Voices College-Bound Language Academies

Board Meeting

Board Meeting

Date and Time

Thursday October 23, 2025 at 3:00 PM PDT

Location

- 6840 Via del Oro. Ste. 205, San Jose, CA 95119. **(Meeting Location)**
- 715 Hellyer Ave., San Jose, CA 95111
- 14271 Story Rd., San Jose, CA 95127
- 201 28th St., Richmond, CA 94804
- 321 E. Weber St., Stockton, CA 95202
- 16505 Monterey Rd, Morgan Hill, CA 95037
- 5168 Summerhill Dr, Oceanside, CA 92057
- 2150 Post St., Room 253, San Francisco, CA 94115
- 4313 Miranda Ave., Palo Alto, CA 94306
- 40 Henderson, Palo Alto, CA 92025

Instructions For Presentations To The Board By Parents and Citizens
PUBLIC COMMENTS OF PERSONS DESIRING TO ADDRESS THE BOARD
SUBMIT PUBLIC COMMENT: http://bit.ly/voices-public-comment
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3. REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Felipe Deguer a (669) 208-5641
4. All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The executive director recommends approval of all consent items.
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Si necesita traducción de audio al español para acceder a la reunión de la Mesa Directiva de Voices, envíe una solicitud a fdeguer@voicescharterschool.com o llame a Felipe Deguer a (669) 208-5641 por lo menos 24 horas antes del inicio de la reunión. Si desea hacer un comentario público en español y desea que lo traduzcamos al inglés para la Mesa Directiva, envíe una solicitud a fdeguer@voicescharterschool.com o llame a Felipe Deguer a (669) 208-5641 por lo menos 24 horas antes del inicio de la reunión.

Agenda

		Purpose	Presenter
I.	**Opening Items**		
	Opening Items		
A.	Record Attendance and Guests		Felipe Deguer
B.	Call the Meeting to Order		Kim Wisckol
C.	Approve Order of Agenda	Vote	Kim Wisckol
D.	Public Comment		Felipe Deguer

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SUBMIT PUBLIC COMMENT: http://bit.ly/voices-public-comment
Non-agenda items: No individual presentation shall be more than 3 minutes and the total time for this purpose shall not exceed 15 minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.

II.	**Board Business: Consent Items**		
A.	Approve Minutes	Approve Minutes	
	Approve minutes for Annual Board Meeting on August 8, 2025		
B.	Contract Approvals	Vote	
	Walden West - Science Camp Field Trips		
C.	Contract Ratifications	Vote	

- Mariposa - Student Recruitment Support Services
- School Mint 2025-2026 Services
- Smith-Emery San Francisco - Structural Testing Services

D.	Employee Handbook - Update	Vote	
	Updates to:		

- Floating Days
- Social Activities Outside of Work Hours

		Purpose	Presenter
	• Vacation • Updated Acknowledgment of Receipt Form		
E.	Approve Revised Policies	Vote	
	• Expence Reinbursement		
F.	Approve New Policies	Vote	
	• Child Free Workplace • Telework		

III. Board Business: Discussion/Action Items

A.	Voices Academic Update	FYI	Ellyn Magaña
B.	COO Update	FYI	Jaime Mata
C.	Budget Update	FYI	Nicholas Mawad
D.	Approve Unaudited Actuals for Voices Flagship	Vote	Nicholas Mawad
E.	Approve Unaudited Actuals for Voices Morgan Hill	Vote	Nicholas Mawad
F.	Approve Unaudited Actuals for Voices Mount Pleasant	Vote	Nicholas Mawad
G.	Approve Unaudited Actuals for Voices Stockton	Vote	Nicholas Mawad
H.	Approve Unaudited Actuals for Voices West Contra Costa	Vote	Nicholas Mawad
I.	Renewal Update	FYI	Aldo Ramirez

IV. Closed Session

A.	Public Employee Performance Evaluation -- Chief Executive Officer (Pursuant to Gov. Code Section 54957(b)(1).)	Discuss	

V. Reconvene Open Session

A.	Report on action taken in closed session	FYI	Kim Wisckol

	Purpose	Presenter

VI. Closing Items

A. Adjourn Meeting — Vote — Kim Wisckol

Coversheet

Approve Minutes

Section:	II. Board Business: Consent Items
Item:	A. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Annual Board Meeting on August 8, 2025 2025_08_08_board_meeting_minutes.pdf

APPROVED

Voices College-Bound Language Academies

Minutes

Annual Board Meeting

Annual Board Meeting

Date and Time
Friday August 8, 2025 at 9:00 AM

Location
6840 Via del Oro, Ste. 205, San Jose, CA. 95119.
715 Hellyer Ave., San Jose, CA. 95111
14271 Story Rd., San Jose, CA. 95127
201 28th St., Richmond, CA. 94804
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Directors Present
A. Miller, D. Koren, J. Nguyen, K. Wisckol, M. Ruiz, P. Carreño, S. Rocha, S. Sandoval

Directors Absent
None

Directors who arrived after the meeting opened
M. Ruiz, P. Carreño

Guests Present
A. Ramirez, F. Deguer

I. Opening Items

A. Record Attendance

M. Ruiz arrived at 9:09 AM.
P. Carreño arrived.

B. Call the Meeting to Order

K. Wisckol called a meeting of the board of directors of Voices College-Bound Language Academies to order on Friday Aug 8, 2025 at 9:06 AM.

C. Approve Order of Agenda

S. Sandoval made a motion to approve the order of the agenda.
D. Koren seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Sandoval	Aye
D. Koren	Aye
S. Rocha	Aye
K. Wisckol	Aye
J. Nguyen	Aye
A. Miller	Aye
P. Carreño	Absent
M. Ruiz	Absent

D. Public Comments

No public comments were recieved.

II. Board Business: Consent Items

A. Approve Minutes

A. Miller made a motion to approve the minutes from Board Meeting on 06-24-25.
J. Nguyen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Contracts

A. Miller made a motion to approve the contracts.
J. Nguyen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Contract Ratification

A. Miller made a motion to approve contract ratification.
J. Nguyen seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Voices 2025-2026 Safety Plan

A. Miller made a motion to approve the safety plan.
J. Nguyen seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Board Business: Discussion / Action Items

A. Approval of Amendment to the Voices "Flagship" (FS) 2025-2026 Local Control and Accountability Plan (LCAP)

D. Koren made a motion to approve the amendment.
S. Sandoval seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approval of Amendment to the Voices Morgan Hill 2025-2026 Local Control and Accountability Plan (LCAP)

D. Koren made a motion to approve the amendment.
S. Sandoval seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of Amendment to the Voices Mount Pleasant 2025-2026 Local Control and Accountability Plan (LCAP)

D. Koren made a motion to approve the amendment.
S. Sandoval seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approval of Amendment to the Voices Stockton 2025-2026 Local Control and Accountability Plan (LCAP)

D. Koren made a motion to approve the amendment.
S. Sandoval seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approval of Amendment to the Voices West Contra Costa 2025-2026 Local Control and Accountability Plan (LCAP)

D. Koren made a motion to approve the amendment.
S. Sandoval seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approval of Company Resolutions and Treasury Management Services Agreement with Heritage Bank of Commerce.

S. Sandoval made a motion to approve of the Company Resolutions and the Treasury Management Services Agreement with Heritage Bank of Commerce.
S. Rocha seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Readopt Board Code of Ethics Resolution

A. Miller made a motion to approve the resolution.
J. Nguyen seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Set Board Goals

I. Annual Board Training On School Business

IV. Board Business: Discussion / Action Items

A. Elect New Officers

The board appointed several individuals to the following roles for the 2025–2026 term:

Board Officers

Board Chair and President: Kim Wisckol
Vice Chair: Pedro Careno
Secretary: Servando Sandoval
Treasurer: Alice Miller

B. Form Board Advisory Committees

C. Committee Goals Discussion

V. 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 4:00 PM.

Respectfully Submitted,
K. Wisckol

DRAFT

Voices College-Bound Language Academies

Minutes

Annual Board Meeting

Annual Board Meeting

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C. Approve Order of Agenda

S. Sandoval made a motion to approve the order of the agenda.
D. Koren seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Wisckol	Aye
P. Carreño	Absent
D. Koren	Aye
M. Ruiz	Absent
J. Nguyen	Aye
A. Miller	Aye
S. Rocha	Aye
S. Sandoval	Aye

D. Public Comments

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D. Approve Voices 2025-2026 Safety Plan

A. Miller made a motion to approve the safety plan.
J. Nguyen seconded the motion.
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A. Approval of Amendment to the Voices "Flagship" (FS) 2025-2026 Local Control and Accountability Plan (LCAP)

B. Approval of Amendment to the Voices Morgan Hill 2025-2026 Local Control and Accountability Plan (LCAP)

C. Approval of Amendment to the Voices Mount Pleasant 2025-2026 Local Control and Accountability Plan (LCAP)

D. Approval of Amendment to the Voices Stockton 2025-2026 Local Control and Accountability Plan (LCAP)

E. Approval of Amendment to the Voices West Contra Costa 2025-2026 Local Control and Accountability Plan (LCAP)

F. Approval of Company Resolutions and Treasury Management Services Agreement with Heritage Bank of Commerce.

G.

Readopt Board Code of Ethics Resolution

A. Miller made a motion to approve the resolution.
J. Nguyen seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Set Board Goals

I. Annual Board Training On School Business

Coversheet

Contract Approvals

Section: II. Board Business: Consent Items
Item: B. Contract Approvals
Purpose: Vote
Submitted by:
Related Material: 2025-2026 Voices Walden West Agreement.pdf

Santa Clara County Office of Education

Memorandum of Understanding
between
Santa Clara County Office of Education
and
Voices College-Bound Language Academies

This Memorandum of Understanding (MOU), hereinafter referred to as the "Agreement", is between the Santa Clara County Office of Education (SCCOE) and Voices College-Bound Language Academies (the "Agency"). SCCOE and the Agency can each be referred to as the "Party" or collectively as the "Parties" for the purpose of this Agreement.

1. Overview

This Agreement outlines the responsibilities and commitments of each Party regarding the participation in classes in outdoor science education and conservation education. Pursuant to the provisions of Education Code Section 8763, SCCOE may enter into agreements with governing boards of school districts or private schools in order to provide programs and classes in outdoor science education and conservation education for students of the District or private school.

2. Goals

☒ Improve access to inclusive, equitable, high-quality education.
☒ Provide quality support to districts, schools, students, and communities.
☒ Be a premier service organization.

3. Responsibilities

3.1. The Agency Responsibilities:

The Agency, as a participant in the outdoor science and conservation education program, shall perform the following:

- The Agency shall recruit and provide for the attendance of students in the Walden West program.
- The Agency agrees to participate with a minimum number of students as set forth in **Exhibit I** and further agrees to pay the amount as listed in Section 5. The Agency will provide SCCOE the correct account structure to be invoiced accordingly.
- The Agency shall provide at least one (1) classroom teacher for each class of thirty-six (36) or fewer students scheduled to participate in the Walden West program. The teacher is the authorized representative of the Agency at Walden West.
- The Agency is responsible for the health and safety of Agency students during the entire period that the students are participating in the program, including the time the students are in transit to or from Walden West.
- The Agency is responsible for managing the health care needs of students with diabetes, seizures, and other health-related concerns. This includes providing a parent or nurse during the periods of need while attending Walden West—on a 24-hour basis if the student will be living at the outdoor education facility around the clock. If a special education student, student with a disability, or on a 504 plan is receiving unique or one-on-one services, the Agency must provide the same services at the outdoor education facility. Examples of such individualized support include, but are not limited to, one-on-one

assistance, assisting students in wheelchairs, providing interpreters for deaf and partial-hearing students, specialized medical assistance or a recurring need for medical observation, and aiding students who need assistance showering, toileting, dressing, and eating.

- The Agency shall ensure that the school nurse, other duly qualified supervisor of health, or site administrator verifies that the students' medications are in order and that they match their Walden West Medication Forms prior to the students being transported to Walden West.
- The Agency shall provide at least one (1) cabin leader for every twenty (20) students who will fully participate in the week-long program and supervise students in the cabins during residence at Walden West. All 18 and older cabin leaders and chaperones must comply with item 3.3. The Agency will work closely with the Environmental Education Liaison/Recruiter to have parents/adults processed and ready to fill in as cabin leaders as needed. It can take up to three weeks to get processed.
- The Agency shall fill out and return the Walden West Confirmation Form confirming the number of students, teachers, chaperones, and cabin leaders who will participate at least four (4) weeks prior to the event.
- The Agency will assign students to cabins for residence based on a cabin plan sent by Walden West.
- The Agency shall provide Walden West with the following lists two (2) weeks prior to arrival: dietary restrictions list, special needs/health concerns list and night concerns list, all of which are on the School Information Google Sheet.
- The Agency shall provide Walden West with the School Information Google Sheet and cabin lists no later than the Wednesday prior to arrival.
- The Agency will provide an UltraCamp registration link to families so that they can register their students for science camp and complete any optional dietary and health-related documents in the UltraCamp Document Center no later than the Wednesday prior to arrival.
- The Agency shall provide Walden West with an accurate list of program participants names upon arrival. The list shall indicate the name(s) for the teachers(s) who will supervise the students while at Walden West, and any adult chaperones and cabin leaders. Chaperones/cabin leaders over the age of 18 must comply with item 3.3.
- The Agency shall provide transportation to and from Walden West for all students, teachers, and other personnel from the Agency participating in the Walden West program. Transportation shall be scheduled to ensure the arrival of the participants between 9:30-10:00 a.m. on the first day and departure by 11:30 a.m. on the departure date as specified.
- The Agency must provide alternate transportation if a family is unable or unwilling to transport their child home due to communicable disease, live lice, or disciplinary action. If the Agency fails to provide transportation for students whose parents are unable or unwilling pick up their child, the outdoor school shall charge the district for the round-trip mileage of the vehicle used to transport the child home, and for the overtime hourly rate of two outdoor school staff members who transport and accompany the child home.
- The Agency shall observe the regulations and responsibilities as set forth **in Attachments "A" and "B".**
- The Agency shall have on file a signed field trip authorization from the parent or guardian of each student participating in the Walden West program. SCCOE reserves the right to request copies of the field trip forms.

3.2. The SCCOE Responsibilities:

- Provide a food service program for students, teachers, and other participants in the Walden West program. Meals and food services on days specified as follows:

Santa Clara County Office of Education

Day 1: Dinner meal
Day 2: Breakfast, lunch, snack, and dinner meal
Day 3: Breakfast, lunch, snack, and dinner meal
Day 4: Breakfast, lunch, snack, and dinner meal*
Day 5: Breakfast*

*Participants of a 3- or 4-day program receive only breakfast on the last day.

- All electricity, lights, heat, and water.
- Facilities that are in good repair and in safe and habitable condition.
- Personnel and resources necessary to implement the Program.
- Communicate with participating Agency's schools regularly regarding the operation and curriculum of Walden West.
- Develop the official calendar each school year which establishes the period of service and the number of students for each School which will participate in the Walden West program.
- Provide curriculum materials for all participants of the Walden West program and tools for teachers/coordinators to prepare for camp.
- Provide first aid facilities and supplies for minor injuries or illnesses

3.3. Volunteer/Chaperone/Visitor/Employee Fingerprinting And TB Clearance:

During the entire term of the Agreement, the Agency, its employees and all subcontractors, (nurses, health aides), interns, parent/guardian chaperones, and volunteers over the age of 18, shall fully comply with the provisions of the Education Code Section 45125 and Education Code section 49406 regarding DOJ, FBI fingerprinting background checks and tuberculosis. Fingerprint clearance dates and proof that adults are negative for TB are required prior to their arrival on campus.

The Agency's subcontractors (nurses, health aides, one-on-one aides), interns, parent/guardian chaperones, and volunteers (but not its employees) must print at the SCCOE or use the SCCOE LiveScan Form if printing at a different location. SCCOE will provide the LiveScan fingerprinting background service for the Agency for a fee of $75; schools will be billed for any adult that prints regardless of their participation or clearance status.

3.4. Visitors:

Any additional school staff, contractors, aides, nurses, parents or adults (other than scheduled classroom teachers) who plan to be on the Walden West campus must be approved in advance by the school principal and the Director of Environment Education at Walden West.

4. Duration of Agreement

This Agreement begins on August 25, 2025 and ends on June 30, 2026

5. Articulation of Monies/Compensation

Unless otherwise agreed in writing, Agency shall pay SCCOE after completion of a school's week at the Walden West and upon receipt of invoice(s) as specified below. It is understood and agreed that payment to SCCOE for participation at Walden West shall be made for each participant. Payments are due within forty-five (45) days of the date of invoice. If Agency's funds are used, Agency shall submit a Purchase Order for participation at Walden West. Or make checks out to Walden West.

The required per-Student charge is:

- Four hundred ($400) for three (3) days

Santa Clara County Office of Education

- Five hundred ten ($510) for four (4) days
- Six Hundred ($600) for five (5) days

The required per-School Staff (teachers, aides, etc.) charge is:

- Three hundred thirty ($330) for three (3) days
- Three hundred eighty ($380) for four (4) days
- Four hundred ($400) for five (5) days

Payment for Agency's visitors will be included on the invoice from SCCOE to the Agency. The Director of Environmental Education at Walden West must pre-approve all visitors to the program three (3) weeks prior to visit. Charges for Agency's visitors to Walden West are as follows:

- Meals: $13.10/each
- Lodging: $80.00/per day

The costs as specified in this Section are one (1) week costs. A week is defined as the period beginning with dinner following the participants arrival on Day 1 and ending with breakfast on the last day of the program.

Reimbursement for Damages:

The Agency shall reimburse SCCOE for any damages resulting from the use of Walden West facilities and equipment, normal wear and tear excluded. Reimbursement shall be based upon the actual cost of materials, parts and labor required for repair or replacement. Payment shall be made upon receipt of an itemized invoice.

6. Data Sharing/Confidentiality

The services performed under this Agreement include the sharing of non-publicly available employee or student data.

