



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1f

Meeting Date: March 1, 2018

Subject: Approve Operational Memorandum of Understanding and Special Education Memorandum of Understanding for Sol Aureus College Preparatory

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve Operational Memorandum of Understanding and Special Education Memorandum of Understanding between Sacramento City Unified School District and Sol Aureus College Preparatory.

Background/Rationale: The District approved the renewal of the charter for Sol Aureus College Preparatory on December 7, 2017 for a term of five years effective July 1, 2018 to June 30, 2023. By approving the renewal of the charter, the District assumed certain oversight responsibilities of the Charter School pursuant to the California Charter Schools Act (Cal. Ed. Code, § 47600 et seq.). To clarify the roles and responsibilities of the parties, the District enters into an Operational MOU and Special Education MOU with each charter school. The Operational MOU outlines responsibilities and expectations between the District and the Charter School regarding the oversight fee paid by the Charter School to the District, the parties' respective fiscal and administrative responsibilities, their legal relationship, and other matters of mutual interest not explicitly addressed or resolved in the terms of the Charter School's charter. The Special Education MOU sets forth the responsibilities of the parties with respect to the delivery and financing of special education services to students enrolled in the Charter School.

Financial Considerations: The financial considerations are outlined within the Operational Memorandum of Understanding and Special Education Memorandum of Understanding.

LCAP Goal(s): Family and Community Empowerment

Documents Attached:

1. Operational Memorandum of Understanding between Sacramento City Unified School District and Sol Aureus College Preparatory
2. Special Education Memorandum of Understanding between Sacramento City Unified School District and Sol Aureus College Preparatory

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Jack Kraemer, Innovative Schools and Charter
Oversight, Director

Approved by: Jorge A. Aguilar, Superintendent

**OPERATIONAL MEMORANDUM OF UNDERSTANDING BETWEEN
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
AND
Sol Aureus College Preparatory**

This Operational Memorandum of Understanding (“Agreement”) is entered into as of July 1, 2018, by and between the Board of Trustees of the Sacramento City Unified School District (“District”) and Sol Aureus College Preparatory (“Non-Profit”), a California non-profit public benefit corporation, operating Sol Aureus College Preparatory (“Charter School”), a public charter school chartered by the District. The District, the Non-Profit and the Charter School are collectively referred to as the “Parties.” This Agreement shall be enforceable only following execution by both Parties and ratification or approval by the governing boards of each of the Parties.

RECITALS:

- A. The District is the granting agency of the Charter School. The District *initially* approved the charter on March 3, 2003. The District previously renewed the Charter School’s charter on November 1, 2012 for a term of five years, beginning on July 1, 2013 and expiring June 30, 2018. The District once again renewed the charter on December 7, 2017 for a term of five years, beginning on July 1, 2018 and expiring on July 1, 2023. The Charter School is operated by the Non-Profit.
- B. By approving the charter petition, the District assumed certain oversight responsibilities of the Charter School pursuant to the California’s Charter Schools Act (Cal. Ed. Code, § 47600 *et seq.*). This Agreement is intended to outline the Parties’ agreements governing their respective fiscal and administrative responsibilities, their legal relationship, and other matters of mutual interest not otherwise addressed or resolved in the terms of the Charter School’s charter.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein set forth, the Non-Profit and the District do hereby agree as follows:

- 1. Use of Terms.** Unless otherwise stated, for the purposes of this Agreement, the terms Charter School and Non-Profit may be used interchangeably, with the duties and responsibilities of the Charter School and Non-Profit being the same under this Agreement.
- 2. Term and Renewal.** This Agreement shall commence on the date upon which it is executed by both Parties, but shall not be effective absent ratification or approval by the governing boards of each of the Parties. The Agreement shall cover the remaining term of the charter, expiring on June 30, 2023. If the Charter School’s charter is revoked or the Charter School ceases operations prior to the expiration of the term of the Agreement, the Agreement shall immediately terminate. The Agreement is also subject to termination in accordance with the processes as set forth in this Agreement or as otherwise permitted by law. Renewal or extension of the charter and this Agreement shall be based, in part, on compliance with the terms set forth in this Agreement, District policy, and applicable law.

3. Designation of School. The Charter School shall be known as Sol Aureus College Preparatory. The Charter School may not change its name, nor operate under any other name, without the prior express written approval of the District. The Non-Profit shall be responsible for all functions of the Charter School pursuant to the terms and conditions set forth in this Agreement and its charter. The Charter School shall not be located at more than one school site without the prior express written approval of the District. The Charter School shall not change locations without the prior express written approval of the District. Any change of location shall be considered a material revision of the charter petition under Education Code sections 47605 and 47607 and shall not be denied unless there are sufficient findings per these statutes.

4. School Accountability.

(a) Annual LCAP. The Charter School shall comply with Education Code section 47606.5, as that statute may be amended from time to time, as well as its implementing regulations, if any. The Charter School's Local Control and Accountability Plan ("LCAP"), and annual updates thereto as required by law, shall be annually provided to the District by July 1, unless a different date is established by law. The Charter School will utilize the State Board of Education's template to submit its LCAP pursuant to this section. To the extent practicable, the Charter School shall report LCAP data in a manner consistent with how information is reported on a school accountability report card.

(b) Performance Report. The Charter School will provide an Annual Performance Report to the District, completed by the Charter School, no later than the October 1st that immediately follows each respective school year. From time to time, and as may be necessary in the District's sole discretion, the District reserves the right to revise the content requested in, and format of, the Annual Performance Report. The District will provide the Charter School with notice at least thirty (30) days prior to the implementation of changes to the Annual Performance Report.

(c) Corrective Action. The Charter School must comply with the terms and conditions specified in the Corrective Action Plan, attached to this Agreement as Appendix B and incorporated to this Agreement by reference.

5. Funding.

(a) Basic Funding. The Charter School shall receive its funding in accordance with applicable law. Should anything in this MOU require revision based upon changes in law or regulation, the Parties shall meet without delay to cooperatively revise the MOU to ensure consistency with the law. Any future revision of the Charter Schools Act to revise the manner in which charter schools are funded shall not be interpreted to prevent the Charter School's direct receipt of full funding in accordance with applicable law.

The Charter School is eligible for a general-purpose entitlement and supplemental funding allocated through the Local Control Funding Formula ("LCFF") under Education Code sections 42388 *et seq.* Except as otherwise noted in this Agreement, it shall be the responsibility

of the Charter School to apply for funding due to the Charter School under LCFF.

The Charter School has elected to receive funding from the State directly, pursuant to Education Code section 47651. The District shall comply with Education Code section 47635 in providing the Charter School with its share of local funding. However, the Parties understand that in the event that such funds are not timely received by the District due to processing delays at either the state or county level, such funds shall be provided to the Charter School as soon as practicable after such funds are made available to the District. The District recognizes the authority of the Charter School to pursue additional sources of funding. Any application for funding by the Charter School that depends on the support or creditworthiness of the District shall be presented to the District for its prior written approval.

(b) District Applications for Funding. When the District applies for additional sources of funding in the form of grants and/or categorical funding at the request of and for the benefit of the Charter School, the District will receive one percent (1%) of such funds at the time they are paid to the Charter School. Such funds shall not be considered revenue for purposes of the District's oversight fee set forth in section 8(b).

(c) Expenditure of Funds. The Charter School agrees to comply with all regulations related to expenditures and receipt of its funds (including compliance with federal and state compliance regulations and certifications). Without limitation to the foregoing, the Charter School agrees that all revenue received from the District and the State shall only be used as outlined herein and in the charter for the provision of educational services for school age children enrolled in and attending the Charter School and shall not be used for purposes other than those set forth in the Charter School's charter and any authorized amendments. The Charter School will provide the District with written monthly notice when the Charter School withdraws funds deposited by the Sacramento County Superintendent of Schools in the Sacramento County Treasury for the account of the Charter School and re-deposits those funds in a financial institution selected by the Charter School. Such notice is provided when the Charter School provides the District with monthly bank statements from the banks where all the Charter School's accounts are held. Within fifteen calendar days of opening an account at a bank or other financial institution, the Charter School will provide written notice to the District of the commencement of that account, the type of account, the financial institution or bank and any identifying account numbers.

(d) Compliance with Procedures. To the extent that the Charter School is required to submit records or information to the District or the County Office of Education in order to confirm funding, including but not limited any audit requirements under LCFF, those records must be prepared by the Charter School in compliance with applicable laws.

6. Legal Relationship. Pursuant to its charter and Education Code section 47604, the Charter School is operated by the Non-Profit. The Charter School and the Non-Profit are separate legal entities from the District. As such, the District shall not be liable for the debts or obligations of the Charter School or the Non-Profit to the maximum extent permitted by applicable law. It is agreed that it is the Parties' intent that the District shall incur no unreimbursed cost or expenses of any type whatsoever as a result of its relationship with the

Charter School. The Charter School may not enter into a contract or agreement to be managed or operated by any other non-profit public benefit corporation (or any other corporation or entity) without the express written prior approval of the District. The obligations of the Charter School under such agreement or contract are solely the responsibility of the Charter School and are not the responsibility of the District.

