIOR TO MATURITY PURCHASE. Customer may, at any time, upon sixty (60) days' prior irrevocable written notice purchase all (but not less than all) the Equipment at a price equal to the sum of all remaining Payments *plus* the Fair Market Value, *plus* any applicable taxes, expenses, charges and fees. For purposes of this Agreement, "Fair Market Value" shall be Lessor's retail price at the time Customer notifies Lessor of its intent to purchase the Equipment. Upon proper notice and payment by Customer of the amounts specified above, Lessor shall transfer the Equipment to Customer "AS-IS WHERE-IS" without any representation or warranty whatsoever, except for title, and this Agreement shall terminate.

20. DATA: Customer acknowledges that the hard drive(s) on the Equipment, including attached devices, may retain images, content or other data that Customer may store for purposes of normal operation of the Equipment ("Data"). Customer acknowledges that CFS is not storing Data on behalf of Customer and that exposure or access to the Data by CFS or Dealer, if any, is purely incidental to the services performed by CFS and Dealer. Neither CFS nor Dealer nor any of their affiliates has an obligation to erase or overwrite Data upon Customer's return of the Equipment to CFS. Customer is solely responsible for: (A) its compliance with applicable law and legal requirements pertaining to data privacy, storage, security, retention and protection; and (B) all decisions related to erasing or overwriting Data. Without limiting the foregoing, if applicable, Customer should (i) enable the Hard Disk Drive (HDD) data erase functionality that is a standard feature on certain Equipment, and/or (ii) prior to return or other disposition of the Equipment, utilize the HDD (or comparable) formatting function (which may be referred to as "Initialized All Data/Settings" function) if found on the Equipment to perform a one pass overwrite of Data or, if Customer has higher security requirements, Customer may purchase from its Dealer at current rates an appropriate option for the Equipment, which may include (a) an HDD Data Encryption Kit option which disguises information before it is written to the hard drive using encryption algorithms, (b) an HDD Data Erase Kit that can perform up to a 3-pass overwrite of Data (for Equipment not containing data erase functionality as a standard feature), or (c) a replacement hard drive (in which case Customer should properly destroy the replaced hard drive). Customer shall indemnify Dealer and CFS, their subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) arising or related to the storage, transmission or destruction of the Data. This section survives termination or expiration of this Agreement. The terms of this section shall solely govern as to Data, notwithstanding that any provisions of this Agreement or any separate confidentiality or data security or other agreement now or hereafter entered into between Customer, Dealer and CFS applies, or could be construed to apply to Data.

21. MAXIMUM INTEREST; RECHARACTERIZED AGREEMENT: No Payment is intended to exceed the maximum amount of interest permitted to be charged or collected by applicable laws, and any such excess Payment will be applied to payments due under this Agreement, in inverse order of maturity, and thereafter shall be refunded. If this Agreement is recharacterized as a conditional sale or loan, Customer hereby grants to Lessor, its successors and assigns a security interest in the Equipment to secure payment and performance of Customer's obligations under this Agreement.

22. UCC - ARTICLE 2A: CUSTOMER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT IS INTENDED AS A "FINANCE LEASE" AS THAT TERM IS DEFINED IN ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE ("UCC 2A"), AND LESSOR IS ENTITLED TO ALL BENEFITS, PRIVILEGES AND PROTECTIONS OF A LESSOR UNDER A FINANCE LEASE. CUSTOMER WAIVES ITS RIGHTS AS A LESSEE UNDER UCC 2A SECTIONS 508-522.

23. GOVERNING LAW; VENUE; WAIVER OF JURY TRIAL: THIS AGREEMENT SHALL FOR ALL PURPOSES BE DEEMED A CONTRACT ENTERED INTO IN, THE STATE OF NEW JERSEY. THE RIGHTS OF THE PARTIES UNDER THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY WITHOUT REFERENCE TO CONFLICT OF LAW PRINCIPLES. ANY ACTION BETWEEN CUSTOMER AND LESSOR SHALL BE BROUGHT IN ANY STATE OR FEDERAL COURT LOCATED IN THE COUNTY OF CAMDEN OR BURLINGTON, NEW JERSEY, OR AT LESSOR'S SOLE OPTION, IN THE STATE WHERE CUSTOMER OR THE EQUIPMENT IS LOCATED. CUSTOMER, BY ITS EXECUTION AND DELIVERY HEREOF, IRREVOCABLY WAIVES OBJECTIONS TO THE JURISDICTION OF SUCH COURTS AND OBJECTIONS TO VENUE AND CONVENIENCE OF FORUM. CUSTOMER, BY ITS EXECUTION AND DELIVERY HEREOF, AND LESSOR, BY ITS ACCEPTANCE HEREOF, HEREBY IRREVOCABLY WAIVE ANY RIGHT TO A JURY TRIAL IN ANY SUCH PROCEEDINGS.

24. MISCELLANEOUS: All notices required or permitted under this Agreement shall be sufficient if delivered personally, sent via facsimile or other electronic transmission, or mailed to such party at the address set forth in this Agreement, or at such other address as such party may designate in writing from time to time. Any notice from Lessor to Customer shall be effective three (3) days after it has been deposited in the mail, duly addressed. All such notices to Lessor from Customer shall be effective after it has been received via U.S. mail, express delivery, facsimile or other electronic transmission. If there should be more than one party executing this Agreement as Customer, all obligations to be performed by Customer shall be the joint and several liability of all such parties. Customer's representations, warranties, and covenants under this Agreement shall survive the delivery and return of the Equipment. Any provision of this Agreement that may be determined by competent authority to be prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement. No such prohibition or unenforceability in any jurisdiction shall invalidate or render unenforceable such provision in any other jurisdiction. Customer agrees that Lessor may insert missing information or correct other information on this Agreement including the Equipment's description, serial number, and location, and corrections to Customer's legal name; otherwise, this Agreement contains the entire arrangement between Customer and Lessor and no modifications of this Agreement shall be effective unless in writing and signed by the parties. Customer agrees that Lessor may accept a facsimile or other electronic transmission of this Agreement or any Acceptance Certificate as an original, and that facsimile or electronically transmitted copies of Customer's and Dealer's signature will be treated as an original for all purposes.

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