☐ Yes, Data Sharing agreement/form attached

☒ No

7. Cancellation/No Shows/Refunds

- In the event the Agency must cancel participation in the Walden West program, the Agency must provide SCCOE with sixty (60) days advance notification in writing to the Director of Environmental Education at Walden West. If such proper written notification is not provided, SCCOE may charge the Agency up to Eighty Percent (80%) of the original amount to provide for irrecoverable costs.
- In the event that 10% to 20% of the number of students will not participate in the Program, the Agency shall give the Director of Environment Education at Walden West at least thirty {30) days prior written notice. Otherwise, the Agency shall be liable and will be billed for those program costs for each non-attending student if not notified as indicated above. If more than 20% of the students are absent, the Agency shall be liable and be billed for the program costs.
- No refunds will be given after a student's arrival at Walden West in cases of homesickness, dismissal for discipline or voluntary withdrawal.
- Students who leave camp for medical reasons for two (2) days or more will receive a pro-rated refund.

8. Termination

This Agreement may be terminated by SCCOE upon sixty (60) days advance written notification.

9. Other Terms

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9.1. Entire Agreement: This Agreement and its appendices and exhibits (if any) constitute the final, complete, and exclusive statement of the terms of the agreement between the Parties. It incorporates and supersedes all the agreements, covenants and understandings between the Parties concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this Agreement. No prior or contemporaneous agreement or understanding, verbal or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this Agreement.

9.2. Amendments: This Agreement may only be amended by a written instrument signed and acknowledge by the Parties.

9.3. Independent Agency: While performing its obligations under this agreement, the Agency is an Independent Agency and not an officer, employee, or agent of SCCOE. The Agency shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of SCCOE. The Agency warrants its compliance with the criteria established by the U.S. Internal Revenue Service (1.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Agency including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

9.4. Integration: This agreement, including all attachments and exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties, and obligations with respect to the transaction discussed in the agreement and supersedes all prior agreements, understandings, and commitments, whether oral or written.

9.5. Severability: Should any part of this Agreement between SCCOE and the Agency be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of the remainder of the Agreement, which shall continue in full force and effect, provided that such remainder can, absent the excised portion, be reasonably interpreted to give the effect to the intentions of the parties.

9.6. Third-Party Beneficiaries: This Agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the Parties.

9.7. Assignment: No assignment of this Agreement or of the rights and obligations hereunder shall be valid without the prior written consent of the other Party.

9.8. Use of SCCOE Name and Logo for Commercial Purposes: Agency shall not use the name or logo of SCCOE or reference any endorsement from SCCOE in any manner for any purpose, without the prior express written consent of SCCOE as provided by the SCCOE's authorized representative, or designee.

9.9. Governing Law, Venue: This Agreement has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. Proper venue for legal action regarding this Agreement shall be in Santa Clara County.

9.10. Non-Discrimination And Non-Segregation: During the performance of this Agreement, both parties hereby agree to comply with all Federal, state, and local laws respecting non-discrimination in employment and non- segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

9.11. Tobacco-Free Workplace: When at SCCOE-owned or SCCOE--leased buildings, both parties hereby agree to comply with the Santa Clara County Office of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including

Santa Clara County Office of Education

the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in SCCOE-owned or leased buildings, on SCCOE property and in SCCOE vehicles.

9.12. Alcohol And Drug-Free Workplace: Both parties hereby certify under penalty of perjury under the laws of the State of California that School will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Santa Clara County Office of Education's Alcohol and Drug-Free Workplace Policy 4020.

10. Insurance/Hold Harmless

10.1 Insurance: The SCCOE and the Agency shall maintain a certificate of insurance in the Business Office of each respective office. The Agency shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect The Agency and SCCOE as their interests may appear. Certificates of Insurance will be made available to the SCCOE upon request.

The SCCOE does not provide Accident/Illness insurance for participants. Each student is responsible for providing their own coverage.

10.2 Indemnification: Each Party will defend, indemnify, and hold the other Parties, their officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, employees, or agents.

11. Execution Authority

Each individual executing this Agreement on behalf of a Party represents that they are duly authorized to execute and deliver this Agreement on the entity's behalf, including, as applicable, the Governing Board, Superintendent, Board of Directors, or Executive Director. This Agreement shall not be effective or binding unless it is in writing and approved by the SCCOE's authorized representative, or authorized designee, as evidenced by their signature as set forth in this Agreement.

12. Electronic Signatures/ Signatures

Unless otherwise prohibited by law or SCCOE policy, the Parties agree that an electronic copy of a signed agreement, or an electronically signed agreement, has the same force and legal effect as an agreement executed with an original ink signature. The term "electronic copy of a signed agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed agreement in a portable document or other format. The term "electronically signed agreement" means an agreements that is executed by applying an electronic signature using technology approved by SCCOE.

Santa Clara County Office of Education

SCCOE:		**Voices College-Bound Language Academies:**	
By:	Signature of Authorized SCCOE Official	By:	Signature of Authorized Agency Official
Name:	Dr. Matt Wayne	Name:	Deanna Flores
Title:	Assistant Superintendent of Educational Services or Designee	Title:	Chief Culture Officer
Date:		Date:	
Address:	SCCOE 1290 Ridder Park Dr. San Jose, CA 95131	Address:	6840 Via del Oro, Ste. 160 San Jose, CA 95119
Phone:	408 573-3052	Phone:	408-772-6945
Email:	mbobias@sccoe.org	Email:	dflores@voicescharterschool.com

For Contracts Office/Risk Management use only:

RM#:

Date: Signature:

v. 6.2023

Santa Clara County Office of Education

ATTACHMENT "A"

WALDEN WEST OUTDOOR SCIENCE SCHOOL

REGULATIONS "USE OF"

The aesthetic beauty and educational values of Walden West are due to its relatively undamaged natural area. Please use pathways and avoid walking on grass or plants.

All visitors to Walden West are requested to observe the following regulations in order that this facility may be enjoyed for years to come.

- **Alcohol/Drugs:** The possession or use of alcoholic beverages or illegal drugs and narcotics is prohibited.
- **Firearms/Fireworks:** The possession of firearms, knives, air guns, and fireworks is prohibited.
- **Smoking:** Smoking is not permitted on Walden West grounds at any time.
- **Plants:** The mutilation, destruction, or removal of any plant material is prohibited.
- **Animals:** The destruction or removal of any animal is prohibited.
- **Geological and Archaeological Features:** The removal of geological, paleontological (fossil), archaeological or historical features or objects is prohibited.
- **Hunting/Fishing:** Hunting and fishing are prohibited.
- **Trails:** Hikers are required to confine their hiking to trails provided for that purpose.
- **Vehicles:** The speed limit is 5 miles per hour on all facility roads. Vehicles can be operated only on designated roads and must be parked only in designated areas.
- **Dogs:** No dogs are permitted.
- **Waste Disposal:** Trash and recyclables must be put in proper containers.

Santa Clara County Office of Education

ATTACHMENT B

WALDEN WEST OUTDOOR SCIENCE SCHOOL

POLICIES REGARDING CLASSROOM TEACHERS

1) The teacher shall accompany each class of students in attendance at Walden West Outdoor Science School. One (1) teacher for each class unit of thirty-six (36) students or fewer.

2) The teacher shall be subject to the following regulations during the period of time that their class attends Walden West Outdoor Science School.

3) The teacher shall be available for consultations involving their class except in the following situations:

4) Family Emergency: Teachers may be absent for short periods of time in case of unforeseen emergencies involving family members. In this event, the teacher shall notify the Director of Environment Education at Walden West of the nature of the emergency and where he/she may be reached if needed. The principal shall be notified of the teacher's absence.

5) Illness or Injury: In the event the teacher becomes unable through illness or injury to continue to participate in the program, the Agency shall provide a certificated teacher as a substitute.

6) Professional Responsibilities:

i) If a teacher is to be absent for professional responsibilities at any time, the principal of their school shall notify the Director of Environment Education at Walden West of this in writing, indicating the nature of the absence and the person who will substitute in that teacher's absence.

ii) The teacher shall actively participate in the Walden West educational program to the best of their abilities.

iii) The teacher shall assume responsibility for students from their class. This includes but is not limited to the following: instruction, discipline and the health and welfare of the students.

iv) The teacher shall participate as a working team member with the Walden West staff during all class periods and field trips.

v) The teacher shall confer with the outdoor school staff to seek solutions to problems encountered by students in their class.

vi) The teacher shall prepare adequately for and teaching/facilitating during those periods when they are solely responsible for class/school meetings at the outdoor school.

vii) Family members of the classroom teacher are not permitted to accompany nor visit them at Walden West.

The Director of Environment Education at Walden West shall inform the school in writing regarding any deviations from these policies by classroom teachers.

Santa Clara County Office of Education

EXHIBIT I

WALDEN WEST OUTDOOR SCIENCE SCHOOL

ATTENDING

SCHOOL NAME(S)	WEEK OF (DATES)	# of DAYS PROGRAM	# of STUDENTS
Voices Flagship	May 26-29, 2026	4	
Voices Morgan Hill	May 26-29, 2026	4	
Voices Mount Pleasant	May 26-29, 2026	4	
Voices WCC	May 26-29, 2026	4	
Voices Stockton	May 26-29, 2026	4	150 Total

v. 6.2023

Coversheet

Contract Ratifications

Section: II. Board Business: Consent Items
Item: C. Contract Ratifications
Purpose: Vote
Submitted by:
Related Material:
Mariposa Consulting Group Renewal Agreement_Voices.pdf
2025-0523 - Voices College-Bound Language Academies (Q-20657-1)SM.pdf
Voices Andrade.doc Structural Testing.pdf

MARIPOSA
CONSULTING GROUP

Voices College Bound

Marketing Support Proposal

Mariposa Consulting Group

The Problem We Solve

You're a leader invested in enrollment success. You have a powerful mission and an academic offering that can improve the trajectory of a student's life.

But enrolling students is becoming increasingly challenging. There's more competition, greater parent choice, and new schools emerging. Your vision is at risk if enrollment targets aren't met.

That's where Mariposa Consulting Group comes in. We partner with schools like yours to ensure the classrooms are filled. We focus on enrollment, so you can focus on your vision while avoiding the consequences of under-enrollment.

Overview of Core Services

Fully enrolled schools are driven by three levers: **Marketing, Enrollment, and Operations**. We evaluate your entire enrollment continuum – from recruitment to first day of school to retention – to identify what might be holding your schools back from reaching their full enrollment potential.

MCG's core offerings to drive enrollment success:

Marketing	Enrollment	Operations
Awareness Ad Strategy & Operations Lead Generation Lead Nurture Lead Conversion	Field Recruitment Applicant Nurture Offer Management Registration Conversion Onboarding	Data Management Systems Optimization Professional Development Tactical Execution Leadership Coaching

What You Can Expect From Us

- A clear, up-front plan to get everyone on the same page
- Regular check-ins to keep us moving forward – together
- Quick wins that boost your numbers right away
- A laid-back, no-fluff style that you'll actually enjoy
- Honest updates and quick pivots to keep those seats filled
- Deep experience to help you avoid surprises
- Direct access to the strongest enrollment leader in the charter school game and her trusted team

Why You Can Trust Us

Because we've been in your shoes. We've filled schools, we've run schools, we've even led classrooms. And we know what it takes.

Because we're professional, but not stuffy. We're casual and avoid the fluff. We have fun and deliver solutions that make an impact.

Because we're focused on results. Everything we do is in service to filling seats and helping you hit numbers.

What We Need from You

To ensure this partnership is successful, we ask that each client commit to a few key responsibilities. Our most successful engagements are grounded in clear communication, timely collaboration, and shared accountability.

Key Inputs & Participation

- **Designated Point of Contact**
  - A single lead who will coordinate approvals, schedule meetings, and relay feedback across internal stakeholders.
- **Access to Key Systems and Data**
  - Enrollment platform(s) (e.g., SchoolMint, Jotform, Hubspot)
  - Website and/or campaign landing pages
  - CRM or lead tracking tools
  - Historical enrollment data (if available)
  - Any available brand or design assets
- **Strategic Collaboration**
  - Attend key planning and review meetings
  - Participate in messaging alignment and content review
  - Offer input on roles/responsibilities during planning sessions
  - Identify any internal deadlines or key dates that may affect rollout
- **Feedback & Approvals**
  - Approve messaging, collateral drafts, or digital assets within 2–3 business days to stay on timeline
  - Provide guidance on family-facing tone, equity considerations, or brand values where relevant

Scope of Work

Scope of Work

Mariposa Consulting Group will work alongside Voices College Bound as a digital marketing partner and enrollment advisor to support their ability to attract and enroll students in their community.

Enrollment Coaching + Marketing Strategy

- Continue advising the Voices team on enrollment processes, helping to codify them for the future.
- Create and drive the overall marketing strategy.
- Continue the development and refinement of messaging across all platforms to ensure consistent and impactful communication with prospective families.
- Develop and manage automated nurture campaigns designed for the longer applicant timeline and to expand team capacity.
- Continue the development and execution of creative content (including graphics and website UX updates) that aligns with enrollment goals.
- Manage and optimize advertising campaigns to ensure maximum reach and effectiveness.
- Build and refine tracking functionality and follow-up infrastructure to support enrollment goals.

Systems Support + Data Reporting

- Lead the implementation of SchoolMint to strengthen enrollment systems.
- Provide regular reporting on campaign performance, engagement metrics, and other key indicators to improve data visibility and decision-making.
- Maintain and update dashboards to ensure clarity and accessibility of key enrollment and marketing data.

Investment Overview

Marketing Support

- This support is provided at a monthly investment of $3,600, for a total investment of $43,200 over a 12-month period (October 1, 2025 – September 30, 2026).

Cost of advertising is not included in this investment and will be invoiced separately based on approved budgets.

Structure and Investment

Scope of Work Overview & Investment	**Marketing Support** • This support is provided at a monthly investment of $3,600, for a total investment of $43,200 over a 12-month period (October 1, 2025 – September 30, 2026). *Cost of advertising is not included in this investment and will be invoiced separately based on approved budgets.*
Timeline	**12 Month Partnership** • Between October 1, 2025 and September 30, 2026, MCG will execute the services above in partnership with Voices College Bound.
Meeting Cadence	MCG and Voices College Bound will meet biweekly to review progress, provide coaching, and ensure ongoing alignment with enrollment goals.
Team Support	The following MCG team members may be engaged as needed: • Daniella Reynoso Rivera – Administrative Support (hello@mariposacg.com) • Jenn Stevenson – Graphic Design & Branding (design@mariposacg.com) • Michael Reina – Content Support (michael@mariposacg.com) • Emma Ward – Research & Marketing (emma.ward@mariposacg.com) • Bailey – Operations Support (bailey@mariposacg.com) • Martha Winslow – Engagement Manager (martha@mariposacg.com)

SERVICE AGREEMENT

This agreement is made effective as of

August 15, 2025 between

Nancy

Ortiz

Voices College Bound

(hereinafter "Client")

and

Vanessa Barry

Mariposa Consulting Group, LLC

14007 Panther Valley

Helotes, TX 78023

USA

(hereinafter "Business Owner")

1. Term

This Agreement shall commence on the effective dateAugust 15, 2025 as indicated by signing and shall remain in effect for a period of October 1, 2025-September 30, 2026].

2. Relationship of Parties

Company is an independent contractor of the Client. This Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between the parties for any purpose. The Company has no authority (and shall not hold itself out as having authority) to bind the Client, nor shall it make any agreements or representations on the Client's behalf without the Client's prior written consent.

3. Travel, Fees, and Expenses

Monthly Retainer and Total Investment

Client agrees to a monthly retainer fee of $3,600, for a total investment of $21,600 over a 6-month period. This fee covers the scope of work outlined in this agreement, including strategic advising, project management, and implementation support.

Media Expenses

Additional costs may include paid media expenses. If pass-through media invoices are not paid within 30 days, a late interest fee may be applied to the next invoice at a rate of 1.5% per month or the maximum allowed by law, whichever is less.

4. Intellectual Property

Right to Work Product:

Upon full payment of all undisputed invoices under the applicable Statement of Work (SOW), the Consultant agrees to assign to the Client all worldwide rights, titles, and interests in and to the Work Product, including all copyrights, patents, and trademarks therein. The Client is

permitted to use the intellectual property shared in this engagement solely for the purposes of their organization in accordance with the fee arrangement. However, the developers of said property will remain the sole owner(s).

Consultant Background Intellectual Property; Retained Rights:

The Consultant shall retain sole ownership of any and all Consultant Background Intellectual Property. Furthermore, notwithstanding any provisions in this Agreement to the contrary, the Consultant is entitled to use for itself and for the benefit of third parties any general knowledge, skills, and techniques acquired during the performance of the Services ("Retained Knowledge"), as well as the Work Product. However, it is explicitly stipulated that such Retained Knowledge and use of Work Product shall exclude any specific Client Confidential Information or Client Background Intellectual Property. At the final termination of this contract Consultant shall return all personal identifiable information of students, family members and teachers

Client Background Intellectual Property, and No Contesting Rights:

The Client shall retain sole ownership of any Client Background Intellectual Property. The Client acknowledges that Mariposa Consulting Group, LLC, content, and materials are the Intellectual Property of the Service Provider. The Client is permitted to utilize Deliverables created by the Service Provider or other developers, as long as the logo/creation name are included on the materials in alignment with the fee arrangement and usage clauses (i.e., licensing). Additionally, the Client agrees not to contest the Consultant's ownership of the Consultant Background Intellectual Property, including but not limited to the Consultant Software, nor to attempt to invalidate any intellectual property rights held by the Consultant in the aforementioned assets.

5. Confidentiality

Both parties agree to maintain strict confidentiality regarding all information related to this Agreement, the provided services, and each other's businesses. This includes but is not limited to intellectual property, trade secrets, financial data, future plans, customer lists, and terms of the Agreement. Neither party will disclose such information to third parties without prior consent. Upon termination of the Agreement, all confidential materials will be returned to the original party upon request.

6. Holiday and Weekends

Mariposa Consulting Group observes the following holidays and will be closed accordingly:

- Indigenous Peoples Day: October 13, 2025
- Thanksgiving Week: November 24-28, 2025
- Winter Break: December 22, 2025-January 5, 2026
- Winter Break: January 1-2, 2026
- Martin Luther King Jr. Day: January 19, 2026
- President’s Day: February 13-16, 2026
- Spring Break: March 9–13, 2026

- Easter Holiday: April 3-6, 2026
- Memorial Day: May 22-27, 2026
- Summer Break: June 22–30, 2026
- Summer Break: July 1–10, 2026
- Labor Day: September 7, 2026
- Indigenous Peoples' Day: October 12, 2026
- Thanksgiving Week: November 23–27, 2026
- Winter Break: December 18, 2026- January 4, 2027

A performance date that falls on a Saturday, Sunday or holiday is deemed extended to the next working day or will be provided by someone who is online.