7. Complaints. The Charter School shall inform the District of any complaints submitted or filed against it, including complaints filed with any governmental entity other than the District, which the District is obligated to respond to using its own complaint resolution processes, or under any state or federal law, including but not limited to complaint submitted pursuant to uniform complaint procedures. Copies of such complaints must be provided to the District within three (3) working days of receipt by the Charter School. If any such complaint raises an issue or issues that may be grounds for revocation or non-renewal of the charter, the District may request that the Charter School report to the District on how such complaints are being addressed, and the Charter School agrees to provide such information upon the District's request. The Charter School shall make such information available to the District for inspection and copying upon request during regular business hours or, upon request, the Charter School shall deliver to the District within ten (10) business days a current copy of any requested records or information. Under all circumstances, the Charter School will cooperate fully in the release of information to the District to assist in the District's oversight obligations.

8. Fiscal Relationship.

(a) Administrative Services. The District's most recent available fee schedule for services to the Charter School ("Letter of Intent/Fee Schedule") is attached hereto for reference as Appendix C. Appendix C provides an initial estimated fee schedule, subject to amendment when the fiscal year's fees become final. The Charter School may purchase any of the "Optional Administrative Services" designated by the District. If the Charter School elects to purchase such services, the District's agreement to provide those services shall be reduced to writing and signed by the Parties in a separate agreement. The District reserves the right to annually revise the Letter of Intent/Fee Schedule to reflect the District's then-calculated rates, and the rates stated by each such revision shall apply to services the Charter School is purchasing from the District. If the Charter School contracts for services that require the District to provide labor beyond the current work and vacation calendars of District employees, then the Charter School shall pay the actual cost of these services.

(b) Oversight Fee. The Parties agree that the District will incur costs in connection with its performance of supervisory oversight of the Charter School as required by law, and that it is not in the best interests of either Party to require a mechanical assessment, accounting, billing and payment process to compensate the District for such costs.

The Parties further agree that the District is not providing the Charter School with substantially rent-free facilities as referenced by Education Code section 47613(b). Therefore, the Parties agree that the actual cost of the District's supervisory oversight of the Charter School is one percent (1%) of all "Revenue of the Charter School" (excluding grants, loans, and private donations), as defined in Education Code sections 47613(f) as the amount received in the current

fiscal year from the Local Control Funding Formula calculated pursuant to Education Code Section 42238.02, as implemented by Education Code Section 42238.03.

Should anything in this provision require revision based upon a change in the law or regulation, the Parties shall meet without delay to cooperatively revise the MOU to ensure that the fees for oversight are consistent with the law. The Parties further agree that should the District be required by law or requested by the Charter School to perform services on behalf of the Charter School outside of its supervisory oversight functions and other than as outlined above regarding administrative services, it will incur additional costs or expenses, which the Charter School agrees are not included within the services under the Oversight Fee. However, no cost will be imposed upon or accrued by the Charter School without prior negotiation and agreement between the Charter School and the District of the terms and cost of said services.

“Supervisory Oversight,” as used in the Education Code section 47613, is defined in Education Code sections 47604.32 and 47604.33 to mean the District’s performance of duties to include the following:

- Identification of at least one (1) staff member as contact person for the Charter School.
- Visiting the Charter School at least annually.
- Ensuring that the Charter School complies with all reports required of charter schools by law, including the annual update required pursuant to Education Code section 47606.5.
- Monitoring the fiscal condition of the Charter School.
- Providing timely notification, in accordance with the law, regarding whether the charter’s renewal is granted or denied, the charter is revoked, or the charter will cease operation for any reason.
- Reviewing annual reports and assessing the fiscal condition of the Charter School pursuant to Education Code section 47604.33.

(c) Payment for Administrative Services, Oversight Fee and Expenses. On a quarterly basis, the District shall provide a written invoice and, as necessary, supporting expense information, to the Charter School detailing the amount due for services performed by the District, the oversight fee due pursuant to section 8(b), and any expenses paid by the District on the Charter School’s behalf, with the exception of special education encroachment fees, if any which shall be computed and charged in accordance with the Special Education Memorandum Of Understanding between the Parties (Special Education MOU).

Payment on invoices provided to the Charter School pursuant to this section shall be due within thirty (30) calendar days of receipt unless the Charter School has provided written notice to District that it disagrees with invoiced charges. Payments shall be made to the District’s Business Services Department. The Charter School may only withhold payment for services, fees or expenses that it has specifically contested. The Charter School shall make payment by

check.

(d) Distribution of Assets Upon Revocation or Closure. Should the Charter School, as an entity separate from the Non-Profit, cease to exist (by revocation or nonrenewal of its charter or by voluntary closure), and upon a final audit and the payment of, or provision for payment of, all debts and liabilities of the Charter School, any public funds held by or for the Charter School and any assets of the Charter School purchased with public funds shall be distributed in accordance with the terms of the Charter.

9. Fiscal Controls.

(a) Fiscal Policies. The Charter School shall adopt and meet generally accepted accounting principles and shall adopt policies to ensure the Charter School's funds are used to most effectively support the Charter School's mission and to ensure that funds are budgeted, accounted for, expended, and maintained in an appropriate fashion. Such policies will include, but not be limited to the following:

- (1) Expenditures shall be made in accordance with amounts specified in the annual budget or budgetary revisions adopted by the Charter School's governing board;
- (2) The Charter School's funds shall be managed and held in a manner that provides a high degree of protection of the Charter School's assets; and
- (3) All transactions shall be recorded and documented in an appropriate manner that allows reporting to the State, the District, and/or the County Office of Education.

(b) Attendance Accounting. The Charter School shall establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance and engaged in activities required of them by the Charter School. The annual audit (see section 9(c) below) will review actual attendance accounting records and practices to ensure compliance. The Charter School's attendance accounting practices will be in conformance with the Charter Schools Act, the California Administrative Code sections defining charter school average daily attendance, and other applicable law.

(c) Annual Financial Audit. The Charter School's governing board will annually appoint an external fiscal auditor. Said external fiscal auditor must be listed on the State Controller's Office website as approved to conduct such audits. The audit shall include, but not be limited to:

- (1) An audit of the accuracy of the Charter School's financial statements;
- (2) An audit of the Charter School's attendance accounting and revenue claims practices; and
- (3) An audit of the Charter School's internal control practices.

The Charter School shall complete its audit within ninety (90) days of the close of the fiscal year. A copy of the audit report shall be submitted to the District within thirty (30) days of completion,

and no later than December 15 of the fiscal year following the fiscal year for which the audit was performed. The Charter School agrees to implement all audit recommendations to the District's satisfaction, unless other terms are agreed to between the District and the Charter School.

(d) Financial Reports. In addition to the foregoing requirements and as specified in Education Code section 47604.33, the Charter School shall annually prepare and submit the following reports to the District and the County Superintendent of Schools:

- (1) On or before July 1, an adopted budget;
- (2) On or before December 15, a first interim financial report, reflecting changes through October 31;
- (3) On or before March 15, a second interim financial report, reflecting changes through January 31; and
- (4) On or before September 15, a final unaudited report for the full prior fiscal year.

In addition to the reports required by this section, the Charter School must submit all reports indicated in Appendix D (Calendar of Annual Charter Due Dates), incorporated to this Agreement by reference. From time to time, and as may be necessary in the District's sole discretion, the District reserves the right to revise the content and format of the Calendar of Annual Charter Due Dates. Whenever the District makes a substantive revision to the Calendar of Annual Charter Due Dates, the District will provide notice to the Charter School, within thirty (30) calendar days of the substantive revision, and provide a copy of the updated version to the Charter School. Failure to submit accurate and complete financial information as required hereby shall be considered grounds for revocation of the charter, subject to reasonable opportunity on the part of the Charter School to amend and rectify findings of the above reports.

The District may request, and the Charter School and Non-Profit agree to obtain and provide, additional documentation and information from the Charter School, the Non-profit, and all other non-profit and for-profit entities affiliated with the Non-Profit that provide services to the Charter School or control the assets of the Non-Profit or Charter School ("Other Entities"), for the purpose of review and oversight of the fiscal soundness, operation, and governance of the Charter School or the Non-Profit. Such documents and information must be reasonably related to the operation, educational services, management, finances, personnel, procurement, facilities, financing, or programmatic services of the Charter School and the Non-Profit.

(e) [Reserved.]

(f) Loans.

The Charter School agrees that it shall establish a fiscal plan for repayment of any loans received by the Charter School in advance of receipt of such loans. It is agreed that all loans sought by the Charter School shall be authorized in advance by the governing board of the Charter School and shall be the sole responsibility of the Charter School. The Charter School shall notify the District, in writing, no later than 10 days prior to entering into any debt whatsoever. Advance notice shall include the amount of the loan, a description of the need for the loan, its terms, and the plan for

repayment, including a cash flow schedule. The District will have no obligation with respect to any loans received by the Charter School to finance its operations, and any such loan shall be the sole responsibility of the Charter School. Upon request, the Charter School shall provide information regarding any such loan to the requesting agency pursuant to Education Code section 47604.3.