7. Late Fees

Please note that late invoices will be subject to a 3% late fee of the value of that invoice to be paid along with the invoice amount.

ACKNOWLEDGMENT

Agreed and accepted by:

Mariposa Consulting Group

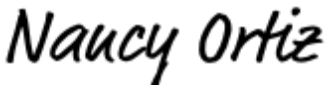
Founder and Principal



09 / 25 / 2025

Vanessa Barry

Voices College Bound



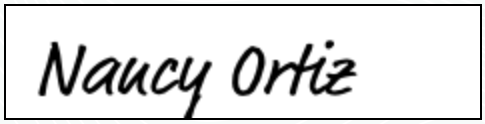
10 / 03 / 2025

Nancy Ortiz

CERTIFICATE *of* SIGNATURE

REF. NUMBER
RXMPR-TMVNT-RDWEN-YVELF

DOCUMENT COMPLETED BY ALL PARTIES ON
03 OCT 2025 16:19:36 UTC

SIGNER	TIMESTAMP	SIGNATURE
VANESSA BARRY EMAIL ADMIN@MARIPOSACG.COM	SENT 03 OCT 2025 13:24:29 SIGNED 03 OCT 2025 13:24:29	 IP ADDRESS 76.17.32.102 LOCATION BETHLEHEM, UNITED STATES
NANCY ORTIZ EMAIL NORTIZ@VOICESCHARTERSCHOOL.COM SHARED VIA LINK	SENT 03 OCT 2025 13:24:29 VIEWED 03 OCT 2025 15:22:16 SIGNED 03 OCT 2025 16:19:36	 IP ADDRESS 74.95.203.77 LOCATION SAN JOSE, UNITED STATES

Signed with PandaDoc

Renewal for

Voices College-Bound Language Academies

Q-20657

Expires on:
9/1/2025

SchoolMint Inc.
319 Monroe Street
Lafayette, LA 70501
info@schoolmint.com

This Order Form (this "Agreement") is entered into as of
8/15/2025 | 12:51 PM CDT

(the "Effective Date"), by and between Voices College-Bound Language Academies("Client"), and SchoolMint Inc., a Delaware corporation ("SchoolMint"); for a subscription to one or more of SchoolMint's Software-as-a-Service programs, related software, documentation and/or services related thereto as set forth below (collectively, the "Services"); subject to the terms set forth in the Terms of Service entered into as of the Effective Date by and between SchoolMint and Client, which are incorporated and made a part of this Order Form.

Subscription Term
Access to the services described below shall remain in effect from 8/1/2025 until 7/31/2026.

Licensed Services and Associated Fees
The following Services are licensed for Client use.

Period 1: 8/1/2025-7/31/2026

PRODUCT NAME	DESCRIPTION	QTY	EXTENDED
SM Charter - Application	A multi-step application web-based portal for parents to submit multiple school applications	1,285	$8,397.50
SM Charter - Lottery	A system that runs all eligible applicants through a customized algorithm to blindly select students based on selection criteria and available seats the program/school	1,285	$4,198.75
SM Registration	An online enrollment process for new students to the district	1,285	$1,888.95
SM Re-Enrollment	Re-enrollment component for current students already enrolled within the district	1,285	$2,833.43
		Period 1: 8/1/2025-7/31/2026 TOTAL:	$17,318.63

Discounts, if any, are only applicable to the first year of the subscription term. All renewals will be at SchoolMint's then current rates.

Services
All unused services purchased expire after 12 months. There are no refunds or credits issued for unused services.

Role Definition and Agreement: The undersigned is authorized to bind the Client including, without limitation, to approve and execute the Agreement, make changes to the Agreement, and to serve as the primary point of communication between Client and SchoolMint. The undersigned acknowledges that, in the event of any conflicts, SchoolMint's Terms of Service, any Scope of Work, and Order Form (Collectively, "This Agreement") shall prevail over any other terms and conditions, including but not limited to the Client's Purchase Order.

By signing below, I hereby acknowledge that I have received, read, and am authorized to accept Schoolmint's
\Terms of Service (v1.24)\
Terms of Service v1.24
(https://schoolmint.com/terms-of-service/)
and
\DPA1\
Data Privacy Agreement

(https://schoolmint.com/student-data-privacy-agreement/).

Voices College-Bound Language Academies

By:
Signed by:
Jaime Mata
EDC1D36197E34FD...

Name:
Jaime Mata

Title:
COO

Date:
8/15/2025 | 12:44 PM CDT

SchoolMint Inc.

By:
DocuSigned by:
Elva Resillez
01D7368DD948499...

Name:
Elva Resillez

Title:
Sr. Director of Revenue Operations

Date:
8/15/2025 | 12:51 PM CDT

Client Information Sheet

Main Contact

Name	Nancy Ortiz
Phone	(408) 712-9297
Email Address	nortiz@voicescharterschool.com
Address	6840 Via Del Oro., Suite 205 San Jose, CA 95119
Title	Network Operations Manager

Secondary Contact

Name	Jaime Mata
Phone	7034752341
Email Address	Jmata@voicescharterschool.com
Title	COO

Technical Contact

Name	Aden Guzman
Phone	(831) 206-6785
Email Address	aguzman@voicescharterschool.com
Title	IT Manager

Billing/Invoicing Contact:

Organization Name that should appear on the Invoice:	Voices College Bound Language Academies
Attention to & Address Invoice Should be Sent to:	6840 Via Del Oro., Suite 205 San Jose, CA 95119
Phone	7034752341
Email Address	finance@voicescharterschool.com

Please confirm with your procurement department if a PO is required prior to invoicing. If required, please indicate below and submit a copy to **orders@schoolmint.com** along with this order form to avoid delays.

PO required?

No

Tax Exempt?

If tax exempt, a copy of your tax exemption certificate must be submitted along with this order form.

SMITH-EMERY SAN FRANCISCO
An Independent Commercial Testing Laboratory

1940 Oakdale Ave, San Francisco (415) 642-7326

July 18, 2025

K2 Architects
Attn: Tyson Schwarten
tyson.schwarten@k2architects.com

Project: Voices Andrade
2354 Andrade Avenue
Richmond, Ca

Subject: Structural Investigation

Smith Emery San Francisco is pleased to provide you with a quote (see page 3) to send 2 technicians to perform an investigation at the address listed above. The investigation will entail the evaluation of the existing wood structure, use of GPR to locate rebar, coring and sampling of concrete, misc. tools for the extraction of the rebar for testing, disposal of concrete and other misc. expenses. Sampling locations will be per the supplied plans from the EOR. Any additional hourly costs for the technicians to use the equipment above and beyond what is quoted will be at the same quoted rates below. Repairs will be on a case-by-case basis as outlined in the quote. Smith-Emery is a Testing and Inspection agency and doesn't employ other qualified trades.

NOTE: Client recognizes and agrees that any "anticipated costs," "budget estimates," or the like that may be prepared by Smith-Emery are NOT "guaranteed maximums," "lump sums," or "not-to-exceed totals." The client will be invoiced for all work performed and only for work performed based on Smith-Emery's Working Conditions and Hours as an attachment to their contract.

The quoted hourly rate for testing is for a tech working a regular 8 hr day at the rates listed per hour, per tech. If the work is to commence after 2 pm or before 4 am, a shift differential of 12.5% will be added to the hourly rate. Any overtime will be at 1.5 times the rate and double time at 2.0 times the rate. If areal equipment is required to access the parts of the building in order to perform testing it is to be provided to us by the client, unless listed in the quote. Client is responsible for supplying electrical power and a readily available supply of water necessary to perform testing including all recapture of water run off as required by city/state statutes if needed.

Please advise us of your testing schedule so we can have the personnel available. If problems arise due to failures in the testing of your project and additional testing become necessary. We will try to accommodate a new scheduled time, as long as it does not conflict with other testing schedules.

Terms of Payment

Upon ordering work from Smith-Emery San Francisco and in consideration of the extension of credit, Client and Smith-Emery agree as follows:
Invoices for services will be rendered weekly, and payments thereof are due upon presentation of the invoice. Where credit terms have been requested and approved by Smith-Emery, invoice terms will be net fifteen (15) days.
The client will notify Smith-Emery of any invoice errors or necessary corrections within fifteen (15) days of receipt of the invoice; thereafter, the client acknowledges invoices will be deemed to be correct.
Invoices shall be deemed delinquent if not paid within thirty (30) days from the date of the invoice and will be subject to a late payment charge of 1.5% of the invoice total plus an additional charge of 1.5% of the invoice total for each month for additional credit and collection expense incurred thereby.

SMITH-EMERY SAN FRANCISCO
An Independent Commercial Testing Laboratory

1940 Oakdale Ave, San Francisco (415) 642-7326

Smith-Emery reserves the right to terminate its Services to Client, with 3-day notice, if all invoices are not paid currently. Upon such termination of Services, the entire amount accrued for all Services performed shall immediately become due and payable. The client waives any and all claims against Smith-Emery, its subsidiaries, affiliates, servants and agents, in connection with termination of work pursuant to this paragraph. Should Smith-Emery deem it necessary to refer a past-due account to an attorney or to file suit for collection, Client agrees to pay all actual expenses and costs incurred thereby, including actual attorney's fees and costs. Jurisdiction and venue of all such actions and any other actions arising from this agreement or the provision of services by Smith-Emery shall be in Los Angeles County, State of California.

Anticipated Costs

The Client recognizes that any weekly overtime hours, Saturday or Sunday work, double shift, and/or night shift differential are not included in this proposal unless noted.

Acceptance of this document will allow Smith Emery San Francisco to perform the work. Please sign and return.

Wylie Stevenson
Smith-Emery San Francisco

Accepted by

Firm

Signature

Jaime Mata

Print Name

Voices Andrade				**Smith-Emery San Francisco**	
				1940 Oakdale Ave.	
Richmond, CA				San Francisco, CA 94124	
Inspections / Testing Services	**DAYS**	**SAMPLES**	**HOURS**	**UNIT RATE**	**ESTIMATED TOTAL**
Phase 1 Investigation					
Ground Penetrating Radar (GPR) (6 Locations)	1		8	$175.00	$1,400.00
Coring (4 cores)	1		8	$175.00	$1,400.00
Rebar Extraction (6 Locations)	4		32	$175.00	$5,600.00
Footing Excavation at exteriors (6 Locations)*	0		0	$175.00	$0.00
Wood (Documentation)	8		64	$175.00	$11,200.00
Concrete (Documentation)	1		8	$175.00	$1,400.00
Barrier Protection	0.5		4	$175.00	$700.00
Rental (Scissor Lift & Excavator)	0	0		$0.00	$0.00
Outside Concrete Sawing Contractor (Fineline)	0	0		$0.00	$0.00
Phase 2 Repair					
Coring (4 cores) Grout Only	0.5		4	$175.00	$700.00
Reinforcement Replacement (6 Locations) Grout Only	0.5		4	$175.00	$700.00
Footing Excavation (6 Locations)	3		24	$175.00	$4,200.00
Misc Cleanup	0.5		4	$175.00	$700.00
Lab Testing & Reporting					
Concrete Core Compression Test		4		$75.00	$300.00
Reinforcement Tensile Test		6		$50.00	$300.00
Steel Coupons		0		$0.00	$0.00
Misc. Supplies for Investigation		1		$500.00	$500.00
Misc. Supplies for Repair of select areas (Grout)		1		$500.00	$500.00
Report Charge		1		$1,500.00	$1,500.00
Other:					
Travel Time to/from Jobsite--				$0.00	
Mileage to/from Jobsite--				$0.70	
Project Mgmt. / Admin (7% of invoice)		1		7 percent	$2,177.00
Estimated Total:	20	10	160		$33,277.00

All Inspection, Travel, and Mileage will be Billed per our attached Basis of Charges. This is a Time and Materials Proposal

This proposal is based on the information provided by the client. Materials Testing estimates are based on code minimum requirements per local jurisdiction of your project. The project proposal assumes that the workday is an eight hour day, normal conditions will prevail and our work will progress free of any disruptions or unforeseen obstacles. The contractor's construction methodology and manpower allotted will be the overall determining factor for inspection costs and hours for this project. Please note that the overtime, schedule changes or increases in inspection requirements are not included these and other factors beyond our control may affect the projected total. Smith-Emery San Francisco is signatory to the International Union of Operating Engineers Local 3. Minimum 4 & 8 hours apply. Rates are good through June 30th of each year and effective July 1st of each year rates are adjusted resulting from our union contract negotiations plus corresponding changes in our general administrative and overhead expenses. .

* The allotted time frame assumes a footing can be located on the exterior of the building at E-F/5. If not a location inside on line 5 would be needed to be excavated. Which would entail more time than allotted .

Northern California Area

Basis of Charges

The Charges for Services and General Conditions set forth below will govern the provision of services and will constitute the contract terms between the Client and Smith-Emery of San Francisco Inc. ("Smith-Emery") unless the Client and Smith-Emery have executed a written contract with respect to such services, in which case the terms and provisions of the written contract shall control. Services are provided on time and materials.

1. Working Conditions and Hours – Field Services

1.1 Minimum Charges

Show-Up – No work performed – 2 hours
Work 1 to 4 hours of inspection – Bill 4 hours
Work 4 to 8 hours of inspection – Bill 8 hours
NOTE: Less than 24 hour call-out may necessitate premium charges.

1.2 Regular Time

First 8 hours, Monday through Friday
Day Shift starts after 4am or before 2 pm

1.3 Time and One-Half

Over 8 hours Monday through Friday
Hours 1 through 8 on Saturday

1.4 Double Time

Over 12 hours Monday through Friday and over 8 hours on Saturday
Hours 1 through 8 on Sunday

1.5 Holidays

All holidays at the jobsite will be billed at Double Time. Holidays are: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas. If the holiday falls on a Sunday the following Monday will be billed at double time rates. If the holiday falls on a Saturday, the preceding Friday will be billed at a double time rate.

1.6 Travel Time and Mileage

No Travel Time or Mileage to/from the jobsite if the jobsite is within a fifty (50) mile radius of Smith-Emery's office or the inspector's place of residence, whichever is closer to the jobsite. If a jobsite falls outside of a fifty (50) mile radius as described above, travel time and mileage will be charged. Travel time will be charged at the inspector's billing rate and mileage will be charged at the Internal Internal Revenue Service (IRS) mileage rates- http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates .
Technician time charges may be portal to portal (if necessary to pick up and drop off equipment) to closest lab location plus mileage reimbursement .

1.7 Parking

When not furnished, parking will be charged as paid by the SESF representative.

1.8 Subsistence

On remote jobs, subsistence, when not furnished for the inspector, will be charged by quotation.

1.9 Shift Differential

Add 12.5% for all Night Shift Differential, including California Steel Shops.
Night Shifts are defined as shifts starting after 2:00pm and before 4:00 am.

1.10 Completion

SESF representative will remain on the job until discharged by competent authority.

1.11 Cancellation

No Charge if made before 4:00pm of the preceding day. Charge will be incurred by client if not cancelled by 4:00pm of the preceding day. See section 1.1 Minimum Charges.

1.12 Insurance

Smith-Emery carries all insurance required by law. Additional cost of extra insurance certificates, coinsurance endorsements or additional insurance will be invoiced to the client at cost.

1.13 Concurrent Projects- Shop Fabrication

Smith-Emery Company reserves the right to schedule other inspection work concurrent with client's project at no additional cost to client provided that the inspection is per specification and applicable codes.

1.14 Ultrasonic Testing

Add +$3.00 per hour - Ultrasonic Scope usage and calibration: $40.00 per day of use.

1.15 3rd Party Billing Software

Customer requests to submit invoice(s) via customers Software will be charged for special billing handling. Charges will show on the invoice as Special Billing Handling at a flat rate of $45.

2. Terms of Payment

2.1 Upon ordering work from Smith-Emery and in consideration of the extension of credit, Client and Smith-Emery agrees as follows:

a. Invoices for services will be rendered weekly and payments thereof are due upon presentation of invoice.
b. Where credit terms have been requested and approved by Smith-Emery, invoice terms will be net fifteen (15) days.
c. Client will notify Smith-Emery of any invoice errors or necessary corrections within fifteen (15) days of receipt of invoice; thereafter, client acknowledges invoices shall be deemed to be correct.
d. Invoices shall be deemed delinquent if not paid within thirty (30) days from the date of the invoice, and will be subject to a late payment charge of 1.5% of the invoice total plus an additional charge of 1.5% of the invoice total for each month for additional credit and collection expense incurred thereby.
e. Smith-Emery reserves the right to terminate its Services to Client without notice if all invoices are not paid currently. Upon such termination of Services, the entire amount accrued for all Services preformed shall immediately become due and payable. Client

waves any and all claims against Smith-Emery, its subsidiaries, affiliates, servants and agents, in connection with termination of work pursuant to this paragraph.

f. Should Smith-Emery deem it necessary to refer to a past-due account to an attorney or to file suit for collection, Client agrees to pay all actual expenses and costs incurred thereby, including actual attorney's fees and costs. Jurisdiction and venue of all such actions and any other actions arising from this agreement of the provision of services by Smith-Emery shall be in Los Angeles County, State of California.

3. Escalation Clause

3.1 Smith-Emery is a member of the Council of Engineer and Labor Employers, Inc. and is a Signatory to an Agreement with the International Union of Operating Engineers, Local 3, AFL-CIO, covering the licensed building inspectors. This union agreement covers wages, fringe benefits, and conditions and working hours. The prices quoted below for inspection services and testing rates are firm until the first June date which occurs after Client and Smith-Emery enter into this contract. On July first (7/1) of each year thereafter, the charges for services set forth in the Schedule of Fees will be adjusted by the percentage change resulting from our union contract renegotiation plus corresponding changes in our general administrative and overhead expenses. These modifications will be set forth in a current Schedule of Fees, and such adjusted charges shall become the agreed upon basis for charges by Smith-Emery to Client.

4. Anticipated Costs

4.1 Client recognizes and agrees that any "anticipated costs," "budget estimates," or the like that may be prepared by Smith-Emery are NOT "guaranteed maximums," "lump sums," or "not-to-exceed totals." Client will be invoiced for all work performed and only for work performed.

General Conditions

1. Indemnification

1.1 In the event of any claim against Smith-Emery by any party other than the Client, Client agrees to hold Smith-Emery, including its shareholders, officers, directors, employees, agents and representatives, free and harmless of and from, and to indemnify and defend Smith-Emery against, any and all liability, claims, causes of action, demands, judgments, losses, damages, expenses or costs (including, but not limited to, all costs and fees of litigation) of every kind, nature and description, including, but not limited to, any and all demands arising by reason of injury or death to person or damage to property, real or personal, including loss of use thereof, economic loss or loss or damages otherwise arising directly or indirectly out of the obligations herein undertaken, or out of operations conducted by Client, however caused or alleged to have been caused, even if due to the acts, errors, omissions or negligence, active, affirmative or passive of Smith-Emery, except for such losses or damages arising out of or caused by the sole negligence or willful misconduct of Smith-Emery.

2. Limitation of Liability

2.1 Client and Smith-Emery agree to limit the liability, including but not limited to liability for consequential damages, of Smith-Emery, including its shareholders, officers, directors, employees, agents and representatives for any acts, errors, omissions, breaches of contract, or negligence, active, affirmative, passive, concurrent or sole, on the part of Smith-Emery, arising directly or indirectly from the performance of the professional services under this Agreement, to Client to $10,000 or an amount equal to Smith-Emery's fee, whichever is greater.

2.2 Client agrees and understands that, in order to provide the professional services requested at the agreed-upon fees, this Agreement does not provide for full liability of Smith-Emery for losses or damages which may arise directly or indirectly under this Agreement. Client has the opportunity to negotiate in advance a higher limitation of liability, or to eliminate entirely such limit of liability, but that the higher fees commensurate with this higher risk of liability to Smith-Emery shall be subject to agreement. Client agrees that this provision limiting Smith-Emery's liability cannot be modified, altered, or varied except by written instrument signed by client and Smith-Emery.

2.3 Client understands and agrees that Smith-Emery is not an insurer; that this Agreement does not provide Client with insurance coverage by Smith-Emery or anyone acting on its behalf; that all fees hereunder are based solely on the value of the professional services to be provided by Smith-Emery; that insurance, if any, shall be obtained by Client at Client's sole expense.

3. Dominant Terms

3.1 The terms and conditions of this Agreement shall take precedence over any terms and conditions which may appear in Client's purchase order, approval or acceptance. Any terms and conditions of Client's purchase order, approval or acceptance which are not identical to the terms and conditions of this Agreement are null and void, are not part of the Agreement between Smith-Emery and Client and are not binding upon Smith-Emery. The terms and Conditions of this agreement may not be varied or changed, nor any of its provisions waived, except by written agreement, signed by an authorized representative of Smith-Emery.

3.2 Due to the state of the construction industry in the Bay Area, and the resultant demand for Smith-Emery's services, should circumstances beyond our control mandate a need to subcontract services on your project to ensure adequate inspection coverage, we will subcontract the required services and rebill those services at cost +10%.

PLEASE READ THESE GENERAL CONDITIONS WITH CARE

Coversheet

Employee Handbook - Update

Section:	II. Board Business: Consent Items
Item:	D. Employee Handbook - Update
Purpose:	Vote
Submitted by:	
Related Material:	2025-2026 Voices Employee Handbook.pdf

College-Bound Language Academies

Employee Handbook

2025-2026

Voices Flagship "AKA Franklin McKinley" 715 Hellyer Ave. San Jose, CA 95111 (408) 361-1960	Voices Morgan Hill 16505 Monterey Rd. Morgan Hill, CA 95037 (408) 791-1700	Voices Mount Pleasant 14271 Story Rd. San Jose, CA 95127 (408) 571-6404
Voices Stockton 321 E Weber Ave Stockton, CA 95202 (209) 942-1160	Voices West Contra Costa 201 28th St. Richmond, CA 94804 (510) 480-0540	El Zocalo (Central Office) 6840 Via del Oro Suite 205 San Jose CA 95119

Website: www.voicesacademies.org

El Centro

Approved 06/24/2025

ACKNOWLEDGMENT OF RECEIPT OF THE 2025-2026
EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT AN ELECTRONIC SIGNED COPY OF THIS STATEMENT TO HUMAN RESOURCES WITHIN 5 DAYS OF STARTING EMPLOYMENT WITH VOICES OR WITHIN 5 DAYS OF YOUR RETURN TO THE NEW SCHOOL YEAR OR WITHIN 5 DAYS OF RECEIVING OF UPDATES TO THE EMPLOYEE HANDBOOK

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Voices Academies' Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from School Leadership and/or Human Resources.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of Voices' Academies policies and benefits and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with Voices Academies. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by Voices College-Bound Language Academies.

I understand that other than the Board of Directors of Voices College-Bound Language Academies ("Board"), no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

By signing below electronically, you acknowledge and agree that your electronic signature has the same legal effect and enforceability as a handwritten signature.

Employee's Legal name : _____ Date: _____

Employee's Signature: _____

A *copy of this signed form will be retained in the employee's personnel file.*

Approved 06/24/2025

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Appendix A Harassment/Discrimination/Retaliation Complaint Form
Appendix B General Complaint Form

I. WELCOME TO VOICES COLLEGE - BOUND LANGUAGE ACADEMIES

Welcome Statement

On behalf of the Board of Directors (“Board”), staff, and students of Voices College-Bound Language Academies (“Voices" or “Voices Academies”), we would like to welcome you to our community of learners in pursuit of an excellent education for all students. At Voices Academies, we believe that each one of us has strengths to offer in addition to having areas for growth. We deeply value your commitment to work at Voices Academies and to engage in our collaborative process of learning for all. We are excited to learn and grow with you.

Mission

The mission of Voices Academies is to prepare all students for the challenges of higher education through the context of an academically rigorous dual-language program. In addition, we will ensure students demonstrate high academic achievement and apply critical thinking skills while making sense of their role within their own culture and the greater society.

Vision

Always working with our mission in mind will enable us to reach our vision. We believe **all** students graduating from Voices Academies will possess the knowledge, skills, and confidence to succeed in any career path they choose to pursue in life by mastering academic standards and developing a deep understanding of subject matter. Students will have a heightened awareness of the endless possibilities for their future and will be able to think critically by asking the right questions, especially when confronted with the status quo.

With the guidance of teachers and staff, like yourself, who are dedicated to being active participants in a professional learning community (PLC) driven by student learning and parents/guardians who work in partnership with the school, students will have a lifelong intrinsic desire to learn and a sense of social responsibility to make their communities better for those that come after them.

Ultimately, Voices Academies will be a place where:

1. All adults believe all students can learn and achieve at high academic levels.
2. All students are achieving at levels superior to state standards.
3. All students are bilingual, biliterate and bicultural.
4. All students are strong communicators.
5. All students realize their power to construct a new reality for themselves and their communities.
6. All teachers provide differentiated instruction that is standards based and founded on best practices.
7. All teachers’ collaboration, planning and instruction is driven by analysis of student achievement data.

This handbook is a guide for Voices Academies’ employees as we seek to carry out our important work and achieve our mission.

Handbook Use and Purpose

This Handbook is designed to help employees get acquainted with Voices Academies. It explains some of our philosophies and beliefs, and describes in general terms, some of our employment guidelines and policies. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at Voices Academies. Employees may view Voices Academies' other official policies at **El Centro**. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of Voices Academies or its employees. In no way does the Handbook replace any official plan documents (i.e., health insurance, retirement plan, etc.) nor does it alter the at-will status of employment with the School, which will govern in all cases. This Handbook supersedes and replaces all prior versions. Voices Academies reserves full discretion to add, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. Voices Academies also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Executive Director with Board approval has the authority to enter into any employment or other agreement that modifies Voices Academies' policies. Any such modification *must* be in writing.

This Handbook is the property of Voices, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of Voices requires the prior written approval of Voices.

Employees must sign the acknowledgement form, at the beginning of this Handbook (electronically), and return it to Human Resources. This will provide Voices with a record that each employee has received and agrees to comply with the policies within this Handbook.

II. CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Policy

Voices Academies is an equal employment opportunity employer. It is the policy of Voices Academies to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity and gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including reproductive health decision making, pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform

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certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken); and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights at ("CFRA"), or the Fair Employment and Housing Act "FEHA"); or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status, or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and applicants and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees. Furthermore, Voices Academies prohibits all unlawful discrimination against any employee or applicant for employment in its programs or activities based on the characteristics noted above.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Voices Academies will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Voices Academies representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation they need to perform the job, or if unknown, what job duties the disability impairs. Voices Academics will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. Voices Academies will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Voices Academies will make the accommodation.

Immigration Compliance

Voices Academies will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States. However, Voices Academies will not check the employment authorization status of current employees, or of applicants who were not offered positions with Voices Academies, unless required to do so by law.

Voices Academies shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, Voices Academies shall not discriminate against any individual because they hold or present a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

If you have any questions or need more information on immigration compliance issues, please contact the HR department. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of Voices Academies without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the school will give employees notice of the inspection both before and after it has occurred as required by law.

Employee Classification for Overtime Pay

Voices Academies employees are classified as either exempt or non-exempt from overtime.

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. Voices Academies will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Supervisor or designee.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Employment At-Will

Except if stated expressly otherwise by employment contract, it is the policy of Voices Academies that all employees are considered "at-will" employees of the Network. Accordingly, either Voices Academies or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School or Network memoranda or other materials or the materials provided to employees in connection with their employment shall require Voices Academies to have "cause" to terminate an employee or otherwise restrict Voices Academies right to release an employee from their at-will employment with Voices Academies. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict Voices Academies right to terminate at-will. No Voices Academies representative,

other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with Voices Academies that are not consistent with Voices Academies policy regarding "at-will" employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School or Network memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Standards of Conduct

Personal Appearance and Conduct

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Because each employee is a representative of Voices Academies in the eyes of the public, each employee must report to work properly groomed, maintaining proper hygiene, wearing appropriate clothing and maintaining a professional appearance that sets a good example for Voices' students.

All employees of the Network are required to adhere to the following dress code unless given prior approval by the Principal or Supervisor:

- No Jeans (unless worn in a more formal manner i.e., with blazer, belt, and dress shoesJeans may not be ripped or torn in any manner.
- No sweats, or sagging pants
- No spaghetti strapped tops or tank tops
- No skin tight garments (i.e. bicycle pants, leggings)
- Clothes that may cause distraction are not acceptable. Specifically, muscle shirts, halter tops, exposed backs or midriffs, low cut tops and see-through garments are not permitted
- Open-toe shoes,flip-flops or backless shoes are not allowed at school sites. Business appropriate open-toe shoes may be worn at central office (El Zocalo) given children are not present.
- Slippers or house shoes are not appropriate at school sites or central office (El Zocalo) use.
- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Principal or Supervisor.
- All skirts, dresses and shorts are to be of a modest length. The hemlines or slits in skirts or dresses shall be no shorter than two inches above the knee
- Other than the Voices Academies clothing or logo, clothing should be free of writing or logos, indecent or inappropriate images, writings, drawings, company advertisements, group names, or suggestive logos are prohibited
- Tattoos with inappropriate images or language must be covered at all times

Failure to comply with the approved dress code may result to disciplinary action up to and including termination

Prohibited Conduct

Voices expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by Voices. This list is not exhaustive and is intended only to provide you with examples of the type of conduct that will not be tolerated by Voices. The specification of this list of conduct in no way alters the at-will employment relationship the employee has with the Voices Network.

1. Release of confidential information without authorization
2. Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's
3. Possession of or reporting to work while under the influence of alcohol or illegal drugs and/or controlled substances
4. Theft or deliberate or careless damage or destruction of any company property, or the property of any employee or contractor
5. Intentional destruction of property
6. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property ,of School property or Voices central office property
7. Conviction of a felony or conviction of a misdemeanor making the employee unfit for the position
8. Engaging in sabotage or espionage (industrial or otherwise)
9. Falsification, fraud or omission of pertinent information when applying for a position
10. Any intentional act that endangers the safety, health or wellbeing of another individual
11. Horseplay, fighting or instigating a fight on Voices Academies premises or during Voices' authorized events.
12. Participating in practical jokes on company time or on company premises.
13. Any act of sufficient magnitude to cause disruption of work or gross discredit to the school
14. Unauthorized use or misuse of company equipment, time, materials or facilities as specified in company policies;
15. Misuse or unauthorized use of School property, equipment, facilities, materials or funds
16. Removing or borrowing company property without prior authorization.
17. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
18. Gambling on School premises
19. Using or possession of firearms, weapons or explosives of any kind, while on Voices Academies remises or during Voices' aurthorized events.
20. Acts of discrimination or illegal harassment based on gender, ethnicity or any other basis protected by state or federal law
21. Unprofessional conduct
22. Failure to comply with the School's safety procedures

23. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management or proper authority. manager or proper authority.
24. Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily; including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
25. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on Voices Academies property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
26. Posting any notices on School premises or Voices offices without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
27. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
28. Tampering with or falsifying student record;
29. Use of profane, abusive or threatening language at any time on company premises;
30. Failure to follow any known policy or procedure of the School or gross negligence that results in a loss to the School or Network.
31. Violations of federal, state or local laws affecting Voices or your employment with the Voices
32. Violating company punctuality and attendance policies (neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy;
33. Refusal to speak to supervisors or other employees.
34. Dishonesty, immoral or indecent conduct.
35. Violations of the Policy Prohibiting Discrimination, Harassment, and Retaliation.
36.
37. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
38. Failing to obtain permission to leave work for any reason during normal working hours, not including rest and meal period;
39. Failure to keep a required license, certification or permit current and in good standing
40. Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record
41. Unreported absence of any scheduled workdays
42. Unauthorized use of School equipment, materials, time or property
43. Working unauthorized overtime or refusing to work assigned overtime
44. Abuse of leave
45. Excessive absenteeism or tardiness, excused or unexcused.
46. Sleeping or malingering on the job
47. Any other conduct detrimental to other employees or the School's interests or its efficient operations.

<u>Workplace Violence</u>

The School takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that

involve or affect the School or that occur, or are likely to occur, on School property. Employees should report any act or threat of violence immediately to the Principal or Supervisor.

Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes your questions, suggestions or suggestions relating to your job, conditions of employment, the School or the treatment you are receiving. Other than in situations involving harassment, intimidation, and retaliation (as outlined in the Policy Prohibiting Discrimination, Harassment, and Retaliation), employees should contact the Principal with their questions or concerns. If the situation is not resolved to their satisfaction, they should contact the Executive Director, in writing, who will further investigate the issue.

School Property Inspections

The School is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School. Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. In accordance with these policies, all School facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee. School property includes all desks, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other storage devices.

The School reserves the right to deny entry to any person who refuses to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

Off-Duty Conduct and Outside Employment

Voices employees attending an event or function related to or sponsored by the Network are representing Voices. This includes social activities occurring outside of regular work hours that are affiliated with or related to the Network such as required staff retreats, conference attendance or events.

All employees are accordingly expected to conduct themselves appropriately in all respects during such activities. This includes refraining from inappropriate language, unprofessional behavior, excessive consumption of alcohol, or engaging in any conduct that could reflect negatively on themselves or, by extension, Voices. Everyone is also expected to ensure that their conduct outside of work does not negatively impact, disrupt, or interfere with the Network's ability to operate effectively and productively.

The Voices Network expects all staff to comply with this policy moving forward. Non-compliance may result in disciplinary action, up to and including termination of employment.

While employed by Voices Academies, employees are expected to devote their energies to their jobs with Voices Academies. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at Voices Academies.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with Voices Academies.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with Voices Academies.
- Additional employment that requires the employee to conduct work or related activities on Voices Academies property during the employer's working hours or using Voices Academies facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of Voices Academies.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to Voices Academies explaining the details of the additional employment. If the additional employment is authorized, Voices Academies assumes no responsibility for it. Voices Academies shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Termination of Employment

Employees are encouraged to provide as much advance notice as possible of their intent to resign. Although employees have the same right as Voices Academies to terminate the at-will employment relationship with or without notice, with or without cause, should it become necessary for an employee to terminate their at-will employment with Voices Academies, at least four (4) weeks' notice is expected whenever possible. If employees have any questions regarding these policies and procedures, they are encouraged to speak with the Principal or Supervisor. Every Voices Academies employee is an important member of our team. Employees are encouraged to offer suggestions and comments that help to create a more positive work environment and school community.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay if applicable to their position. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

Professional Boundaries: Staff/Student Interaction Policy

Voices Academies recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, they must immediately report the matter to a School administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:
Unacceptable Staff/Student Behaviors (Violations of this Policy)
These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behaviors intended to be addressed by this policy.

1. Giving gifts to an individual student that are of a personal and intimate nature.
2. Kissing of any kind.
3. Any type of unnecessary physical contact with a student in a private situation.
4. Intentionally being alone with a student away from the school.
5. Making or participating in sexually inappropriate comments.
6. Sexual jokes.
7. Seeking emotional involvement with a student for your benefit.
8. Listening to or telling stories that are sexually oriented.
9. Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
10. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

(a) Giving students a ride to/from school or school activities.
(b) Being alone in a room with a student at school with the door closed.
(c) Allowing students in your home.

Cautionary Staff/Student Behaviors

(The following behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

1. Remarks about the physical attributes or development of anyone.
2. Excessive attention toward a particular student.
3. Sending emails, text messages or letters to students if the content is not about school.