It is further agreed that all loans distributed by the Charter School to any other entity, including the Non-Profit, shall be authorized in advance by the governing board of the Charter School and shall be the sole responsibility of the Charter School. The Charter School shall notify the District, in writing, no later than 10 days prior to providing loan funding to any other entity, including the Non-Profit. Advance notice shall include the amount of the loan, a description of terms of the loan, and the plan for repayment, including a cash flow schedule. Upon request, the Charter School shall provide information regarding any such loan to the requesting agency pursuant to Education Code section 47604.3.

(g) Advance of Funds. The District may in its sole discretion advance funds to the Charter School. In addition, the District may in its sole discretion provide a line of credit for the Charter School.

(h) Cash Flow and Reserve. The Parties agree that the maintenance of a sufficient level of funding reserve is in the best interest of the Charter School and its successful operation. Accordingly, the Charter School shall maintain reserves of no less than three percent (3%). An explanation of any projected drop in reserves below the three percent (3%) level must be included in the Charter School's assumptions in the adopted budget for the fiscal year.

(i) Third Party Debts and Liabilities. Assets or funds allocated or held by the Charter School for provision of its educational services shall not be used to satisfy any third party debts or liabilities, including those of the Non-Profit. Without limitation to the foregoing, no Charter School monies shall be allocated or spent on the debts or liabilities of any party or organization that is associated with founding this Charter School.

(j) Banking Arrangements. The Charter School's Business Officer or designee will reconcile the Charter School's ledger(s) with its bank accounts or accounts in the County Treasury on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement, which will be submitted with the reports listed above in section 9(d). The Charter School will deposit all funds received as soon as practical upon receipt. A petty cash fund, not to exceed two hundred dollars (\$200), may be established with an appropriate ledger to be reconciled twice monthly by the Non-Profit Business Officer or designee, who shall not be authorized to expend petty cash.

(k) Property Inventory. Within thirty (30) days of receipt of a written request by the District, the Charter School's head of school or his or her designee, shall provide the District with a written inventory of all Charter School purchases of non-consumable goods and equipment that were: 1) valued at five-thousand dollars (\$5,000.00) or more, and, 2) made in that fiscal year, and, 3) made in whole or in part with public funds. This inventory shall include the original purchase price and date, a brief description of the item(s), and other information

appropriate for documenting the Charter School's assets, including identifying information reasonably available to (or reasonably used by) the Charter School, such as serial numbers or Charter School tracking numbers. As the chartering authority, the District may make other reasonable queries to the Charter School, in order to ensure that the Charter School in compliance with the law with regard to tracking items and property that are purchased, in whole or in part, with public funds.

(l) Payroll. The Charter School will prepare payroll checks, tax and retirement withholdings, tax statements, and perform other payroll support functions. The President of the Charter School's governing board or his or her designee will establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The Charter School's Business Officer or designee will review payroll statements monthly to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks. Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation including a federal I-9 form, tax withholding forms, retirement data and use of sick leave.

(m) Other Fiscal Control Policies. The Charter School shall develop and maintain other fiscal control policies as recommended by independent certified public accountants retained by the Charter School to advise it on fiscal control policy matters. Updated fiscal policies of the Charter School shall be provided to the District annually.

10. Reporting to the District.

(a) Enrollment.

1. Annual enrollment reporting. The Charter School recognizes the need to achieve sufficient enrollment each year so that the Charter School remains fiscally viable. On an annual basis and no later than January 15 of each year, the Charter School shall provide the District a copy of its estimated maximum enrollment plans and anticipated grade level offerings for the following school year. In addition, the Charter School shall provide documentation showing the number and percentage of its enrollment that resides within the District's boundaries by grade level and the number and percentage of its enrollment that resides outside of the District's boundaries by grade level. Upon the District's request, the Charter School shall provide additional information regarding its enrolled students, including their name, residential address, school district of residence, and telephone number. The Charter School recognizes that this information is critical to District planning for the next year. District agrees not to use student data information for marketing and/or recruiting purposes.

2. Monthly enrollment reporting. No later than the 15th calendar day of every month, the Charter School shall provide the District with a copy of its student enrollment numbers for the prior month, including the name, residential address, residential telephone number, and school district of residence for each newly enrolled

students, as well as for each student who has exited or been disenrolled from the Charter School program. In the alternative, the Charter School may provide the District with access to the enrollment attendance data program of the Charter School.

(b) Reporting to Public Agencies. The Charter School shall submit to the District a copy of all reports or other documents that the Charter School is required to submit to any state or other public agency in the State of California. Such reports will be submitted to the District, when submitted to the state or other public agency.

(c) Notification to District Regarding Governing Body Composition. The Charter School shall annually (on or before August 1) send to the District a list of its directors and officers. The District shall be provided with immediate notice of any change in the composition of these directors or officers.

(d) School Calendar and Schedules. The Charter School shall provide by May 31 of each year the school calendar and bell schedule for the following school year, including calculation of instructional minutes. If summer school, extended day or intersession is offered, the Charter School shall provide calendars and bell schedules for such programs.

(e) Cumulative File Information. The District and the Charter School shall promptly forward to each other all cumulative file information, including, but not limited to, information regarding special education and related services, whenever a student transfers from a District school to the Charter School, or vice versa.

(f) Performance Assessments. The Charter School shall forward results from statewide assessments to the District promptly upon receipt by the Charter School, but in no event later than October 1.

(g) Student Records. To the extent necessary to discharge its reasonable supervisory oversight activities, the Charter School hereby designates the employees of the District as having a legitimate educational interest such that they are entitled upon request access to the Charter School's education records under the Federal Educational Rights and Privacy Act ("FERPA") and related state laws regarding student records. At a minimum, such records include emergency contact information, health and immunization data, attendance summaries, and academic performance data from all statewide student assessments pursuant to Education Code sections 60600, *et seq.* and 60851. The District, Charter School, and their officers and employees shall comply with FERPA and state laws regarding student records at all times.

(h) AB1360. No later than April 19, 2018, the Charter School shall provide the District with updated policies and procedures that comply with the newly adopted requirements of Assembly Bill ("AB") 1360, which include, but are not limited to the following:

(1) A comprehensive description of procedures by which a pupil can be suspended, expelled or otherwise involuntarily removed from the Charter School, including an explanation of how the Charter School will comply with the federal and state constitutional due process requirements specified in AB 1360.

(2) A comprehensive description of procedures the Charter School will implement to notify parents and guardians, of both applicant pupils and currently enrolled pupils, that parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School.

11. Special Education and Related Services; English Learners. The Parties will enter into a Special Education MOU. In addition to the terms thereof, the following terms govern the provision of special education and related services to Charter School students.

(a) Compliance with Applicable Law. All children will have access to the Charter School and no student shall be denied admission due to disability. The Charter School shall be solely responsible for compliance with Section 504 of the Rehabilitation Act of 1973 (“Section 504”) (29 U.S.C. § 794 *et seq.*) and the Americans with Disabilities Act of 1990 (“ADA”) (42 U.S.C. § 12101 *et seq.*). The Parties further agree to implement and comply with the Individuals with Disabilities Education Act (“IDEA”) (20 U.S.C. § 1400 *et seq.*) as specified in the Special Education MOU.

(b) Student Study Team. The Charter School agrees to implement a Student Study Team (“SST”) Process, a general education function that develops strategies for students in the general education classroom. The SST shall develop and monitor implementation of Section 504 plans for eligible students as appropriate.

(c) English Learners. The Charter School will annually administer the English Language Proficiency Assessments for California (“ELPAC”) to all eligible students. The Charter School will be responsible for all applicable state and federal requirements for testing and reporting of English Learners.

12. Human Resources Management.

(a) Charter School Exclusive Employer. All employees of the Charter School are employees of the Non-Profit and shall have no right to employment by the District. The Non-Profit shall have sole responsibility for employment, management, dismissal and discipline of employees of the Charter School.

(b) Compliance with Fingerprinting Requirements. Throughout the term of the Charter and this Agreement, all employees of the Charter School, parent volunteers who will be performing services that are not under the direct supervision of a certificated teacher, and onsite vendors having unsupervised contact with students, will submit to background checks and fingerprinting in accordance with the provisions of Education Code section 45125.1. The Charter School will provide certification to the District that all employees and volunteers or vendors have clear criminal records summaries prior to their having any unsupervised contact with students. The Charter School will maintain on file and have available for inspection, during District site visits, evidence that the Charter School has performed criminal background checks for all employees and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students.

(c) Compliance with Health and Safety Laws. Throughout the term of the Charter and this Agreement, the Charter School and all employees to which each law applies shall comply with the following legal provisions. The Charter School shall maintain a written policy or administrative regulation regarding each legal provision, below, provide the District with a copy of such policy or administrative regulation, and provide the District with a copy if amended.