Acceptable and Recommended Staff/Student Behaviors

1. Getting parents' written consent for any after-school activity.
2. Obtaining formal approval to take students off school property for activities such as field trips or competitions.
3. E-mails, text, phone, and instant messages to students must be very professional and pertaining to school activities or classes. (Communication should be limited to school technology.)
4. Keeping the door open when alone with a student.
5. Keeping reasonable space between you and your students.
6. Stopping and correcting students if they cross your own personal boundaries.
7. Keeping parents informed when a significant issue develops.
8. Keeping after-class discussions with a student professional and brief.
9. Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
10. Involving your supervisor if a conflict arises with a student.
11. Informing the Principal about situations that have the potential to become more severe.
12. Making detailed notes about an incident that could evolve into a more serious situation later.
13. Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
14. Asking another staff member to be present if you will be alone with any type of student with special needs.
15. Asking another staff member to be present when you must be alone with a student after regular school hours.
16. Giving students praise and recognition without touching them.
17. Pats on the back, high fives and handshakes are acceptable.
18. Keeping your professional conduct a high priority.
19. Asking yourself if your actions are worth sacrificing your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

Voices is committed to providing a work and educational atmosphere that is free of unlawful

harassment, discrimination, and retaliation. Voices' policy prohibits unlawful harassment, discrimination, and retaliation based upon:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including reproductive health decision making, pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights at ("CFRA"), or the Fair Employment and Housing Act "FEHA");
- Genetic information;
- Sexual orientation;
- Military and veteran status, or
- Any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against based upon the characteristics noted above.

Voices does not condone or tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to Human Resources.

<u>Prohibited Unlawful Harassment</u>

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

Voices Academies is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consist of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See **Appendix A** for the "Harassment/ Discrimination/Retaliation Complaint Form." See **Appendix B** for the general "General Complaint Form." Complaints that fall within the scope of Title IX will be investigated in accordance with the School's Title IX Policy.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting,

grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
  - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
  - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate Voices Academies policy.

Whistleblower Policy

Voices Academies requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority

over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action. See **El Centro** for the full policy.

Faculty and Staff Complaint Policy

The purpose of the "Internal Complaint and Resolution" procedures is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Principal or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints

(Complaints by Employees Against Employees, excluding termination)

This section of the policy is for use when a School employee raises a complaint or concern about a coworker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including using conflict resolution per the Internal General Complaint Form and attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Supervisor or designee:

1. The complainant will bring the matter to the attention of the Supervisor as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce their complaint to writing, indicating all known and relevant facts. The supervisor or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Principal, the complainant may file their complaint in a signed writing to Human Resources. The Director of Human Resources or designee will then investigate the facts and provide a solution or explanation;
4. If the complaint is about the Executive Director, the complaint may file their complaint in a signed writing to the Chair of the School's Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorized a third party investigator on behalf of the board. The Board Chair or investigator will report their findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequences to employment.

Policy for Complaints Against Employees
(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Principal or Executive Director (if the complaint concerns the Principal) or the Board Chair (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Principal (or designee) shall abide by the following process:

1. The Principal or designee shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.

2. In the event that the Principal (or designee) finds that a complaint against an employee is valid, the Principal (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Principal (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.

3. The Principal's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured

Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

Resolution: The Executive Director (if a complaint is about the Principal) or the Board Chair (if it is about the Executive Director) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Anti-Nepotism Policy

Consistent with the principle that employees and prospective employees of Voices College-Bound Language Academies shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, ethnicity, gender, religion, sexual orientation, national origin, or any protected classes or other factors not involving professional qualifications and performance, Voices has restrictions, disclosure obligations, procedures, and potential waivers regarding hiring or employing individuals who have a family or personal relationship with other Voices' employees or student(s). All employees are expected to be familiar with this Policy, which is located on **El Centro**. Failure to follow the policy may lead to disciplinary action, up to and including, release from at-will employment.

Confidential Student Information

All information relating to students, including name, photos, schools attended, addresses, contact numbers, or other identifiable information, and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files.

Staff will have access, on a "right to know" basis, to sensitive information about children, families, staff, and issues and policies under consideration at Voices Academies. It is extremely important to take appropriate confidentiality measures when talking to anyone about the school and its students, families and staff. The Principal should be consulted if there are any questions regarding confidentiality issues.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest.

An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Principal, or the Executive Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Personnel Evaluation and Record Keeping

<u>Employee Reviews and Evaluations</u>

Each employee will receive periodic performance reviews conducted by the Principal. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others.

The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, an employee will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that they have discussed it with the Principal, and that they are aware of its contents.

Newly hired employees may have their performance goals reviewed by their supervisor within the first ninety (90) days of employment.

Salary and potential for advancement will be based largely upon job performance. On a periodic basis, the Principal will review employee job performance with an employee in order to establish goals for

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future performance and to discuss current performance. Voices' evaluation system will in no way alter the at-will employment relationship.

Personnel Files and Record Keeping Protocols

At the time of employment , a personnel file shall be established for each employee. It is each employee's responsibility to keep Human Resources advised of changes that should be reflected in their personnel file. Such changes include: change in name, change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a Voices representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. Voices will restrict disclosure of personnel files to authorized individuals within Voices. Employees must direct a request for information contained in the personnel file to Human Resources. Only Human Resources is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, Voices will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

Intellectual Property Rights

Voices shall own any employee-created intellectual property under the certain circumstances. All employees are expected to be familiar with this Policy, which is located on **El Centro**. Failure to follow the policy may lead to disciplinary action, up to and including, release from at-will employment.

III. COMPENSATION AND BENEFITS

Employee Compensation

The Board has adopted a teacher pay schedule and determined job specific salary/hourly ranges for other positions.

Faculty and Staff Benefits

Voices Academies provides health, dental, and vision insurance coverage for current full-time staff, provided such coverage is commercially or otherwise available at reasonable cost. Voices will pay the cost of such coverage for full time employees up to the yearly Board approved amount. Health care

benefits end on the last day of the last month of employment. Should an employee's last day fall on the last day of the month, then their health benefits will end on that day.

Eligibility

Employees are eligible for medical, dental and vision coverage if they are a regular employee working at least thirty (30) hours per week. Employees who are temporary, work less than thirty (30) hours per week, or are internship employees are not eligible to participate in the plans. The Voices plan covers the cost of medical coverage for dependents only up to the regular coverage limit contributions.

When Coverage Starts

Medical, dental and vision coverage begins on the first of the month following thirty (30) days of full employment. Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

An enrollment form must be submitted to the Human Resources Department as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for coverage.

Cost of Coverage

The current cost for coverage under the plan is available from the Human Resources department or online enrollment system. These costs may change from time to time.

COBRA Benefits

Continuation of Medical and Dental

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, the employee must pay the full cost of coverage - the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee , their spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making the employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period also may be extended if other events (such as a divorce or death) occur during the eighteen (18)-month period subject to certain requirements

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and their spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but their spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes them ineligible for coverage under the plan.

The School will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within 30 days of the event. The School will then notify the employee or their dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within 30 days of the due date;
- The employee (or their spouse or child) becomes covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- The School stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee has been receiving extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

Retirement Plan

Voices Academies participates in the California State Teachers Retirement System ("STRS") program (FS, MH, MP) and a 401K plan (WCC, ST). Full time employees will be eligible according to the plan or program eligibility requirements and Voices will pay the required employer contribution for such benefits. Team Z employees, if eligible, may participate in the 401k plan. Voices Academies will make required employer contributions towards federal Social Security for those employees not covered by STRS.
Employees who participate in STRS may also choose to contribute to the 401K plan. Please note that the employer match applies only to STRS contributions. While employees may make contributions to the 401k plan, these contributions will not receive an employer match.

Payroll Information

Payroll Withholdings

Voices is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

- Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
- State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings, unless the employee meets the Exemption from Withholding on the State Tax form.
- Social Security: The Federal Insurance Contribution Act ("FICA") requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
- State Disability Insurance ("SDI"): This state fund is used to provide benefits to those out of work because of illness or disability.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the School shall initiate a legal action to validate the overpayment before proceeding with recoupment. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, they should ask Human Resources to explain them.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form and the CA Employee Withholding Allowance Certificate should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Human Resources Department and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. The School follows all federal and state laws regarding the payment of overtime wages by compensating all non-exempt employees for overtime hours worked. For purposes of overtime calculations for non-exempt employees, the school's work week begins on Monday and ends the following Sunday. The workday begins at midnight and ends the following day at 11:59 p.m. Voices Academies provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

You will be informed when you are required to work overtime hours. **All overtime hours worked must be pre-authorized in writing by the Principal or Supervisor.**

Only those hours that are actually worked are counted to determine an employee's overtime pay. Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to these exempt employees.

Wage Attachments and Garnishments

Under normal circumstances, Voices Academies will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require Voices Academies, by law, to withhold part of your earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented with a second garnishment request concerning an employee, Human Resources will discuss the situation with the employee.

Time Records

By law, Voices is obligated to keep accurate records of time worked by non-exempt employees. Records must be accurately kept on a daily basis reflecting all regular hours and overtime hours worked and meal periods taken by non-exempt employees. Time records must be signed by employees, verifying and attesting to the truth of the information contained therein. All absences, tardies and overtime must be accurately reflected on the time record.

Punctuality and Attendance

All employees whether exempt or non-exempt are expected to adhere to regular attendance and to be punctual. Any employee who is unable to report for work on time or will be absent on any particular day must call their Supervisor at least one (1) hour before the start of the scheduled workday. If an employee is absent from work longer than one day, they are expected to keep their Supervisor or Principal sufficiently informed of the situation.

Upon returning to work after an absence for any reason, the employee must electronically complete an absence form for their Supervisor's approval by the end of the workday on which the employee returns. If an employee is absent for medical reasons for more than three (3) working days, the employee must, immediately upon their intended day of return to work, provide the Principal or Supervisor with a physician's statement certifying that the employee is able to return.

As noted in this Handbook concerning prohibited conduct, excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including release from at-will employment with the school. An absence or tardiness for more than three (3) consecutive days without notification to the Principal or Supervisor will lead to disciplinary action, up to and including termination.

Work Hours and Schedules

The School's normal operating hours are from 7:30 a.m.- 4:30 p.m., Monday through Friday. The work schedule for full-time non-exempt employees is eight (8) hours per day; the regular work week is forty (40) hours per week.

Every full-time employee is required to work full professional days. **Teachers shall arrive at the school site at least fifteen (15) minutes before the student instructional day and their work day shall end upon the completion of the employee's duties, unless a mandatory event has been scheduled.**

Meal and Rest Periods

Exempt employees shall have a thirty (30) minute non-paid lunch period. Non-exempt employees shall have a thirty (30) minute non-paid lunch period if they have worked five (5) hours in a day to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and Voices Academies mutually consent to the waiver in writing.

Classroom teachers shall receive mandatory sixty minutes of daily professional development. Your supervisor will assign your work schedule. Classified employees shall receive professional development as scheduled by the Principal.

Non-Exempt employees shall also receive a ten (10) minute break for every four (4) hours worked, which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

Voices accommodates lactating employees and will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the non-exempt employee by the applicable wage order of the Industrial Welfare Commission shall be unpaid. Voices shall make reasonable efforts to provide the employee with the use of a room or other location, in close proximity to the employee's work area, for the employee to express milk in private. Such room/location shall not be a bathroom and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this section. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Time Cards/Records

By law, Voices is obligated to keep accurate records of the time worked by nonexempt employees. Such employees shall be required to utilize the School's time card system.

Nonexempt employees must accurately clock in and out of their shifts as this is the only way the Human Resources department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All nonexempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Nonexempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Business Manager to make the correction and such correction must be initiated by both the employee and the Business Manager.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's worksheet. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

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Teacher Work Schedule

A teacher's official duties for the school year begins on the first day of assigned Professional Development Institute (new or returning teacher).

Paydays

Exempt
Exempt employees will be paid the 25th of each month. Should this day occur on a bank holiday or weekend, employees will be paid the business day prior.

Non-exempt (hourly)
Hourly employees will be paid on the 10th and 25th of each month. Payment on the 10th will cover hours worked from the 16th to the 31st of the prior month, while payment on the 25th will cover hours worked from the 1st to the 15th of the current month. Should this day occur on a bank holiday or weekend, employees will be paid the business day prior.

Each paycheck will include earnings for all reported work performed through the end of the payroll period. **You should promptly notify the Human Resources department if you have a question regarding the calculations of your paycheck;** any corrections will be noted and will appear on the following payroll.

Personal Reimbursements

All employee reimbursements must be pre-approved by the employee's Supervisor. Expenses will not be reimbursed unless the individual requesting reimbursement submits an Expense Report through Paycom, and has been approved by their Supervisor. The Expense must include itemized information such as date, location, method of travel, expenses, and receipts for allowable expenses and submitted within the current fiscal year with the expectation to be submitted on a monthly basis . All employees are expected to be familiar with the Expense Reimbursements Policy**.**

Holidays, Leaves, and Absences

Holidays

Voices' calendar reflects any and all holidays observed by the Schools. The following holidays are generally observed by public entities, including public schools:

Holidays	
July 4 (Admin and Team Z)	Independence Day
Sept 1 (All staff)	Labor Day
Oct 13 (All staff)	Indigenous Peoples' Day,
Nov. 11 (All staff)	Veterans Day
Nov. 27 (All staff)	Thanksgiving
Dec. 25 & 26 (All staff)	Christmas
Jan. 1 (All staff)	New Year's Day
Jan. 19 (All staff)	Martin Luther King Jr.
Feb. 16 (All staff)	Presidents' Day
March 31 (All staff)	Cesar Chavez Day
May 25 (All staff)	Memorial Day
June 19 (Admin and Team Z only)	Juneteenth

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. Exempt or non-exempt employees who work more than thirty (30) hours per week are eligible for holiday pay at their regular pay rate on designated, Board approved holidays as designated on the yearly school calendar. "Holidays" shall not include vacation/non-work days that may come before or after an approved holiday. Employees must be employed for at least thirty (30) calendar days to be eligible for holiday pay. If an observed holiday occurs during an employee's scheduled and approved time off, they will be paid for the holiday (if eligible) and will not have their leave docked for the day the holiday is observed. Employees are not paid for holidays after their termination date. Employees on any leave of absence will not be paid holiday pay.

Floating Days

A floating day is a paid day off provided by "Voices" that does not fall under traditional leave categories such as statutory holidays, sick leave, or bereavement leave. Unlike fixed holidays, a floating day offers flexibility, allowing employees to choose when to take the day off based on personal needs, cultural observances, or other preferences. It is expected that Floating Days will be requested through the Paycom System as early as possible and at least 2 weeks in advance and must be approved by your direct manager.

All Voices employees will receive 24 hours of floating day time annually. These 24 hours do not roll over to the next school year and must be used within the current school year in which they are granted. If an employee terminates employment, any unused floating day hours will be paid out in their final paycheck.

Sick Leave

Sick leave is a benefit provided to employees in order to provide a cushion for incapacitation due to illness or injury, or personal necessity (see below). Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic

partners, grandparents, grandchildren, or siblings) or a designated person (i.e., a person identified by the employee at the time the employee request sick leave)) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take sick leave to receive medical care, mental health care, or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all Voices employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible employees will receive hours of paid sick leave at the beginning of each school year or on their start date if hired after the school year has begun. All full-time employees working on a twelve (12) month schedule will receive an eighty (80) hours of paid sick leave per full year of employment at the start of the school year. Full-time employees working on an eleven (11) month schedule will receive seventy two (72) hours of paid sick leave per full year of employment at the start of the school year. Full-time employees on at least a ten (10) month schedule shall receive sixty four (64) hours per full year of employment. Employees who start into the school year will receive a prorated amount based on their assignment and the portion of a full year worked.

Unused, sick leave does not carry over from year-to-year and is not paid out upon separation from employment.

Sick leave requests by eligible employees must be for a minimum of one (1) hour. Employees are not allowed to draw against unearned sick leave. The School does not pay employees in lieu of unused sick leave.

Sick leave may only be used for the purposes specified in this policy. If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory will be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Employees must provide reasonable advance notification, either orally or in writing, if a need for paid sick leave is foreseeable. Further, employees should schedule medical appointments in a manner that does not interfere with their job duties whenever possible. If the need for paid sick leave is unforeseeable, the employee must provide notice for the leave as soon as practicable.

If an exempt employee is unable to come to work due to illness and does not have sufficient sick leave to cover an entire workday, the employee must use any sick leave and vacation to cover the entire day. If both sick and vacation leave have been exhausted, the exempt employee must take the entire day off

and a full day of compensation will be deducted from their paycheck for the absence. Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by Human Resources.

Catastrophic Sick Leave Donation Policy

Full-time employees who are experiencing catastrophic illness and have exhausted all their paid leave may request donations of accumulated unused sick leave from other employees of VCBLA who wish to donate sick leave to that individual.

A "catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for extended periods of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because s/he has exhausted all of his/her sick leave and other paid time off.

"Members of the employee's family" shall be limited to a parent, spouse/domestic partner, child, sibling, parent-in-law, son/daughter-in-law, grandparent and grandchild of the employee or any relative living with the employee.

The intent of this leave is to provide employees economic relief for devastating personal health circumstances. Catastrophic leave may not be used for:

1. Elective surgery
2. Personal necessity leave
3. Normal pregnancy
4. Substance abuse rehabilitation
5. Bereavement

A full-time employee may request donated catastrophic sick leave up to thirty (30) days through the lifetime of employee tenure at Voices.

Whenever possible, the employee must submit a request for the additional days to the Employee Supervisor at least fifteen (15) working days before he or she expects to exhaust all other available sick leave. A verification of the information in the request from the employee's physician must be attached.

When the Employee Supervisor determines that the illness or injury meets the appropriate criteria, the Employee Supervisor shall contact the Human Resource Department who will contact all other VCBLA employees to announce that they may donate up to twenty-four (24) hours of their personal sick leave days for use by the employee requesting the catastrophic sick leave. All employees shall also be notified that the donation is irrevocable. Employees with fewer than twenty-four (24) hours of accumulated sick leave days are not eligible to contribute sick leave days to the Catastrophic Leave Program. All employees, whether full- or part-time, must donate sick leave in increments of eight (8) hours.

Employees will authorize their donation on a signed form provided and collected by the Human Resource Department.

Human Resources will conduct a lottery, assign each donor a number, and prepare a confidential list of donation orders to be kept in the Team Z office. Each eligible donor on the list will have his or her available sick leave reduced as it is used in the order established by the lottery donor number. The Employee Supervisor or designee will notify all employee donors of the status of their donated sick leave.

Vacation

While the Voices Network recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school. With this in mind, it is expected that vacation time will be taken when school is not in session whenever possible.

Regular full-time, twelve (12) month school-site administrative and El Zocalo ("Team Z") staff are entitled to vacation terms based upon date of hire, length of service, and status with the School. Administrative employees include Principal, Business Manager, Dean of Culture, Student Services Manager, and Instructional Coaches, Family and Community Engagement Coordinators and Counselors.

Full-time Team Z staff will receive eighty (80) hours of paid vacation at the start of each year. Regular full-time school-site administrative staff will receive eighty (40) hours of paid vacation each year as of July 1st. Instructional and non-exempt employees and employees working on a part-time basis (less than full-time) shall not receive vacation days.

Vacation days should be taken when school is not in session whenever possible. It is expected that vacation will be scheduled as early as possible in the year and at least 2 weeks in advance and must be approved by your direct manager. Employees may not rollover vacation balances exceeding 160 hours as this is the vacation balance cap at the end of the year. Vacation balances may increase at the start of the new school year however employees are encouraged to use their vacation time to avoid exceeding the vacation balance cap allowed to rollover into the new school year which results in lost vacation hours.

An employee whose employment terminates will be paid for unused vacation hours. An employee whose employment ends prior to the end of the school year will be paid for vacation hours on a prorated basis proportional to time worked. In the event that employment ends prior to the end of the year, and an employee's used vacation time is in excess of the proportional equivalent to the part of the year worked, the excess vacation time used will be reimbursed to Voices in the employee's last check. The deduction will be equivalent to the employee's salary rate times the excess vacation time used.

Vacation Cash Out

The purpose of this policy is to provide eligible Voices employees with the opportunity to cash out a portion of their unused vacation time two times per year to support staff with excess vacation time and ensure there is no vacation loss given the vacation cap 160 hours

Vacation Cash-Out Guidelines

Eligible employees may request to cash out up to 40 hours of vacation two times per fiscal year (by November 10 and March 10) subject to the following conditions:

1. The employee must have a minimum balance of 80 vacation hours (if both cash out opportunities are utilized
2. A maximum of two (2) cash-outs per fiscal year are allowed (by November 10 and March 10).
3. Each cash-out request is limited to 40 hours (one week) of vacation pay.
   Requests must be submitted to Human Resources by November 10 and March 10 of each fiscal year using the Cash-out request form

Eligible employees include School Administrators and Team Z employees who have at least 160 hours of vacation available. Approved vacation cash-out hours will be paid in the next regular payroll cycle following approval.

Example: An employee with more than 160 hours may request to cash out 40 hours in both November and March, and still retain 80 hours which is the required 80-hour minimum.
This policy is managed by the Human Resources Department and Finance Department
Approval is subject to budget availability.

Unpaid Leave of Absence

Voices recognizes that special situations may arise where an employee must leave their job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be submitted with ample notice (if feasible) and approved by Human Resources.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave.

Family and Medical Leave Act/California Family Rights

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

Employee Eligibility Criteria

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the threshold is five (5) employees).

Events That May Entitle an Employee To FMLA /CFRA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of their job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
    a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
    b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits them to the facility with the expectation that they will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
    c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
    d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider
3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by

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blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.

4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) -month period to provide said care. CFRA does not provide leave specific to caring for a service member.
5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

- Amount of FMLA/CFRA Leave Which May Be Taken

1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kind a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
3. The "twelve month period" in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay During FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of their own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.

2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.

3. If an employee has exhausted their sick leave, leave taken under FMLA or CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrued during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

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

If an employee is required to pay premiums for any part of their group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

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

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

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority they had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of their own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.

2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate or clarify information in a deficient certification if the employee is unable to cure the deficiency.

3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Employee's Supervisor. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.

2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or their spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.

6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which they are qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

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

- Return to Work

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

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

<u>Pregnancy Disability Leave of Absence</u>

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

- Employee Eligibility Criteria

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

- Events That May Entitle an Employee to Pregnancy Disability Leave

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

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

- Duration of Pregnancy Disability Leave

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

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

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

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

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

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

- The employee is taking leave under the California Family Rights Act.
- There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
- There is a non-pregnancy related medical condition requiring further leave.
- Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, the employee will return with the same seniority they had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from their healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.

2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Employee Supervisor. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.

5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which they are qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.

6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, the employee must be reinstated to a comparable position unless one of the following is applicable:

   a. The employer would not have offered a comparable position to the employee if the employee would have been continuously at work during the pregnancy disability leave.

   b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

      A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).

3. In accordance with Voices policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from their healthcare provider that the employee is able to resume work.

4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

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

Industrial Injury Leave (Workers' Compensation)

Voices, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Employee's Supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Employee's Supervisor; and
- Provide the School with a certification from a healthcare provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. Voices, with the help of its insurance carrier, has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, the employee is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Employee Supervisor and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of their shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by their personal physician at their own expense, but the employee is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

Voices shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, Voices will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if they left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if the employee eft part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

Voices shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military service members. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of bereavement leave due to the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law). Exempt employees are entitled to up to three (3) days of pay during bereavement leave and two (2) days of unpaid leave. For all other employees, bereavement leave shall be unpaid unless an employee elects to use available accrued/unused paid leave. Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. Upon

request, an employee may be required to provide documentation of the death of a covered family member.

Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

Jury Duty or Witness Leave

For all exempt employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. For all non-exempt employees, the School will pay for up to three (3) days if an employee is called to serve on a jury.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Employee Supervisor at least two (2) days' notice.

Bone Marrow/Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a twelve (12) month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the school that the employee is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow

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donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA
Leave.

Victims of Abuse Leave

Voices provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide Voices with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide Voices one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, Voices will provide reasonable accommodations to employees who are victims of domestic violence, sexual

assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Principal.

School Appearance and Activities Leave

As required by law, Voices will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school. If more than one (1) parent or guardian is an employee of Voices, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advance notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Employee Supervisor thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in their former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, reemployment cannot always be guaranteed.

If an employee fails to return from a leave of absence on the date agreed and does not provide medical information to justify the continued absence, it will be assumed that the employee has voluntarily resigned.

If you need further information regarding Leaves of Absence, be sure to consult the Human Resources Manager.

IV. HEALTH AND SAFETY

Health and Safety Requirements for Employment

Voices is committed to providing and maintaining a healthy and safe work environment for all employees, vendors, contractors and the public. The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is required to take training off-site, the employee will be reimbursed for the job related expenses. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. Voices' management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Employees are required to know and comply with the School's general safety rules and to follow safe and healthy work practices at all times. Employees are required to report to your supervisor any potential health or safety hazards and all injuries or accidents. In compliance with Proposition 65, the School will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

<u>Tuberculosis Test</u>

Tuberculosis ("TB") testing is a term and condition of employment and all employees must comply with this requirement. Except for employees transferring from other schools, no person shall be employed by the School unless the employee has submitted proof of an examination within the past sixty (60) days that the employee is free of active tuberculosis. Employees transferring from other public or private schools within the State of California must either provide proof of an examination within the previous sixty (60) days or a certification showing that they were examined within the past four years and as found to be free of communicable tuberculosis. It is also acceptable practice for the employee's previous school employer to verify that it has a certificate on file verifying that the person is free from infectious tuberculosis within the last four years. that contains the showing that the employee was examined within the past four years and was found to be free of communicable tuberculosis.

The tuberculosis test shall consist of an approved intradermal tuberculin test, which if positive, shall be followed by an X-ray of the lungs. Employees may also provide a **"California School Employee Tuberculosis (TB) Risk Assessment Questionnaire"** signed by a health care provider on an annual basis. If TB risk factors are identified on the assessment, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs.

All employees shall be required to undergo the foregoing examination at least once every four (4) years, excepting "food handlers" who shall be examined annually. After such examination, each employee shall cause to be on file with the School a certificate from the examining health care provider showing the employee was examined and found free from active tuberculosis.

The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant. The cost of the examination required of existing employees shall be a reimbursable expense. Employees should follow the School's reimbursement procedures. The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The School will have three recommended providers and shall reimburse costs at the maximum recommended provider's rate. The availability of this testing may be announced by the School.

This requirement shall also include student teachers serving under the supervision of a designated master teacher and all substitute employees. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Procedures for Criminal Background Checks

As a condition of employment and as required by law, the School requires all applicants for employment to submit two sets of fingerprints to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and Federal Bureau of Investigation. all individuals working or volunteering at the School will be required to submit to this criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Similarly, convictions involving crimes of moral turpitude (e.g., fraud), child abuse or neglect, violence, or any offense which may make the employee unsuitable/undesirable to work around students may also serve as a bar to employment at the School. Additionally, should an employee be arrested for, charged with, or convicted of any offense during their employment with the School, the employee must immediately report as much to the Principal.

The School will not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district because of his or her conviction for any crime, unless an applicable exception applies. The school will not employ any applicant until the Department of Justice completes its check of the state criminal history file as provided by law. The School shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

First-Aid and CPR Training

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, non-core teachers, Principal) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school for students.

All new teachers are required to complete one approved three-hour course in Cardiopulmonary Resuscitation (CPR) and one approved three-hour course in first aid before the first official day of school. All continuing teachers are required to take a refresher course in both CPR and first aid. Teachers will make their own arrangements for such training and will provide documentation of completion and cost to the school. As allowed by the school's budget, the school may reimburse the teacher for the cost of the course (s) up to a maximum of $75.00 for a 6-hour CPR/First Aid course, and up to $40.00 for a CPR refresher course.

Child Abuse Reporting

Child abuse reporting is a term and condition of employment and all employees must comply this requirement. California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom they know or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Voices Academies will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars ($1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are childcare custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions**.**

Smoke-Free Environment

The Charter School maintains a smoke-free environment.

Smoking is not allowed anywhere on Charter School Property. It is the responsibility of each staff member to adhere to this rule, and to inform their guests of our non-smoking policy.

Drug and Alcohol-Free Workplace

Voices Academies is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that

is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other Voices Academies stakeholders.

It is the Voices Academies policy to maintain a drug and alcohol-free workplace. No employee may bring to the workplace, use, possess, offer for sale or be under the influence of any illegal drugs or alcohol during working hours, including lunch and break periods, in the presence of pupils, or on School property at any time.

Engaging in any of the activities above shall be considered a violation of School policy and the violator will be subject to discipline, up to and including termination. The School complies with all federal and state laws and regulations regarding drug use while on the job.

Participation in Recreational or Social Activities

Employees may participate in activities sponsored by or supported by the School. Participation in such activities is strictly voluntary. As such, employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is at the employee's own risk and the School disclaims any and all liability arising out of the employee's participation in these activities.

Security Protocols

Voices has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in walkways, entrances, and exits of the School and report any suspicious persons or activities to office staff. Secure your classroom or office at the end of each day. When called away from your work area for an extended length of time, do not leave valuable or personal articles unattended. The security of our facility is directly related to the health and safety of our students and our colleagues. Employees should immediately notify the Principal when keys are missing or if security access has been breached.

Bloodborne Pathogens Exposure Control Plan

The Principal or designee, shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Principal, or designee, shall establish a written "Exposure Control Plan" designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the Charter School's "Exposure Control Plan," employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered the hepatitis B vaccination.

The Principal, or designee, may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the Charter School's exposure determination may petition to be included in the Charter School's employee in-service training and hepatitis B vaccination program. Any such petition should be submitted to the Principal, or designee, who shall evaluate the request and notify the petitioners of his/her decision. The Principal, or designee, may deny a request when there is no reasonable anticipation of contact with infectious material.

Accident and Injury Reporting

In the event of an accident or injury, contact the office immediately, a report will be filed and depending upon the condition of the injury, the injured party will be taken to a physician, or hospital, or released on their own.

Reporting an Injury

Staff members are responsible for reporting any job related injury to the Business Manager or Supervisor immediately. Staff will be asked to fill out Voices' "First Report of Injury Form" and employees will be provided with information regarding seeking medical attention under the School's Worker's Compensation Plan. Staff should report any injury on a timely basis, even minor injuries not requiring immediate medical attention, for the purposes of investigation, prevention, follow-up and appropriate records can be kept.

Emergency Plans

Appropriate fire exit and earthquake preparedness drills will be administered monthly. In the case of an actual emergency, all employees are responsible for staying at the school site (or evacuation staging area) until a Principal releases them. During an emergency, teachers must always have a roster of students under their direct supervision.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency to office staff or Principal. In addition, all employees should know the local emergency numbers such as 911.

Guests and Visitors

All staff are expected to uphold a professional presence at all times and refrain from inviting personal friends/visitors to the School.

V. INFORMATION AND COMMUNICATION

Communication and Technology Policy

All School owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission

systems and handheld data processing systems remain the property of the School and are provided to the employee to carry out business on behalf of the School, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using School owned equipment and technology. Communications (including any attached message or data) made using School owned communications equipment and technology are subject to review, inspection and monitoring by the School.

Additionally, the School uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or with respect to use by minors, images harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Passwords used in connection with the School's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized School employees. Therefore, employees are required to provide to the Principal all passwords used in connection with the School's communications equipment and technology any time the employee's passwords are created or changed. In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Internet use, unless previously authorized, is for business purposes only. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify, use, or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright. Employees are not permitted to use the School's communications equipment and technology to view visual images that are illegal, obscene, child pornography and/or images harmful to minors.

The e-mail system and internet access are not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted. The e-mail system and internet access is not to be used in any manner that is against the policies of the School, contrary to the best interest of the School or for personal gain or profit of the employee against the interests of the School. Employees must not use the School's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Employees should not attempt to gain access to another employee's email files or voicemail messages without the latter's express permission. Each employee is responsible for the content of the messages sent out using their School issued equipment. It is strictly prohibited to use another employee's computer to send messages to create the appearance that they are from that employee, unless that employee expressly authorizes such use.

Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's email account.

Employee Blogs/Social Media

If an employee decides to keep a personal blog/social media accounts that discuss any aspect of their workplace activities, the following restrictions apply:

- School equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;
- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, coworkers and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against sexual harassment and retaliation

The School reserves the right to take disciplinary action against any employee whose social media postings violate this or other School policies.

Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is on-duty. This prohibition includes distributing literature and other material. Distribution of materials is also against the School's policy if it interferes with access to facility premises, if it results in litter, or is conducted in areas where other employees are working.

Moreover, the School's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use School material, time or equipment for personal projects.

Voices' facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use School material, time or equipment for personal projects.

External Communications Policy

Occasionally, employees may be contacted by outside sources requesting information relating to Voices College-Bound Language Academies ("Voices"), including information regarding current or former employees, Voices projects, or other workplace issues. In order to avoid providing inaccurate or incomplete information to outside sources, and the possible negative exposure that may result from providing information about Voices to outside sources, any employee asked to speak for or on behalf of Voices by any outside source should immediately contact the appropriate Voices official, as detailed below:

Media Contacts

Voices will respond to media inquiries in a timely and professional manner only through the designated Voices spokesperson. If an employee is contacted by a representative from any media organization (e.g., television, radio, or newspaper reporters) to speak for or on behalf of Voices, the employee should notify the media representative that they are not authorized to make a public comment on behalf of Voices, and immediately refer the media representative to the Chief Growth and Community Engagement Officer. No employee may communicate with media agents on behalf of the Voices without prior authorization from the Chief Executive Officer.

A. Outside Attorneys and Investigators

If an employee is contacted by an outside attorney or investigator regarding Voices operations, including information regarding current or former employees, Voices projects, or other workplace issues, the employee should inform the inquiring party that they are not authorized to speak on behalf of Voices.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Principal regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

Voices reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/ DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of Voices College-Bound Language Academies ("Voices" or the "School") that all of its employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, and retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, and retaliation.

If you are an employee of the School, may file this form with the Principal or, if the complaint is about the Principal, the Chief Executive Officer or, if the complaint is about the Chief Executive Officer, with the Board Chair.

Please review the Academy's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered to be unlawful.

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

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

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

Your Name:_____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, discriminated, and retaliated against you or someone else:

_____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

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

_____

_____

_____

_____

_____

_____

_____

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

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

_____ Date: _____

Signature of Complainant

_____

Print Name

Received by: _____ Date:_____

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APPENDIX B

GENERAL COMPLAINT FORM

Name:_____ Address: _____

Telephone Number (day) _____ (evening) _____

Date of alleged incident(s): _____ Who is your complaint against: _____

List any witnesses that were present: _____

Has this been discussed with them? If so, when? _____
_____

Have you attempted using the School Conflict Resolution Process? If so, please describe?
_____
_____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible. *Please include all important information such as location, names, dates, and who was present, any verbal statements, what you did to avoid the situation, and who it was reported to initially. Please use additional paper if needed.*
_____
_____
_____
_____
_____
_____
_____
_____
_____

What remedy or action do you suggest?
_____
_____
_____
_____

The following information is listed neither to encourage nor discourage the filings of a complaint. Rather, it is intended to inform you of the possible outcomes of a formal Voices complaint proceedings:

- I understand that Voices may request additional information from me regarding this matter, and I agree that I will provide such information as is available to me. I also understand that as a complainant, I may also be required to testify and be subject to cross- examination.
- I understand that while my request resolution of this matter will be carefully considered, the ultimate action taken may ultimately be more or less severe than the remedy I have proposed. In serious situations the information contained in this complaint may be used among other things as a basis for termination of an employee.
- I understand that I may request to withdraw this complaint at any time. However, in the event that Voices views the matter raised in this complaint as being sufficiently serious, Voices may pursue this matter despite my desire not to proceed.

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

Signature: _____ Date: _____

Printed Name: _____

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Coversheet

Approve Revised Policies

Section: II. Board Business: Consent Items
Item: E. Approve Revised Policies
Purpose: Vote
Submitted by:
Related Material: (F) 01 Expense Reimbursement Policy 10.2025.pdf

Board Policy #: (F) 01
Adopted/Ratified: 06/06/2019
Revision Date: 0

Expense Reimbursement Policy

Purpose

The Board of Directors of Voices College-Bound Language Academies ("Voices Academies") recognizes that board members, officers, and employees may incur expenses when conducting business and when furthering the objective of this nonprofit organization. The purpose of this Policy is to ensure that (1) adequate cost controls are in place, (2) travel and other expenditures are appropriate, and (3) a uniform and consistent approach is provided for the timely reimbursement of authorized expenses incurred by personnel. It is the policy of Voices Academies to reimburse only reasonable and necessary business expenses actually incurred by our board members, officers, and employees.

When incurring business expenses, Voices Academies expects all personnel to:

• Exercise discretion and good business judgment with respect to those expenses.
• Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.