- (1) Education Code Section 49423 regarding the administration of medication in school;
- (2) Education Code Section 49414 regarding the provision, storage, and administration of epinephrine pens;
- (3) Education Code Section 49406 and Health and Safety Code Sections 121525 – 121555 requiring all employees who work in contact with students to obtain tuberculosis screenings or tests, as specified in law; and
- (4) Penal Code Section 11164, *et seq.* and Education Code Section 44691 regarding employee mandated reporter obligations and training.

(d) STRS/PERS. If the Charter School decides to offer existing or new employees of the Charter School the opportunity to participate in the State Teachers' Retirement System ("STRS") or the Public Employees' Retirement System ("PERS"), the Charter School shall be responsible for entering into a contract with STRS and/or PERS or the District. At the request of the Charter School, the District shall create any reports required by STRS or PERS and may charge the Charter School for the actual costs of such reporting services.

(e) ESSA & Education Code section 47605(l). The Charter School will be responsible for ensuring its staff is compliant with all applicable provisions of the federal Every Student Succeeds Act ("ESSA") and Education Code section 47605(l).

13. Indemnification. The Non-Profit shall promptly defend, indemnify, and hold harmless the District, its officers, directors, employees, agents, representatives, volunteers, administrators, successors, and assigns (collectively hereinafter the "Indemnified Parties") from and against any and all alleged or actual breach of any obligation imposed under this Agreement, or any other actual or alleged breach of any duty or obligation owed to the District or any third party, including any Charter School student (including any student placed with a school other than the Charter School, or in any nonpublic, nonsectarian school or in other special services to address special need or disability situations) or employee, by the Non-Profit or its officers, directors, employees, agents, representatives, volunteers, guests, students, administrators or trustees, successors or assigns.

The District shall promptly defend, indemnify, and hold harmless the Non-Profit, its officers, directors, employees, agents, representatives, volunteers, administrators, successors, and assigns (collectively hereinafter the "Charter Indemnified Parties") from and against any and all alleged or actual breach of any obligation imposed on the District under this Agreement, or any other actual or alleged breach of any duty or obligation owed to the Charter School or any third party, arising from the District's sole or separate negligence.

In the event of a third party claim or potential claim covered by these provisions, the Parties agree to take all steps reasonable or necessary to cooperate in defending and protecting their joint interests, and in expediting all reasonable or necessary efforts to gain coverage for the Parties under any liability policy or indemnity agreement issued in favor of the Non-Profit and/or District, including indemnity rights or agreements existing in contracts between the Non-Profit and/or District and any third party (such as contract with a supplier of goods or services), and further including efforts to reduce defense costs (through joint representation whenever possible), expenses and potential liability exposures.

14. Insurance and Risk Management. The Non-Profit shall, for itself and the Charter School, and at its sole cost and expense, purchase and maintain during the entirety of this Agreement, insurance or indemnity protection as follows, as well as any additional insurance as may be required by law:

(a) Liability Insurance. Occurrence-based liability indemnity protection, having a combined limit of liability of no less than five million dollars (\$5,000,000) per claim and in the aggregate, and a per occurrence deductible of no greater than five thousand dollars (\$5,000), whether purchased in the form of a single policy/agreement or by way of multiple policies/agreements, including excess or umbrella policies or agreements, that extends coverage for, among other things, educators' legal liability, property damage liability, employment practices liability, automobile (owned, non-owned, and hired) liability, personal injury and advertising injury liability, directors and officers, and errors and omissions liability, with such coverage extended to the Charter School, its governing board, its officers, agents, employees, and volunteers. To the fullest extent allowed by law, and in keeping with the Non-Profit's indemnity obligations described above, the Indemnified Parties shall be included as "additional insureds" or "additional covered parties" under each of the Non-Profit's liability policies or agreements, with such coverage evidenced by duly issued "additional insured" or "additional covered party" endorsement(s) and/or duly issued certificate(s) of insurance, which must affirmatively state that the required coverage shall not be reduced or prematurely terminated or cancelled absent 30-days notice to District.

(b) Workers' Compensation. In accordance with the California Labor Code, the Non-Profit shall purchase and maintain workers' compensation and employers liability insurance or indemnity protection adequate to protect the Charter School from claims under California's Workers' Compensation Act, with a limit of liability no less than \$500,000, and that extends coverage and protection to Charter School employees and volunteers. Evidence of such coverage shall be provided in the form of a duly issued certificate of insurance which must affirmatively state that the required coverage shall not be reduced or prematurely terminated or cancelled absent 30-days notice to District.

(c) Property Insurance. The District will maintain insurance for facilities, consistent with the Facilities Use Agreement. This includes property damage coverage sufficient to replace, at current market value and in compliance with any enhanced building codes or disability access ordinances, regulations or laws, all personal property, fixtures, and property owned or under the care, custody, or control of the Charter School. Evidence of such coverage shall be provided in the form of a duly issued certificate of insurance or

coverage which must affirmatively state that the required coverage shall not be reduced or prematurely terminated or cancelled absent 30-days notice to District.

(d) Bond. Fidelity and crime coverage extending to wrongful acts with respect to money or property owned by or under the care, custody or control of any Charter School employee, volunteer, agent or representative. Evidence of such coverage shall be provided in the form of a duly issued certificate of insurance or coverage which must affirmatively state that the required coverage shall not be reduced or prematurely terminated or cancelled absent 30-days notice to District.

15. Compliance with Law Applicable to Public Agencies. The Charter School agrees to comply at all times with laws which generally apply to public agencies and to comply with federal or state laws (which may be amended from time to time), including but not limited to the following:

- The Ralph M. Brown Act (“Brown Act”) (Cal. Gov. Code, § 54950 *et seq.*);
- The California Public Records Act (Cal. Gov. Code, § 6250 *et seq.*);
- State conflict of interest laws applicable to charter schools operated by nonprofit corporations, including but not limited to the Political Reform Act (Gov. Code, § 87100 *et seq.*);
- The Child Abuse and Neglect Reporting Act (Cal. Penal Code, § 11164 *et seq.*);
- The Individuals with Disabilities Education Rights Act (“IDEA”) (20 U.S.C. § 1400 *et seq.*);
- The Americans with Disabilities Act (“ADA”) (42 U.S.C. § 12101 *et seq.*);
- The U.S. Civil Rights Acts, including Title VII of the 1964 Civil Rights Act;
- The California Fair Employment and Housing Act (“FEHA”) (Cal. Gov. Code, § 12900 *et seq.*);
- The Age Discrimination in Employment Act (“ADEA”) (29 U.S.C. § 621 *et seq.*);
- Section 504 of the Rehabilitation Act of 1973 (“Section 504”) (29 U.S.C. § 794 *et seq.*);
- Education Code sections 220 *et seq.*;
- The Uniform Complaint Procedure (5 Cal. Code Regs., tit. 5, § 4600 *et seq.*);
- The Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g *et seq.*);
- Local Control Funding Formula (Cal. Ed. Code, § 42238, *et seq.*); and
- All applicable state and federal laws and regulations concerning the improvement of student achievement, including but not limited to any applicable provisions of the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 *et seq.*) as amended by the Every Student Succeeds Act of 2015 (“ESSA”) (20 U.S.C. § 6301 *et seq.*).

(a) Brown Act and Governing Board Meetings. During the term of the Charter, the Charter School agrees to comply with key terms of the Brown Act and shall conduct the meetings of its governing board in accordance with the Brown Act, including making public the agendas of such meetings in advance, as required by the Brown Act. Prior to opening, the Charter School will provide verification by letter to the District that all members of the

Governing Board, administrative staff, and any other staff deemed appropriate by the Charter School have participated in Brown Act training. The governing board of the Charter School shall conduct public meetings at such intervals as are necessary to ensure that the board is providing sufficient direction to the Charter School through implementation of effective policies and procedures. The District reserves the right to appoint a representative to the Charter School's governing board in accordance with the provisions of Education Code section 47604. The Charter School agrees to provide to the District's representative on the governing board a complete board packet of information being submitted to the board before each meeting, in sufficient time for review. Governing board adopted policies, meeting agendas and minutes shall be maintained and shall be available for public inspection and to the District during site visits (or upon request).

(b) Public Records Act. The Charter School agrees that all of its records that relate in any way to the operation of the Charter School shall be treated as public records subject to the requirements of the Public Records Act (Cal. Gov. Code, § 6250 *et seq.*) as well as Education Code section 47604.3.

16. Participation in Special Programs and Services; Transportation.

(a) Sports and Other Activities; Student Insurance. In the event that the Charter School wishes to have its students or staff participate in a program or service offered by the District other than those specified by this Agreement, advance approval and arrangements must be made and confirmed in writing, and expenses for such participation may be charged to the Charter School. The District has sole discretion whether to allow the Charter School to participate in such District programs or services, including California Interscholastic Federation ("CIF") activities. Charter School participation in CIF activities and sports are subject to the rules and regulations of CIF. Charter School students may participate at their own expense in student insurance coverage programs offered by the District.

(b) Transportation. Unless otherwise agreed with the District, the Charter School shall be responsible for any transportation offered to students who enroll in the Charter School.

17. Amendments to Charter. Changes to the Charter deemed to be material amendments may not be made without District consideration and approval. Amendments to the Charter considered to be material changes include, but are not limited to, the following:

- (a) Substantial changes to the educational program (including the addition or deletion of an educational program), mission, or vision;
- (b) Changing to (or adding) a non-classroom-based program, if originally approved as a classroom-based program;
- (c) Proposed changes in enrollment that differ by more than 10 percent +/- of the enrollment originally projected in the charter petition;
- (d) Addition or deletion of grades or grade levels to be served;
- (e) The addition of facilities and/or new sites not previously approved by the District
- (f) Admission preferences;
- (g) Changes to the governance structure, including but not limited to amendments to:

- The Non-Profit’s articles of incorporation
 - The Non-Profit’s corporate bylaws;
 - The Non-Profit’s conflict of interest policy (and the Charter School Board’s conflict of interest policy, if different); and
- (h) Name changes of the Charter School.

18. Amendments to Agreement. The Updates and Revisions to the Memorandum of Understanding (“Appendix A”), incorporated by reference, are amendments to this Agreement, as mutually agreed to by the Parties. To the extent that the terms of Appendix A and the Agreement conflict with one another, the terms of Appendix A shall control and supersede the term(s) with which they conflict. The remaining terms of the Agreement shall not be affected there by and shall remain valid and fully enforceable.

Any other modification of this Agreement must be in writing and executed by duly authorized representatives of both Parties specifically indicating the intent of the Parties to modify this Agreement. No such modification or amendment shall be effective absent approval or ratification by the governing boards of both Parties.

In the event of changes in laws, the District and the Charter School agree to negotiate modifications to this Agreement as required by applicable law.

19. Dispute Resolution. Any and all disputes arising out of the interpretation or performance of this Agreement shall be subject to the following procedure until a resolution is reached. Once the Parties have exhausted the procedures stated in (a)-(c), below, each may pursue a remedy as entitled to them by law. Notwithstanding the foregoing, if any such dispute concerns facts or circumstances that may be cause for revocation of the Charter, the District shall not be obligated by the terms of this section as a precondition to revocation.

(a) The disputing party shall provide written notice of the dispute to the other party. Thereafter, the Charter School’s designee shall meet with the District’s Superintendent or designee within thirty (30) days to attempt informal resolution of the dispute.

(b) In the event this informal meeting fails to resolve the dispute, both Parties or their designees, within sixty (60) days counting from the initial informal meeting date, shall identify two governing board members from their respective boards who shall jointly meet with the Charter School’s designee and the District’s Superintendent or designee and attempt to resolve the dispute.

(c) If this joint meeting fails to resolve the dispute, the District and the Charter School shall enter into non-binding mediation before a mutually agreed upon mediator, with the costs of the non-binding mediation to be split evenly between the Parties. The format of the mediation shall be developed jointly by the District and the Charter School, and shall incorporate informal rules of evidence and procedure, unless both Parties agree otherwise. Notwithstanding the foregoing, the findings or recommendations of the mediator shall be non-binding, unless the governing boards of the Non-Profit and the District jointly agree to bind themselves.

Exercise of any dispute mechanism authorized by this Agreement shall not, in and of itself, constitute a material violation of the charter or otherwise be grounds for revocation.

20. Severability. If any provision or any part of this Agreement is for any reason held to be invalid or unenforceable or contrary to law, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

21. Venue. The Parties agree that any legal action to enforce the terms of this Agreement shall be brought in the appropriate court in Sacramento County, California.

22. Governing Law and Authority. In the event of a conflict between the law and terms of this Agreement, the law shall prevail, and any such conflicting terms shall be severed from this Agreement and nullified. To the extent that this Agreement is inconsistent with any of the terms of the Charter, the terms of this Agreement shall supersede the terms of the Charter. The Parties further agree to jointly make any modification of this Agreement or the Charter needed to effectuate changes in state or federal laws following the execution of this Agreement.

23. Notices. All notices, requests, and other communications under this Agreement shall be in writing and submitted in writing to the addresses set forth below. Notice shall be deemed given on the second day following the mailing of notice by certified mail.

To the District at: Sacramento City Unified School District
Attn: Charter Department
5735 47th Avenue
Sacramento, CA 95824
Facsimile: (916) 399 - 2058

To the Non-Profit and Charter School at: Sol Aureus College Preparatory
Attn: Norman Hernandez, Director of Operations
6620 Gloria Drive
Sacramento, CA 95831
Facsimile: (916) 421-0601

24. Entire Agreement. This Agreement contains the entire agreement of the Parties with respect to the matters covered hereby, and supersedes any oral or written understandings or agreements between the Parties with respect to the subject matter of this Agreement.

25. Conflicts. If any provision of this Agreement is inconsistent with the charter, the terms of the Agreement shall prevail.

26. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original. Facsimile or scanned emailed copies of signature pages transmitted to other Parties to this Agreement shall be deemed equivalent to original signatures on counterparts.

Dated: _____

Norman Hernandez
Director of Operations
Sol Aureus College Preparatory

Dated: _____

Jorge Aguilar
Superintendent
Sacramento City Unified School District

Appendix A
Sol Aureus College Preparatory
Updates and Revisions to the Memorandum of Understanding

I. Recitals

- a. This Updates and Revisions to the Memorandum of Understanding (“Appendix A”) provides amendments to the operational memorandum of understanding (“Agreement”) between Sol Aureus College Preparatory (“Non-Profit”), as operator of Sol Aureus College Preparatory (“Charter School”), and the Sacramento City Unified School District (“District”).
- b. To the extent that the terms of Appendix A and the Agreement conflict with one another, the terms of Appendix A shall control and supersede the term(s) with which they conflict. The remaining terms of the Agreement shall not be affected thereby and shall remain valid and fully enforceable.
- c. All terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements set forth herein and in the Agreement, the Charter School agrees to the following updates, revisions, terms, or conditions of this Agreement.

II. Updates, Revisions, Terms, or Conditions

- a. Revised: 5 (c) Expenditure of Funds. The Charter School agrees to comply with all regulations related to expenditures and receipt of its funds (including compliance with federal and state compliance regulations and certifications). Without limitation to the foregoing, the Charter School agrees that all revenue received from the District and the State shall only be used as outlined herein and in the charter for the provision of educational services for school age children enrolled in and attending the Charter School and shall not be used for purposes other than those set forth in the Charter School’s charter and any authorized amendments. The Charter School will upon request provide the District with written monthly notice when the Charter School withdraws funds deposited by the Sacramento County Superintendent of Schools in the Sacramento County Treasury for the account of the Charter School and re-deposits those funds in a financial institution selected by the Charter School. Such notice is provided when the Charter School provides the District with monthly bank statements from the banks where all the Charter School’s accounts are held. Within fifteen calendar days of opening an account at a bank or other financial institution, the Charter School will provide written notice to the District of the commencement of that account, the type of account, the financial institution or bank and any identifying account numbers.

Appendix B

Sol Aureus College Preparatory Corrective Action Plan for 2018-2019 School Year

I. Recitals

- A. This corrective action plan is an appendix to the operational memorandum of understanding (MOU) between Sol Aureus College Preparatory, as operators of Sol Aureus College Preparatory (Charter School), and the Sacramento City Unified School District (District.)
- B. On September 8, 2017, the District received a renewal charter petition from Sol Aureus College Preparatory. The District's Board of Trustees approved the Charter School's petition on December 7, 2017 contingent upon the terms and conditions to be agreed upon on in the MOU.
- C. This corrective action plan identifies areas that District staff identified during their review of the petition and establishes corrective steps that the District and the Charter School agree to remedy.
- D. Sol Aureus College Preparatory, Charter School, and the District shall annually review the progress made towards achieving the terms of this corrective action plan.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements set forth herein and in the MOU, the Charter School agrees to the following terms and conditions:

Charter school will immediately address and plan for the improvement of the below areas of concern.

(No areas of concern.)



Independent Charter School
Letter of Intent (LOI)

SCUSD Services and Fees for
 2017-18 School Year
 Appendix C

Charter School Name _____

Contact Name and Phone _____

Signature _____ Date _____

(This agreement is required for every charter school.)
Please sign and return all pages no later than Monday, July 3, 2017 to:

Business Services
Attn: Erika Zavaleta
5735 47th Avenue, Box 800
Sacramento, CA 95824

Erika-Zavaleta@scusd.edu/916-643-9055 (tel)

Service upon mutual agreement of contract terms and capacity to deliver.