• Report expenses, supported by required documentation, as they were actually spent.

Receipts

Receipts are required for all reimbursements from Voices Academies, such as supplies, meals, services or travel charges. No expense in excess of $5 will be reimbursed unless the individual requesting reimbursement submits, with the Expense Report, the written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

All expense submissions must be processed through the **Paycom** system and require approval from the Human Resources department.

Mileage Reimbursement

Employees may receive mileage reimbursement allowed by the Internal Revenue Service for use of their personal vehicle when used for Voices Academies business and pre-approved by Supervisor and a reimbursement form including a route map (e.g. Google Maps) is turned in. Arrangements for carpooling should be made whenever possible.

Employees will be reimbursed for miles driven between the first stop of the day (Voices school, El Zocalo (Charter Management Office) office, or work assignment) and the last stop of the day (Voices school, El Zocalo, or work assignment).

The distance traveled from the employee's home to his or her assigned regular work location or from the employee's assigned regular work location to home is not normally reimbursed.

Board Policy #: (F) 01
Adopted/Ratified: 06/06/2019
Revision Date: 0

Miscellaneous Travel-Related Expenses
● Tolls: Necessary, reasonable tolls are reimbursed.
● Parking: Necessary charges for parking are reimbursed, including airport parking fees that do not exceed normal taxi or rideshare fares to and from the airport.
● Traffic Violations: NO traffic and parking violations received while driving rental or personal vehicles are reimbursed.
● Taxi and Rideshare Service: Taxi and rideshare fares, including reasonable tips, are reimbursed when public transportation or shuttle service is not practical.

Meals:

The following reimbursement rates are maximums, not allowances. Employees must be able to produce itemized receipts substantiating the amount claimed.

Breakfast: $22.00
Lunch: $28.00
Dinner: $36.00
Total Meals per diem not to exceed $86.00

Trips of 24 Hours or More

For travel lasting 24 hours or more, approval is required by your direct supervisor for this trip/conference or event. Employees may claim meals (as noted above), based on the following timeframes:

First day of travel
Trip begins at or before 6 am - Breakfast may be claimed
Trip begins at or before 11 am - Lunch may be claimed
Trip begins at or before 5 pm - Dinner may be claimed

Continuing after 24 hours
Trip ends at or after 8 am - Breakfast may be claimed
Trip ends at or after 2 pm - Lunch may be claimed
Trip ends at or after 7 pm - Dinner may be claimed

Trips of 24 Hours or Less

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

Fractional day of travel
Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

Employees may not claim lunch on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.

Board Policy #: (F) 01
Adopted/Ratified: 06/06/2019
Revision Date: 0

Employees may not claim meals provided by Voices Academies, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided.

No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by Supervisor. Detailed documentation for any such expense must be provided, including:

• Date and place of entertainment,

• Nature of expense,

• Name, titles, and corporate affiliation of those entertained,

• A complete description of the business purpose for the activity including the specific business matter discussed

• Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Non-reimbursable Expenditures

Voices Academies maintains a strict policy that expenses in any category that could be perceived as lavish or excessive, or expenses that are not directly related to performance of job duties, will not be reimbursed. Expenses that are not typically reimbursable include, but are not limited to:

• First class tickets or upgrades,

• When lodging accommodations have been arranged by Voices Academies and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Voices Academies. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site,

• Limousine travel,

• Liquor or bar costs,

• Memberships

Coversheet

Approve New Policies

Section: II. Board Business: Consent Items
Item: F. Approve New Policies
Purpose: Vote
Submitted by:
Related Material: (P) 06 Children in the Workplace Policy 10.25.docx.pdf
(P) 05 Telework Policy 10.2025.docx.pdf

Board Policy #: (P) 06
Adopted/Ratified: 10/20/2025
Revision Date:

Voices Childfree Workplace Policy

Purpose:

The propose of this policy is yo To prevent potential hazards, disruptions, and breaches of confidentiality associated with children in the workplace ti ensure safety, maintain productivity, and uphold confidentiality

Scope:

This policy applies to all employees, visitors, and anyone present in the workplace.

Definitions:

Child:
For the purpose of this policy, a child is defined as anyone under the age of 18 who is not an employee or a work experience student.

Workplace:
This includes all areas where work is performed, including offices and common areas.

Policy:

General Prohibition:
Children are prohibited from being in the workplace.

Exceptions:
Special Events: Events like "Take Your Child to Work Day" or holiday parties may be permitted with specific guidelines and explicit approval by event invite.

Enforcement:Violations of this policy may result in disciplinary action, up to and including termination.

This policy will be reviewed periodically to ensure it remains effective and relevant.

Board Policy #: (P) 05
Adopted/Ratified: 06/09/2017
Revision Date:

Telework

Purpose

Voices supports telework as a flexible option for employees whose duties can be performed remotely without negatively impacting the Network. Telework is not a right or guaranteed benefit, it's a voluntary arrangement based on mutual agreement and subject to approval. It can be subject to change any time.

Definition of Telework

Teleworking refers to working from home or another location outside of a Voices school or site for part or all of the workweek. It may be informal (short-term) or formal (ongoing), and is considered on a case-by-case basis depending on job function, performance, and business needs.

Eligibility Requirements

- Show strong performance and time-management skills
- Work independently with minimal supervision
- Have job duties that are portable and measurable
- Have no recent or pending disciplinary action
- Maintain professionalism and confidentiality remotely

Application & Approval Process

1. Employee & Manager complete a Telework Agreement
2. Agreement submitted to Human Resources/designee for approval
3. HR retains final agreement in personnel file
4. Tech assessment may be required for equipment needs
5. Telework can be modified or revoked at any time by either party

Manager Responsibilities

- Review and monitor telework performance
- Ensure communication protocols are in place
  Include teleworkers in team activities and updates
- Review and update agreements as needed

Work Hours & Availability

- Telework occurs during assigned work days/hours
  - Telework days should not exceed 4 consecutive days in a week as at least one day is expected at a School or site per week

Board Policy #: (P) 05
Adopted/Ratified: 06/09/2017
Revision Date:

- Employees must be reachable by phone/email during work time
- Teleworkers must attend mandatory meetings and retreats and work onsite when needed as requested by management
- Non-exempt staff may only request telework hours when school is not in session (i.e. minimum days and facilitated planning days etc.)
    - Non-exempt staff must record work hours and breaks accurately
- Sick days and time off must be reported as usual

Communication & Conduct

- Employees must clearly communicate availability
- Meetings must occur on-site or virtually (not be conducted in-person at the employee's home)
- Employees must not conduct personal business or handle non-work obligations during work hours

Security & Confidentiality

- Employees must:
    - Follow Voices' IT and data security policies
    - Prevent unauthorized access to files and systems
    - Use secure storage and regularly update antivirus software
        - Confidential materials on an employee's computer must never be accessible to family or guests

Performance & Evaluation

- Teleworkers must maintain satisfactory job performance
- Managers will conduct regular reviews
- Telework may be discontinued if performance drops

Legal, Financial & Tax Considerations

- Telework does not change employment status or rights
- Public records created at home may still be subject to disclosure
- Intellectual property created while teleworking belongs to Voices
- Employees are responsible for any tax implications of working from home
- Employees may be asked to share or forfeit office space

Board Policy #: (P) 05
Adopted/Ratified: 06/09/2017
Revision Date:

Emergency & Special Circumstances

- Teleworkers are expected to work during office closures if their home setup allows
- In case of home emergencies (e.g., power outages), teleworkers are expected to report to a school or site
- All accidents or incidents at the home office must be reported immediately

Professional Boundaries

When interacting with students/families:

- Keep conversations professional and school-related
- Protect student privacy and maintain appropriate communication methods
- Adhere strictly to Voices' boundaries and child safety policies

Coversheet

Approve Unaudited Actuals for Voices Flagship

Section: III. Board Business: Discussion/Action Items
Item: D. Approve Unaudited Actuals for Voices Flagship
Purpose: Vote
Submitted by:
Related Material: Voices Flagship - FY25 UAR SACS Alt Form - 09.12.25.pdf

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name: Voices College-Bound Language Academy
CDS #: 43-69450-0113662
Charter Approving Entity: Franklin-McKinley Elementary
County: Santa Clara
Charter #: 0846

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,980,097.00		1,980,097.00
Education Protection Account State Aid - Current Year	8012	901,304.00		901,304.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,071,315.00		1,071,315.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		3,952,716.00	0.00	3,952,716.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		143,997.00	143,997.00
Special Education - Federal	8181, 8182		55,101.00	55,101.00
Child Nutrition - Federal	8220		103,926.44	103,926.44
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	4,291.40		4,291.40
Total, Federal Revenues		4,291.40	303,024.44	307,315.84
3. Other State Revenues				
Special Education - State	StateRevSE		295,363.00	295,363.00
All Other State Revenues	StateRevAO	290,338.24	1,295,323.08	1,585,661.32
Total, Other State Revenues		290,338.24	1,590,686.08	1,881,024.32
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	37,988.79		37,988.79
Total, Local Revenues		37,988.79	0.00	37,988.79
5. TOTAL REVENUES		4,285,334.43	1,893,710.52	6,179,044.95
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,330,175.82	389,099.10	1,719,274.92
Certificated Pupil Support Salaries	1200	43,648.73	135,177.09	178,825.82
Certificated Supervisors' and Administrators' Salaries	1300	135,609.76	34,629.57	170,239.33
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,509,434.31	558,905.76	2,068,340.07
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	38,157.50	930,370.33	968,527.83
Noncertificated Support Salaries	2200	89,677.91		89,677.91
Noncertificated Supervisors' and Administrators' Salaries	2300		244,885.60	244,885.60
Clerical, Technical and Office Salaries	2400	164,450.29		164,450.29
Other Noncertificated Salaries	2900	57,727.03	38,848.83	96,575.86
Total, Noncertificated Salaries		350,012.73	1,214,104.76	1,564,117.49
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	176,572.36	53,311.73	229,884.09
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	68,596.46	91,935.11	160,531.57

	Health and Welfare Benefits	3401-3402	201,737.33	5,775.40	207,512.73
	Unemployment Insurance	3501-3502	9,604.11	8,644.75	18,248.86
	Workers' Compensation Insurance	3601-3602	25,537.57		25,537.57
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	8,680.25	13,716.64	22,396.89
	Total, Employee Benefits		490,728.08	173,383.63	664,111.71
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	123,623.70	112,774.35	236,398.05
	Books and Other Reference Materials	4200			0.00
	Materials and Supplies	4300	68,975.72	2,000.00	70,975.72
	Noncapitalized Equipment	4400	58,958.55		58,958.55
	Food	4700	13,260.74	221,536.43	234,797.17
	Total, Books and Supplies		264,818.71	336,310.78	601,129.49
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	16,619.75	448.97	17,068.72
	Dues and Memberships	5300	5,526.15		5,526.15
	Insurance	5400	41,564.27	27,709.52	69,273.79
	Operations and Housekeeping Services	5500	21,419.11	5,407.70	26,826.81
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	84,897.54		84,897.54
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	1,077,267.51	775,971.22	1,853,238.73
	Communications	5900	1,763.28		1,763.28
	Total, Services and Other Operating Expenditures		1,249,057.61	809,537.41	2,058,595.02
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900	182,023.01		182,023.01
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		182,023.01	0.00	182,023.01
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299			0.00
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438	60,124.55		60,124.55
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		60,124.55	0.00	60,124.55
	Total, Other Outgo		60,124.55	0.00	60,124.55
8.	TOTAL EXPENDITURES		4,106,199.00	3,092,242.34	7,198,441.34

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		179,135.43	(1,198,531.82)	(1,019,396.39)
D. OTHER FINANCING SOURCES / USES				

1.	Other Sources	8930-8979			0.00
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(1,198,531.82)	1,198,531.82	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(1,198,531.82)	1,198,531.82	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		(1,019,396.39)	0.00	(1,019,396.39)
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	3,989,011.56		3,989,011.56
	b. Adjustments/Restatements	9793, 9795	4,168.64		4,168.64
	c. Adjusted Beginning Fund Balance /Net Position		3,993,180.20	0.00	3,993,180.20
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		2,973,783.81	0.00	2,973,783.81
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	6,303,452.60		6,303,452.60
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	(3,329,668.79)	0.00	(3,329,668.79)

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	1,909,046.57		1,909,046.57
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	781,692.90		781,692.90
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	6,039.32		6,039.32
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380	794,108.82		794,108.82
9. Capital Assets (accrual basis only)	9400-9489	6,303,452.60		6,303,452.60
10. TOTAL ASSETS		9,794,340.21	0.00	9,794,340.21
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	968,929.92		968,929.92
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00

4.	Unearned Revenue	9650	2,925,813.29		2,925,813.29
5.	Long-Term Liabilities (accrual basis only)	9660-9669	2,925,813.19		2,925,813.19
6.	TOTAL LIABILITIES		6,820,556.40	0.00	6,820,556.40
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		2,973,783.81	0.00	2,973,783.81

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.			
b.			
c.			
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	7,198,441.34
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	307,315.84
c.	Subtotal of State & Local Expenditures	6,891,125.50
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	242,147.56
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	0.00

Declared Disaster		
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	$	6,648,977.94
[c minus d minus e minus f]		

Coversheet

Approve Unaudited Actuals for Voices Morgan Hill

Section:	III. Board Business: Discussion/Action Items
Item:	E. Approve Unaudited Actuals for Voices Morgan Hill
Purpose:	Vote
Submitted by:	
Related Material:	Voices Morgan Hill - FY25 UAR SACS Alt Form - 09.12.25.pdf

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name: Voices College-Bound Language Academy at Morgan Hill
CDS #: 43-10439-0131748
Charter Approving Entity: Santa Clara County Office of Education
County: Santa Clara
Charter #: 1716

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,776,880.00		1,776,880.00
Education Protection Account State Aid - Current Year	8012	63,344.00		63,344.00
State Aid - Prior Years	8019	481.00		481.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	2,130,826.00		2,130,826.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		3,971,531.00	0.00	3,971,531.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		146,982.00	146,982.00
Special Education - Federal	8181, 8182		53,692.00	53,692.00
Child Nutrition - Federal	8220		103,204.94	103,204.94
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	5,433.00		5,433.00
Total, Federal Revenues		5,433.00	303,878.94	309,311.94
3. Other State Revenues				
Special Education - State	StateRevSE		287,148.00	287,148.00
All Other State Revenues	StateRevAO	95,305.55	1,739,585.40	1,834,890.95
Total, Other State Revenues		95,305.55	2,026,733.40	2,122,038.95
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	63,939.91		63,939.91
Total, Local Revenues		63,939.91	0.00	63,939.91
5. TOTAL REVENUES		4,136,209.46	2,330,612.34	6,466,821.80
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,243,507.21	87,925.67	1,331,432.88
Certificated Pupil Support Salaries	1200	49,090.17	45,253.01	94,343.18
Certificated Supervisors' and Administrators' Salaries	1300	136,455.28	38,607.05	175,062.33
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,429,052.66	171,785.73	1,600,838.39
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	15,922.84	498,897.03	514,819.87
Noncertificated Support Salaries	2200	53,558.62		53,558.62
Noncertificated Supervisors' and Administrators' Salaries	2300		234,224.01	234,224.01
Clerical, Technical and Office Salaries	2400	177,672.42		177,672.42
Other Noncertificated Salaries	2900	47,629.20	57,732.38	105,361.58
Total, Noncertificated Salaries		294,783.08	790,853.42	1,085,636.50
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	170,767.07	16,057.89	186,824.96
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	48,141.15	55,158.95	103,300.10

	Health and Welfare Benefits	3401-3402	148,367.58	3,915.59	152,283.17
	Unemployment Insurance	3501-3502	6,880.73	5,261.49	12,142.22
	Workers' Compensation Insurance	3601-3602	19,059.68		19,059.68
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	3,999.06	11,477.40	15,476.46
	Total, Employee Benefits		397,215.27	91,871.32	489,086.59
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	20,833.64	65,273.18	86,106.82
	Books and Other Reference Materials	4200			0.00
	Materials and Supplies	4300	106,830.67	51,975.96	158,806.63
	Noncapitalized Equipment	4400	143,661.34	175.74	143,837.08
	Food	4700	8,344.29	197,054.33	205,398.62
	Total, Books and Supplies		279,669.94	314,479.21	594,149.15
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	28,038.25		28,038.25
	Dues and Memberships	5300	6,415.49		6,415.49
	Insurance	5400	31,019.93	20,679.95	51,699.88
	Operations and Housekeeping Services	5500	75,323.20	33,474.84	108,798.04
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	132,690.18	859,608.48	992,298.66
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	1,091,986.07	776,060.17	1,868,046.24
	Communications	5900	618.49		618.49
	Total, Services and Other Operating Expenditures		1,366,091.61	1,689,823.44	3,055,915.05
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900	11,079.00		11,079.00
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		11,079.00	0.00	11,079.00
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299			0.00
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438			0.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		0.00	0.00	0.00
	Total, Other Outgo		0.00	0.00	0.00
8.	TOTAL EXPENDITURES		3,777,891.56	3,058,813.12	6,836,704.68

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		358,317.90	(728,200.78)	(369,882.88)
D. OTHER FINANCING SOURCES / USES				

1.	Other Sources	8930-8979			0.00
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(728,200.78)	728,200.78	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(728,200.78)	728,200.78	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		(369,882.88)	0.00	(369,882.88)
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	3,254,229.01		3,254,229.01
	b. Adjustments/Restatements	9793, 9795	16,480.33		16,480.33
	c. Adjusted Beginning Fund Balance /Net Position		3,270,709.34	0.00	3,270,709.34
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		2,900,826.46	0.00	2,900,826.46
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	108,103.52		108,103.52
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	2,792,722.94	0.00	2,792,722.94

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	2,492,114.74		2,492,114.74
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	1,395,266.99		1,395,266.99
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	325.33		325.33
7. Other Current Assets	9340	74,800.00		74,800.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400-9489	108,103.52		108,103.52
10. TOTAL ASSETS		4,070,610.58	0.00	4,070,610.58
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	1,169,784.12		1,169,784.12
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00

4.	Unearned Revenue	9650			0.00
5.	Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6.	TOTAL LIABILITIES		1,169,784.12	0.00	1,169,784.12
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		2,900,826.46	0.00	2,900,826.46