Service		Method of Cost Calculation	2017-18 (Projected)	2017-18 (Actual: TBD – Provided May 2018)
Please place a ✓ check mark next to each service you would like to purchase from the district to provide to your school.				
A.	REQUIRED IF NOT PROVIDED BY SCUSD			
	1. Special Education Program Encroachment (if not own LEA)	Per Current Enrollment	\$804.69	
	2. Special Education Transportation Encroachment (if used)	Per Special Education Student Transported	\$2,866.97	
✓	3. Utilities/Telecommunications	Actual Costs		
✓	4. Facility Use - Pro Rata Share (if using District facility)	Per Square Foot of Facility	\$1.91	
✓	5. State-Required Reserve for Economic Uncertainties	2% - 4% of Revenues per MOU		
✓	6. Oversight (if using a District Facility)	1% - 3% of Revenues per MOU	1%	
✓	7. SPOM or Custodian (if using a District Facility)	Actual Cost		
✓	8. Security: Covers patrol of Facility only - (Service must be selected unless your site has a contracted security company that has been approved by the District) - (All contracts must be submitted to the District for Approval)	Per Site	\$2,462.83	
✓	9. Security Monitoring – Astro Security	Per Panel	\$72.98	



Independent Charter School

Letter of Intent (LOI)

SCUSD Services and Fees for
2017-18 School Year

<p align="center">Service</p> <p>Please place a ✓ check mark next to each service you would like to purchase from the district to provide to your school.</p>	<p align="center">Method of Cost Calculation</p>	<p align="center">2017-18 (Projected)</p>	<p align="center">2017-18 (Actual: TBD – Provided May 2018)</p>
B. ADMINISTRATIVE			
1. Accounting (<i>Must be on Escape System</i>)	Per Current Enrollment	\$11.44	
- Student Body (Not to exceed 20 checks/month. There will be a \$2.50 per check fee in excess of 20 checks).	Per Current Enrollment	\$5.25	
2. Budget – Including Student Attendance (<i>Must be on Infinite Campus System</i>)	Per Current Enrollment	\$23.68	
3. Nutrition Services (Service provided if receiving meals sponsored by SCUSD Nutrition Services Department)	Actual Costs		
4. Human Resources	Per Current Enrollment	\$76.60	
5. Employee Compensation (Payroll)	Per Current Enrollment	\$22.42	
6. Risk Management/Employee Benefits	Per Current Enrollment	\$7.57	
7. Property/Liability Insurance	Per Current Enrollment	\$40.46	
8. Purchasing/Warehousing (<i>Must be on Escape System</i>)	Per Current Enrollment	\$32.21	
- Mail Services (Intradistrict)	Per Current Enrollment	\$4.43	
9. Contact LCAP Coordinator	TBD		
10. Contact SPSA Coordinator	TBD		
11. Internal Audit	Per Current Enrollment	\$2.90	
C. FACILITIES			
1. Additional Custodial	Actual Costs		
- Custodial Supervisor Assistance	Per Hour	\$35.49	
2. Landscaping	Actual Costs		
3. Routine Repair and Maintenance	3% of Revenues		
- Plumbing, HVAC Technician, Electrician, Carpenter	Per Hour	\$43.89	
- Laborer, Gardener, Machinist, Painter, Glazier	Per Hour	\$32.34	
4. Planning and Construction			
- Project Management	Time and Materials		
- Capital Improvement Request Management	Per Hour	\$62.56	
- Architect, Engineering, DSA Inspection, Consultation	Market Rate		
<i>**Services Included in Pro Rata Charge if Using a District Facility ?</i>			
5. Safe Schools Coordination	Per Current Enrollment	\$37.03	
D. STUDENT SUPPORT & HEALTH SERVICES			
1. Health Services (Nurses)	Actual Cost		
2. Health Screening (Vision and Hearing)	Actual Cost		



Independent Charter School

Letter of Intent (LOI)

SCUSD Services and Fees for
2017-18 School Year

<p align="center">Service</p> <p>Please place a ✓ check mark next to each service you would like to purchase from the district to provide to your school.</p>	<p align="center">Method of Cost Calculation</p>	<p align="center">2017-18 (Projected)</p>	<p align="center">2017-18 (Actual: TBD – Provided May 2018)</p>
3. Student Support Services	Actual Cost		
E. TECHNOLOGY SERVICES			
1. Network Infrastructure and Hardware/Support/Training <i>(Does Not Include Items 2-7. You may add on Outlook, Escape, Infinite Campus, Illuminate, Shout Point or Tableau. Your fees will be <u>increased</u> by the amounts specified in items 2-7 if selected).</i>	Per Current Enrollment	\$109.41	
2. Outlook (select to add on)	Per Current Enrollment	.56	
3. Escape On-line (select to add on)	Per Current Enrollment	\$6.69	
4. Infinite Campus (Software/Scan) (select to add on)	Per Current Enrollment	\$11.06	
5. Illuminate	Per Current Enrollment	\$5.51	
6. Shout Point	Per Current Enrollment	\$1.39	
7. Tableau	Per Current Enrollment	\$1.36	
F. INSTRUCTIONAL SUPPORT			
1. Staff/Professional Development	Per Current Enrollment	\$1.53	
- Elec. notification/registration, Recordkeeping of 18 hrs.	Per Teacher	\$21.00	
2. State and Federal Programs (On-site Technical Assist)	Per Hour	\$61.95	
3. Multilingual (Resource Teacher/EL Meetings)	Per Yr., Plus Costs, Per Attendee	\$105.00	
- Professional Development for Large and Small Groups	Time and Materials	Call for pricing	
- On-site Technical Assistance	Per Hour	\$53.55	
- Compliance Support	Per Hour	\$53.55	
4. Grant Development	Per Current Enrollment	\$3.36	
5. Standards and Curriculum	Per Current Enrollment	\$21.00	
6. Library/Textbook Services			
- Destiny (Library Software) (One-time initial cost)	Elem/Mid/High School (Flat Fee)	\$7,350.00	
- Destiny (On-going support after first initial year)	Per Site	\$1,199.77	
- Library/Textbook Svs. (includes ordering textbooks)	Per Student Enrollment	\$7.66	
7. Assessment, Research and Evaluation	Per Current Enrollment	\$25.61	
8. Student Svs./Hearing Office/Child Welfare & Attendance	Per Current Enrollment	\$16.49	
9. GATE Identification (Booklets, Scoring, Analysis, and Parent Notification)	Per 1st grader Per 3rd grader	\$ 12.50 \$ 11.50	
10. Gifted Education Professional Learning	Contact GATE Coordinator	TBD	
G. LEGAL SERVICES FROM SCUSD	Per Hour	\$220.50-\$262.50	



Independent Charter School
Letter of Intent (LOI)

SCUSD Services and Fees for
 2017-18 School Year

Service	Method of Cost Calculation	2017-18 (Projected)	2017-18 (Actual: TBD – Provided May 2018)
<p>Please place a ✓ check mark next to each service you would like to purchase from the district to provide to your school.</p>			
H. EMPLOYEE RELATIONS			
1. Negotiations	Per Hour	\$54.60 - 89.25	
2. CBA Advisory for Certificated and Classified	Per Hour	\$34.89	
I. OFFICE OF THE SUPERINTENDENT			
1. Communications	Per Hour	\$78.75	

Appendix D

Sacramento City Unified School District: Charter Department

Calendar of Annual Charter Due Dates: 2017-18_r1

Deadlines subject to change as needs arise. Changes will be communicated as soon as they are known.



Annual Information Due from Charter Schools	Office Responsible for Collecting	Deadlines (no later than)											
		July	August	September	October	November	December	January	February	March	April	May	June
* If due date falls on a weekend or holiday, submission is due on the next charter school business day. ** Please submit ONLY to the person/s listed in the "Office Responsible for Collecting" column and cc individuals as noted.													
LCAP: 2017-18 and proof of SCOE Submission (All)	CM/ JK (cc)	1											
Letter of Intent (LOI) services elected by the charter school to be provided by the District with signature (All)	EZ	1											
ADA: P-Annual with original signatures (for 2016-17) (Independent only)	MC/ SR (cc)	1											
Charter School Contact Information and Board Dates (All) (No longer needed once on APR)	JK		1										
Unaudited Actual (UA) Data with original signatures and Excel Due: Prior Year (Independent only)	EZ			15									
Annual Performance Reports (APR) for school year 2016-17 (All)	JK				1								
CBED Submission Confirmation (Email) (Independent only)	JK				30								
Audit Report (Independent only)	EZ/ KW (cc)						15						

CM – Cathy Morrison, LCAP/SPSA 643-9222 Cathy-Morrison@scusd.edu
 EZ – Erika Zavaleta, Business Services 643-9055 Erika-Zavaleta@scusd.edu
 JK – Jack Kraemer, Charter Oversight 643-9079 Jack-Kraemer@scusd.edu

KW – Karen Wiker, Internal Audit 643-7975 WikerK@scusd.edu
 MC – Merilee Carrasco, Budget Svcs. 643-7869 CarrascM@scusd.edu
 GC – Gloria Chung, Budget Svcs. 643-7870 Gloria@scusd.edu
 SR – Stella Reyes, Budget Svcs. 643-7867 Stella-Reyes@scusd.edu



Calendar of Annual Charter Due Dates: 2017-18_r1

Deadlines subject to change as needs arise. Changes will be communicated as soon as they are known.

Annual Information Due from Charter Schools	Office Responsible for Collecting	Deadlines (no later than)											
		July	August	September	October	November	December	January	February	March	April	May	June
* If due date falls on a weekend or holiday, submission is due on the next charter school business day. ** Please submit ONLY to the person/s listed in the "Office Responsible for Collecting" column and cc individuals as noted.													
First Interim Due plus Actual Cash Flow with original signatures: as of Oct. 31 st (Independent only)	EZ						15						
ADA: P1 with original signatures (Independent only) (Note: This is in addition to and not in lieu of the monthly attendance reports that are submitted to SCUSD)	MC/ SR (cc)							8					
Audit Information (Independent only) - Approved Board agenda item for Audit Report - Declaration of deficiency or not (state in email) - CDE letter of notification for Corrective Action Plans for Audit Deficiencies (response due to CDE within 3 weeks from date of letter)	EZ/ KW (cc)							31					
Second Interim Due with original signatures (Independent only)	EZ									15			
Charter school's Board approval of independent auditor selection & Proof of SCOE Submission (Independent only)	EZ/ KW (cc)									15			

CM – Cathy Morrison, LCAP/SPSA 643-9222

Cathy-Morrison@scusd.edu

KW – Karen Wiker, Internal Audit 643-7975

WikerK@scusd.edu

EZ – Erika Zavaleta, Business Services 643-9055

Erika-Zavaleta@scusd.edu

MC – Merilee Carrasco, Budget Svcs. 643-7869

CarrascM@scusd.edu

JK – Jack Kraemer, Charter Oversight 643-9079

Jack-Kraemer@scusd.edu

GC – Gloria Chung, Budget Svcs. 643-7870

Gloria@scusd.edu

SR – Stella Reyes, Budget Svcs. 643-7867

Stella-Reyes@scusd.edu



Calendar of Annual Charter Due Dates: 2017-18_r1

Deadlines subject to change as needs arise. Changes will be communicated as soon as they are known.

Annual Information Due from Charter Schools	Office Responsible for Collecting	Deadlines (no later than)											
		July	August	September	October	November	December	January	February	March	April	May	June
<p>* If due date falls on a weekend or holiday, submission is due on the next charter school business day. ** Please submit ONLY to the person/s listed in the "Office Responsible for Collecting" column and cc individuals as noted.</p>													
<p>Audit Corrective Action Plan Items: (Only Charters with Deficiencies) (Independent only) - Proof of SCOE Submission - Minutes from Audit Report Board approval meeting - "Certification of Corrective Action Audit Findings and Recommendations" form - "Audit Certification-Financial Report Audit" form - CDE letter of notification for Corrective Action Plans for Audit Deficiencies (response due to CDE within 3 weeks from date of letter)</p>	EZ/ KW (cc)									15			
<p>SPSA: 2018-19 (Dependent only)</p>	CM/ JK (cc)									31			
<p>ADA (P2) with original signatures (Independent only) (Note: This is in addition to and not in lieu of the monthly attendance reports that are submitted to SCUSD)</p>	MC/ SR (cc)										15		
<p>Calendars and Bell Schedules: 2018-2019 (All) (Proposed: No longer needed if on APR)</p>	JK											31	
<p>Cash Flow Projections for 2018-19 (Independent only)</p>	GC												30
<p>Adopted 2018-19 Budget with Budget Assumptions (Independent only)</p>	GC												30

CM – Cathy Morrison, LCAP/SPSA 643-9222 Cathy-Morrison@scusd.edu
 EZ – Erika Zavaleta, Business Services 643-9055 Erika-Zavaleta@scusd.edu
 JK – Jack Kraemer, Charter Oversight 643-9079 Jack-Kraemer@scusd.edu

KW – Karen Wiker, Internal Audit 643-7975 WikerK@scusd.edu
 MC – Merilee Carrasco, Budget Svcs. 643-7869 CarrascM@scusd.edu
 GC – Gloria Chung, Budget Svcs. 643-7870 Gloria@scusd.edu
 SR – Stella Reyes, Budget Svcs. 643-7867 Stella-Reyes@scusd.edu



Calendar of Annual Charter Due Dates: 2017-18_r1

Deadlines subject to change as needs arise. Changes will be communicated as soon as they are known.

Annual Information Due from Charter Schools (Below information is only for schools submitting Prop 39 requests)	Office Responsible for Collecting	Deadlines (no later than)											
		July	August	September	October	November	December	January	February	March	April	May	June
Proposition 39 Facility Request for 2017-18 expirations (Independent only) - Charter school's written request for facilities for 2017-18	JK					1							
Proposition 39 Facility Request for 2017-18 expirations (Independent only) - District's initial response to Nov. 1st facilities request	JK						1						
Proposition 39 Facility Request for 2017-18 expirations (Independent only) - Charter school provides further information in response to District's December 1 st initial response	JK							2					
Proposition 39 Facility Request for 2017-18 expirations (Independent only) - District's preliminary offer/response to Charter school's written request	JK								1				
Proposition 39 Facility Request for 2017-18 expirations (Independent only) - Charter school's response to District's preliminary offer/response *or 30 days after receipt of District's offer (whichever is earliest)	JK									1*			
Proposition 39 Facility Request for 2017-18 expirations (Independent only) - District's final offer/response to Charter school's written response to District	JK										1		
Proposition 39 Facility Request for 2017-18 expirations (Independent only) - Charter school's response to District's final offer/response	JK											1	

CM – Cathy Morrison, LCAP/SPSA 643-9222 Cathy-Morrison@scusd.edu
 EZ – Erika Zavaleta, Business Services 643-9055 Erika-Zavaleta@scusd.edu
 JK – Jack Kraemer, Charter Oversight 643-9079 Jack-Kraemer@scusd.edu

KW – Karen Wiker, Internal Audit 643-7975 WikerK@scusd.edu
 MC – Merilee Carrasco, Budget Svcs. 643-7869 CarrascM@scusd.edu
 GC – Gloria Chung, Budget Svcs. 643-7870 Gloria@scusd.edu
 SR – Stella Reyes, Budget Svcs. 643-7867 Stella-Reyes@scusd.edu



Calendar of Annual Charter Due Dates: 2017-18_r1

Deadlines subject to change as needs arise. Changes will be communicated as soon as they are known.

Annual Information Due from SCUSD	Office Responsible for Providing	Deadlines (no later than)											
		July	August	September	October	November	December	January	February	March	April	May	June
- Annual Performance Report (APR) Written Response for 2016-17 school year	JK							15					
- Annual Performance Report (APR) template for 2017-18 school year	JK											15	
- Statement of Actual Costs for 2017-18 - Letter of Intent (LOI) for 2018-19	EZ											15	

CM – Cathy Morrison, LCAP/SPSA 643-9222 Cathy-Morrison@scusd.edu
 EZ – Erika Zavaleta, Business Services 643-9055 Erika-Zavaleta@scusd.edu
 JK – Jack Kraemer, Charter Oversight 643-9079 Jack-Kraemer@scusd.edu

KW – Karen Wiker, Internal Audit 643-7975 WikerK@scusd.edu
 MC – Merilee Carrasco, Budget Svcs. 643-7869 CarrascM@scusd.edu
 GC – Gloria Chung, Budget Svcs. 643-7870 Gloria@scusd.edu
 SR – Stella Reyes, Budget Svcs. 643-7867 Stella-Reyes@scusd.edu

**SPECIAL EDUCATION MEMORANDUM OF UNDERSTANDING
BETWEEN SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
AND
Sol Aureus College Preparatory**

This Memorandum of Understanding (“Agreement”) is entered into as of July 1, 2018, (“Effective Date”), by and between the Board of Trustees of the Sacramento City Unified School District (“District”) and the Sol Aureus College Preparatory (“Non-Profit”), a California non-profit public benefit corporation, operating the Sol Aureus College Preparatory (“Charter School”), a public charter school chartered by the District. The District, the Non-Profit and the Charter School are collectively referred to as the “Parties.” This Agreement will set forth the responsibilities of the Parties with respect to the delivery and financing of special education services to children enrolled in the Charter School.

I. RECITALS

- A. The District is the granting agency of the Charter School. The District *initially* approved the charter on March 3, 2003. The District previously renewed the Charter School’s charter on November 1, 2012 for a term of five years, beginning on July 1, 2013 and expiring June 30, 2018. The District once again renewed the charter on December 7, 2017 for a term of five years, beginning on July 1, 2018 and expiring on July 1, 2023. The Charter School is operated by the Non-Profit.
- B. The Charter School is operated by Non-Profit, a non-profit public benefit corporation. All obligations imposed hereby on the Charter School are equally imposed on Non-Profit.
- C. The Charter School shall be categorized as a “public school” within the District in conformity with California Education Code section 47641, subdivision (b) for the purposes of special education. The Charter School’s students will be students of the District for purposes of special education.
- D. The District will serve as the Charter School’s local educational agency (“LEA”) for the purposes of special education, and as such must take steps to ensure that all children with disabilities enrolled in the Charter School receive special education and designated instruction and services in conformity with their individualized education plans (“IEP”) and in compliance with the Individuals with Disabilities Education Act (“IDEA”) (20 U.S.C. § 1400 *et seq.*), its implementing regulations and all applicable state and federal law. (Ed. Code, § 47646(a).)
- E. This Agreement has the purpose of clarifying the roles and responsibilities of the parties with regard to students who are enrolled and attend the Charter School and are or may be eligible for special education and related services under the IDEA.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements herein set forth, the Charter School and the District do hereby agree as follows:

II. USE OF TERMS

The Parties agree that unless otherwise stated herein, for the purposes of this Agreement, the terms “Charter School” and “Non-Profit” may be used interchangeably, with the duties and responsibilities of the Charter School and Non-Profit being the same under this Agreement.