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.			
b.			
c.			
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	6,836,704.68
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	309,311.94
c.	Subtotal of State & Local Expenditures	6,527,392.74
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	11,079.00
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	0.00

Declared Disaster		
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	$	6,516,313.74

Coversheet

Approve Unaudited Actuals for Voices Mount Pleasant

Section:	III. Board Business: Discussion/Action Items
Item:	F. Approve Unaudited Actuals for Voices Mount Pleasant
Purpose:	Vote
Submitted by:	
Related Material:	Voices Mount Pleasant - FY25 UAR SACS Alt Form - 09.12.25.pdf

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name: Voices College-Bound Language Academy at Mt. Pleasant
CDS #: 43-10439-0132530
Charter Approving Entity: Santa Clara County Office of Education
County: Santa Clara
Charter #: 1743

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,890,080.00		1,890,080.00
Education Protection Account State Aid - Current Year	8012	41,034.00		41,034.00
State Aid - Prior Years	8019	(963.00)		(963.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,039,525.00		1,039,525.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		2,969,676.00	0.00	2,969,676.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		121,815.00	121,815.00
Special Education - Federal	8181, 8182		41,803.00	41,803.00
Child Nutrition - Federal	8220		112,516.25	112,516.25
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	8,973.79		8,973.79
Total, Federal Revenues		8,973.79	276,134.25	285,108.04
3. Other State Revenues				
Special Education - State	StateRevSE		224,918.00	224,918.00
All Other State Revenues	StateRevAO	246,740.97	1,364,309.44	1,611,050.41
Total, Other State Revenues		246,740.97	1,589,227.44	1,835,968.41
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	7,570.81		7,570.81
Total, Local Revenues		7,570.81	0.00	7,570.81
5. TOTAL REVENUES		3,232,961.57	1,865,361.69	5,098,323.26
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	816,924.74	174,505.92	991,430.66
Certificated Pupil Support Salaries	1200	38,556.47	122,242.83	160,799.30
Certificated Supervisors' and Administrators' Salaries	1300	140,307.82	25,009.50	165,317.32
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		995,789.03	321,758.25	1,317,547.28
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	23,529.98	350,721.79	374,251.77
Noncertificated Support Salaries	2200	123,795.03		123,795.03
Noncertificated Supervisors' and Administrators' Salaries	2300	8,766.67	121,931.87	130,698.54
Clerical, Technical and Office Salaries	2400	161,290.19		161,290.19
Other Noncertificated Salaries	2900	15,501.36	23,120.67	38,622.03
Total, Noncertificated Salaries		332,883.23	495,774.33	828,657.56
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	72,335.83	27,963.18	100,299.01
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	50,893.09	44,213.48	95,106.57

	Health and Welfare Benefits	3401-3402	114,590.28	7,600.89	122,191.17
	Unemployment Insurance	3501-3502	7,077.28	4,759.34	11,836.62
	Workers' Compensation Insurance	3601-3602	16,599.80		16,599.80
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	7,065.90	7,077.18	14,143.08
	Total, Employee Benefits		268,562.18	91,614.07	360,176.25
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	10,919.33	62,622.01	73,541.34
	Books and Other Reference Materials	4200			0.00
	Materials and Supplies	4300	59,899.70		59,899.70
	Noncapitalized Equipment	4400	16,335.47	13,020.45	29,355.92
	Food	4700	8,642.65	180,610.74	189,253.39
	Total, Books and Supplies		95,797.15	256,253.20	352,050.35
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	4,476.59	7,685.30	12,161.89
	Dues and Memberships	5300	4,150.45		4,150.45
	Insurance	5400	27,016.49	18,010.99	45,027.48
	Operations and Housekeeping Services	5500	28,387.55	878.17	29,265.72
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	43,793.77	809,999.63	853,793.40
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	1,001,829.19	459,868.14	1,461,697.33
	Communications	5900	164.21		164.21
	Total, Services and Other Operating Expenditures		1,109,818.25	1,296,442.23	2,406,260.48
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900	891.98		891.98
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		891.98	0.00	891.98
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299			0.00
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438			0.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		0.00	0.00	0.00
	Total, Other Outgo		0.00	0.00	0.00
8.	TOTAL EXPENDITURES		2,803,741.82	2,461,842.08	5,265,583.90

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		429,219.75	(596,480.39)	(167,260.64)
D. OTHER FINANCING SOURCES / USES				

1.	Other Sources	8930-8979			0.00
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(596,480.39)	596,480.39	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(596,480.39)	596,480.39	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		(167,260.64)	0.00	(167,260.64)
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	570,337.60		570,337.60
	b. Adjustments/Restatements	9793, 9795	20,753.54		20,753.54
	c. Adjusted Beginning Fund Balance /Net Position		591,091.14	0.00	591,091.14
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		423,830.50	0.00	423,830.50
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	39,699.97		39,699.97
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	384,130.53	0.00	384,130.53

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	389,472.32		389,472.32
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	875,917.06		875,917.06
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	68,658.66		68,658.66
7. Other Current Assets	9340	25,000.00		25,000.00
8. Lease Receivable	9380	1,371,250.00		1,371,250.00
9. Capital Assets (accrual basis only)	9400-9489	39,699.97		39,699.97
10. TOTAL ASSETS		2,769,998.01	0.00	2,769,998.01
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	190,790.85		190,790.85
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640	644,937.27		644,937.27

4.	Unearned Revenue	9650	139,189.39		139,189.39
5.	Long-Term Liabilities (accrual basis only)	9660-9669	1,371,250.00		1,371,250.00
6.	TOTAL LIABILITIES		2,346,167.51	0.00	2,346,167.51
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		423,830.50	0.00	423,830.50

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.			
b.			
c.			
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	5,265,583.90
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	285,108.04
c.	Subtotal of State & Local Expenditures	4,980,475.86
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	891.98
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	0.00

Declared Disaster		
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	$	4,979,583.88

Coversheet

Approve Unaudited Actuals for Voices Stockton

Section: III. Board Business: Discussion/Action Items
Item: G. Approve Unaudited Actuals for Voices Stockton
Purpose: Vote
Submitted by:
Related Material: Voices Stockton - FY25 UAR SACS Alt Form - 09.12.25.pdf

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name: Voices College Bound Language Academy at Stockton
CDS #: 39-68676-0139907
Charter Approving Entity: Stockton Unified
County: San Joaquin
Charter #: 2077

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,565,820.00		1,565,820.00
Education Protection Account State Aid - Current Year	8012	24,232.00		24,232.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	236,621.00		236,621.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		1,826,673.00	0.00	1,826,673.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		48,794.00	48,794.00
Special Education - Federal	8181, 8182		16,217.00	16,217.00
Child Nutrition - Federal	8220		49,846.52	49,846.52
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		76,711.39	76,711.39
Total, Federal Revenues		0.00	191,568.91	191,568.91
3. Other State Revenues				
Special Education - State	StateRevSE		110,146.00	110,146.00
All Other State Revenues	StateRevAO	53,583.68	835,641.27	889,224.95
Total, Other State Revenues		53,583.68	945,787.27	999,370.95
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	38,237.57		38,237.57
Total, Local Revenues		38,237.57	0.00	38,237.57
5. TOTAL REVENUES		1,918,494.25	1,137,356.18	3,055,850.43
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	620,310.55	55,710.55	676,021.10
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300	64,425.48	37,053.94	101,479.42
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		684,736.03	92,764.49	777,500.52
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	13,917.82	256,710.24	270,628.06
Noncertificated Support Salaries	2200	23,834.12	21,941.39	45,775.51
Noncertificated Supervisors' and Administrators' Salaries	2300		105,316.12	105,316.12
Clerical, Technical and Office Salaries	2400	82,171.83	18,580.90	100,752.73
Other Noncertificated Salaries	2900	28,920.07	21,617.50	50,537.57
Total, Noncertificated Salaries		148,843.84	424,166.15	573,009.99

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102			0.00
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	57,645.24	30,466.21	88,111.45

	Health and Welfare Benefits	3401-3402	75,191.15	1,786.80	76,977.95
	Unemployment Insurance	3501-3502	4,302.41	3,994.39	8,296.80
	Workers' Compensation Insurance	3601-3602	10,682.22		10,682.22
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	10,778.83	5,356.64	16,135.47
	Total, Employee Benefits		158,599.85	41,604.04	200,203.89
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	6,452.08	55,869.76	62,321.84
	Books and Other Reference Materials	4200			0.00
	Materials and Supplies	4300	34,406.20		34,406.20
	Noncapitalized Equipment	4400	76,390.60		76,390.60
	Food	4700	22,703.88	146,296.79	169,000.67
	Total, Books and Supplies		139,952.76	202,166.55	342,119.31
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	21,994.53	517.65	22,512.18
	Dues and Memberships	5300	2,685.80		2,685.80
	Insurance	5400	14,487.96	14,487.96	28,975.92
	Operations and Housekeeping Services	5500	7,510.23	5,760.23	13,270.46
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	(115,363.26)	544,675.12	429,311.86
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	421,962.07	290,447.95	712,410.02
	Communications	5900	203.66		203.66
	Total, Services and Other Operating Expenditures		353,480.99	855,888.91	1,209,369.90
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900	3,062.02		3,062.02
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		3,062.02	0.00	3,062.02
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299			0.00
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438	423.00		423.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		423.00	0.00	423.00
	Total, Other Outgo		423.00	0.00	423.00
8.	TOTAL EXPENDITURES		1,489,098.49	1,616,590.14	3,105,688.63

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		429,395.76	(479,233.96)	(49,838.20)
D. OTHER FINANCING SOURCES / USES				

1.	Other Sources	8930-8979			0.00
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(479,233.96)	479,233.96	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(479,233.96)	479,233.96	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		(49,838.20)	0.00	(49,838.20)
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	324,656.24		324,656.24
	b. Adjustments/Restatements	9793, 9795	2,858.33		2,858.33
	c. Adjusted Beginning Fund Balance /Net Position		327,514.57	0.00	327,514.57
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		277,676.37	0.00	277,676.37
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	253.96		253.96
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	277,422.41	0.00	277,422.41

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	325,666.38		325,666.38
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	347,876.29		347,876.29
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	35,194.95		35,194.95
7. Other Current Assets	9340	30,388.00		30,388.00
8. Lease Receivable	9380	28,619.00		28,619.00
9. Capital Assets (accrual basis only)	9400-9489	253.96		253.96
10. TOTAL ASSETS		767,998.58	0.00	767,998.58
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	261,231.66		261,231.66
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640	149,171.55		149,171.55

4.	Unearned Revenue	9650			0.00
5.	Long-Term Liabilities (accrual basis only)	9660-9669	79,919.00		79,919.00
6.	TOTAL LIABILITIES		490,322.21	0.00	490,322.21
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		277,676.37	0.00	277,676.37

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.			
b.			
c.			
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	3,105,688.63
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	191,568.91
c.	Subtotal of State & Local Expenditures	2,914,119.72
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	3,485.02
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	0.00

	Declared Disaster	
	TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	$ 2,910,634.70
	[c minus d minus e minus f]	

Coversheet

Approve Unaudited Actuals for Voices West Contra Costa

Section:	III. Board Business: Discussion/Action Items
Item:	H. Approve Unaudited Actuals for Voices West Contra Costa
Purpose:	Vote
Submitted by:	
Related Material:	Voices West Contra Costa - FY25 UAR SACS Alt Form - 09.12.25.pdf

Voices College-Bound Language Academy at West Contra Costa County
West Contra Costa Unified
Contra Costa County

2024-25 Unaudited Actuals

Charter School Alternative Form

07 61796 0136903

Form ALT
F8AJSXYXEE(2024-25)

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name:	Voices College-Bound Language Academy at West Contra Costa County
CDS #:	07-61796-0136903
Charter Approving Entity:	West Contra Costa Unified
County:	Contra Costa
Charter #:	1906

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	3,006,818.00		3,006,818.00
Education Protection Account State Aid - Current Year	8012	62,144.00		62,144.00
State Aid - Prior Years	8019	(1,347.00)		(1,347.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,229,852.00		1,229,852.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		4,297,467.00	0.00	4,297,467.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		128,126.00	128,126.00
Special Education - Federal	8181, 8182		40,429.00	40,429.00
Child Nutrition - Federal	8220		124,547.38	124,547.38
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	8,444.00		8,444.00
Total, Federal Revenues		8,444.00	293,102.38	301,546.38
3. Other State Revenues				
Special Education - State	StateRevSE		282,553.00	282,553.00
All Other State Revenues	StateRevAO	139,068.77	1,643,091.73	1,782,160.50
Total, Other State Revenues		139,068.77	1,925,644.73	2,064,713.50
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	187,575.95		187,575.95
Total, Local Revenues		187,575.95	0.00	187,575.95
5. TOTAL REVENUES		4,632,555.72	2,218,747.11	6,851,302.83
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,053,392.63	146,220.93	1,199,613.56
Certificated Pupil Support Salaries	1200	48,262.23	116,298.04	164,560.27
Certificated Supervisors' and Administrators' Salaries	1300	135,967.30	37,875.67	173,842.97
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,237,622.16	300,394.64	1,538,016.80
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	16,845.82	865,562.33	882,408.15
Noncertificated Support Salaries	2200	66,373.97		66,373.97
Noncertificated Supervisors' and Administrators' Salaries	2300		236,146.44	236,146.44
Clerical, Technical and Office Salaries	2400	125,202.57		125,202.57
Other Noncertificated Salaries	2900	74,852.31	7,297.97	82,150.28
Total, Noncertificated Salaries		283,274.67	1,109,006.74	1,392,281.41
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	9,618.40		9,618.40

	PERS	3201-3202			0.00
	OASDI / Medicare / Alternative	3301-3302	89,678.76	95,716.86	185,395.62
	Health and Welfare Benefits	3401-3402	161,721.38	4,770.13	166,491.51
	Unemployment Insurance	3501-3502	6,691.35	8,159.38	14,850.73
	Workers' Compensation Insurance	3601-3602	20,742.03		20,742.03
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	13,099.76	16,524.63	29,624.39
	Total, Employee Benefits		301,551.68	125,171.00	426,722.68
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	60,200.51	58,685.38	118,885.89
	Books and Other Reference Materials	4200			0.00
	Materials and Supplies	4300	89,052.65		89,052.65
	Noncapitalized Equipment	4400	92,771.47		92,771.47
	Food	4700	34,201.26	235,484.87	269,686.13
	Total, Books and Supplies		276,225.89	294,170.25	570,396.14
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	10,607.79	2,671.45	13,279.24
	Dues and Memberships	5300	16,290.00		16,290.00
	Insurance	5400	28,132.06	28,132.05	56,264.11
	Operations and Housekeeping Services	5500	24,105.48	24,105.48	48,210.96
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	34,874.73	661,812.00	696,686.73
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	1,243,299.18	979,669.74	2,222,968.92
	Communications	5900	703.67		703.67
	Total, Services and Other Operating Expenditures		1,358,012.91	1,696,390.72	3,054,403.63
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900	12,554.02		12,554.02
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		12,554.02	0.00	12,554.02
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299			0.00
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438			0.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		0.00	0.00	0.00
	Total, Other Outgo		0.00	0.00	0.00
8.	TOTAL EXPENDITURES		3,469,241.33	3,525,133.35	6,994,374.68

Description	Object Code	Unrestricted	Restricted	Total

C.	**EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)**		1,163,314.39	(1,306,386.24)	(143,071.85)
D.	**OTHER FINANCING SOURCES / USES**				
1.	Other Sources	8930-8979			0.00
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(1,306,386.24)	1,306,386.24	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(1,306,386.24)	1,306,386.24	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		(143,071.85)	0.00	(143,071.85)
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	2,362,576.17		2,362,576.17
	b. Adjustments/Restatements	9793, 9795	(69,025.02)		(69,025.02)
	c. Adjusted Beginning Fund Balance /Net Position		2,293,551.15	0.00	2,293,551.15
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		2,150,479.30	0.00	2,150,479.30
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	38,705.13		38,705.13
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	2,111,774.17	0.00	2,111,774.17

	Description	Object Code	Unrestricted	Restricted	Total
G.	**ASSETS**				
1.	Cash				
	In County Treasury	9110			0.00
	Fair Value Adjustment to Cash in County Treasury	9111			0.00
	In Banks	9120	2,007,006.96		2,007,006.96
	In Revolving Fund	9130			0.00
	With Fiscal Agent/Trustee	9135			0.00
	Collections Awaiting Deposit	9140			0.00
2.	Investments	9150			0.00
3.	Accounts Receivable	9200	820,844.34		820,844.34
4.	Due from Grantor Governments	9290			0.00
5.	Stores	9320			0.00
6.	Prepaid Expenditures (Expenses)	9330	56,462.46		56,462.46
7.	Other Current Assets	9340	105,000.25		105,000.25
8.	Lease Receivable	9380	1,665,418.00		1,665,418.00
9.	Capital Assets (accrual basis only)	9400-9489	38,705.13		38,705.13
10.	TOTAL ASSETS		4,693,437.14	0.00	4,693,437.14
H.	**DEFERRED OUTFLOWS OF RESOURCES**				
1.	Deferred Outflows of Resources	9490			0.00
2.	TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I.	**LIABILITIES**				

1.	Accounts Payable	9500	464,041.84		464,041.84
2.	Due to Grantor Governments	9590			0.00
3.	Current Loans	9640			0.00
4.	Unearned Revenue	9650	18,000.00		18,000.00
5.	Long-Term Liabilities (accrual basis only)	9660-9669	2,060,916.00		2,060,916.00
6.	TOTAL LIABILITIES		2,542,957.84	0.00	2,542,957.84
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		2,150,479.30	0.00	2,150,479.30

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.	None	$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	0.00
b.	Noncertificated Salaries	2000-2999	0.00
c.	Employee Benefits	3000-3999	0.00
d.	Books and Supplies	4000-4999	0.00
e.	Services and Other Operating Expenditures	5000-5999	0.00
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.		None	
b.			
c.			
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	6,994,374.68
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	301,546.38
c.	Subtotal of State & Local Expenditures	6,692,828.30
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	

e.	Less Capital Outlay & Debt Service		12,554.02
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]		
f.	Less Supplemental Expenditures made as the result of a Presidentially		0.00
	Declared Disaster		
	TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	$	6,680,274.28
	[c minus d minus e minus f]		