III. TERM

The term of this Agreement shall be from the Effective Date to June 30, 2023. This Agreement may be amended by mutual written agreement of the Parties at any time. This Agreement is subject to termination during the term of as permitted by law. This Agreement is also subject to termination if the Charter School becomes the LEA of another Special Education Local Plan Area (“SELPA”).

If at any time the Charter School desires to become a local educational agency (“LEA”) and seek membership in a SELPA other than the District’s SELPA, the Charter School shall confer with the District. The Non-Profit shall notify the District by March 1st of the prior calendar year if the Charter School intends to seek membership in another SELPA. The Charter School will also comply with all procedures, including but not limited to, dispute resolution and other procedures of the District’s SELPA, the receiving SELPA, and those procedures required by law. To the extent this constitutes a material revision of the Charter School’s Petition, the Charter School will comply with Education Code requirements necessary to amend the Petition. At the time that the Charter School is granted membership in any SELPA outside of the District, this Agreement, and all District and Sacramento City Unified School District SELPA obligations to Charter School pupils eligible for special education and related services shall immediately terminate.

IV. DESIGNATED REPRESENTATIVE

The District’s designated representative shall be the District’s Charter Oversight Coordinator who shall have the authority to act on behalf of the District. The Charter School shall designate a representative in writing and this representative shall have the authority to act on behalf of the Charter School, except to the extent action by the Governing Board of the Charter School is legally required.

V. NONDISCRIMINATION IN ADMISSIONS

All students will have access to the Charter School and no student shall be denied admission due to his or her disability. (20 U.S.C. § 1412(a)(2); 34 C.F.R. § 300.209; Ed. Code, § 47605(d).)

VI. SECTION 504 AND THE ADA

The Parties agree that this Agreement is intended to address the responsibilities of the parties with respect to the provision and financing of special education services under the IDEA and does not cover services or accommodations required under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) (29 U.S.C. § 794 *et seq.*), or under the Americans with Disabilities Act of 1990 (“ADA”) (42 U.S.C. § 12101 *et seq.*). The Charter School shall be solely responsible, at its own expense, for compliance with Section 504 and the ADA.

VII. SPECIAL EDUCATION FUNDING

A. Retention of Special Education Funds by the District. The Charter School, which has been deemed a public school of the District, shall participate in state and federal funding in the same manner as any other public school of the District. (Ed. Code, § 47646(a).) The parties agree that, pursuant to the division of responsibilities set forth in this Agreement, the District has agreed to provide special education and related services for the Charter School, consistent with the services it provides eligible students at its other public schools. Consistent with this division of responsibility, the District shall retain all state and federal special education funding allocated for Charter School students through the Sacramento City Unified School District SELPA.

B. Charter School Contribution to Encroachment. The Charter School shall owe the District a pro-rata share of the District’s unfunded special education costs (encroachment) as estimated in the District’s current Fee Schedule for Services to Charter Schools (“Fee Schedule”) attached hereto as Appendix A. The encroachment amounts set forth in the Fee Schedule are subject to updating when the District’s actual unfunded special education costs become available. No later than the end of each fiscal year, June 30, the District shall calculate the Charter School’s pro-rata share of the District-wide encroachment for that year as calculated by the total unfunded special education costs of the District (including those costs attributable to the Charter School) divided by the total number of District enrollment (including Charter School students) and multiplied by the total number of Charter School enrollment. Charter School enrollment shall include all students, regardless of home district. Payments for encroachment shall be made by the Charter School to the District pursuant to the following schedule:

October 31: 25% of the Charter School’s estimated pro-rata share of encroachment based upon the District’s projected encroachment for the current school year.

January 31: 25% of the Charter School’s estimated pro-rata share of encroachment based upon the District’s projected encroachment for the current school year.

April 30: 25% of the Charter School's estimated pro-rata share of encroachment based upon the District's projected encroachment for the current school year.

July 15: Balance of the Charter School's actual pro-rata share of encroachment based upon the current school year encroachment.

If at any time, including through the updating of the amounts set forth in the Fee Schedule, it is determined by the District that the Charter School has paid more than its actual pro rata share of encroachment, the District will give notice of same within 30 days, and such amounts shall be refunded to the Charter School or, at the sole option of the Charter School, applied to the encroachment of the following school year. Similarly, if at any time it is determined by the District that the Charter School has paid less than its actual pro rata share of encroachment, the District will give notice of same within 30 days, and such amounts shall be paid by the Charter School or, at the sole option of the District, added to the encroachment of the following school year. In the event that the District and Charter School cannot agree as to the amount owed pursuant to the calculations, the matter shall be resolved pursuant to the dispute resolution provision in the Charter School's charter. However, the Charter School shall pay any undisputed amount based on the timelines prescribed in this section.

The District shall provide financial and other information needed to allow the Charter School to review and confirm the accuracy of the District's estimated and actual pro-rate encroachment calculations as reasonably requested by the Charter School. For the school years 2018-19 to 2022-23, the Charter School's estimated pro-rata share of encroachment shall be calculated based upon District's actual preceding school year encroachment and an initial estimated Charter School ADA of 375.

VIII. PROVISION OF SPECIAL EDUCATION AND RELATED SERVICES

A. General Provisions

1. Intent of the Parties. The Parties intend to ensure that all students with disabilities who attend the Charter School are provided a free appropriate public education ("FAPE") in compliance with the IDEA (20 U.S.C. § 1400, *et seq.*) and California Education Code section 56000, *et seq.*
2. Provision of Services. A child with disabilities attending the Charter School shall receive special education and related services in the same manner as a child with disabilities who attends another public school of the District. (Ed. Code, § 56145.) A full continuum of special education programs and related services shall be provided to Charter School students as required by an individual student's IEP.

3. Division and Coordination of Responsibility. The Parties agree to allocate responsibility for the provision of services, including but not limited to identification, evaluation, IEP development and modification, and educational services, in a manner consistent with their allocation between the District and its local public school sites, and in conformity with applicable state and federal law. Where particular services are generally provided by staff at the local school site level, the Charter School, subject to District approval, and after consulting with a District program specialist, may provide staff and programming. Where particular services are provided to the school by the central District office, those services will be made available to the Charter School in a similar fashion.
4. Days of Service. Special education services shall be available to the Charter School for the number of days specified in students' IEPs.
5. Staffing Requirements. All special education and related services must be provided by qualified personnel meeting state certification, licensing, registration or other applicable requirements. (34 C.F.R. § 300.156.) To the extent allowable and consistent with the District's applicable collective bargaining agreements with its employees, the District shall consult with the Charter School regarding the assignment of employees providing special education pursuant to this Agreement.

To the extent that the District and/or SELPA provide training opportunities and/or information regarding special education to site staff, such opportunities and/or information shall be made available to Charter School staff.

6. Contracts with Non-District Providers. The Charter School shall not contract with any outside person or agency for the provision of special education and/or related services to Charter School students without the prior written approval of the District. Moreover, any such contracts may only be entered into with nonpublic schools or agencies properly certified by the State of California.
7. Student Records. The Charter School is responsible for obtaining the cumulative files, prior and/or current IEPs and other special education information on any student enrolling from a non-District school. The Charter School shall forward copies of all such information to the District. The District will ensure that the Charter School is provided with notification and relevant files of all students transferring to the Charter School from a District school, who have an existing IEP, in the same manner that ensures the forwarding of such information between District schools. All records and files will be released with the signed permission of the Parent/Guardian.

8. Notice of Procedural Safeguards. The Charter School shall provide the Parent/Guardian with a notice of procedural safeguards when: a Parent/Guardian asks for a copy; the first time a child is referred for special education assessment; each time a child is reassessed; each time a Parent/Guardian requests a due process hearing; and each time a change of placement is implemented because of a violation of a code of student conduct. (20 U.S.C. § 1415(d)(1)(A); 34 C.F.R. §§ 300.504(a) and 300.530(h); Ed. Code, §§ 56301(d)(2), 56321, 56500.1 and 56502.)

B. Enrollment, Identification and Evaluation

1. Enrollment Information. The Charter School shall include on its enrollment form(s) a question regarding whether the student seeking to enroll in the Charter School is, or may be, a student eligible for special education and related services. The Charter School shall provide the District with a list of special education students enrolled in the Charter School at the beginning of each school year and shall update the list on a quarterly basis.
2. Identification and Referral. The Charter School shall have the same responsibility as any other public school in the District to work cooperatively with the District in identifying and referring students who have or may have exceptional needs that qualify them to receive special education services. The Charter School will develop, maintain, and implement policies and procedures to ensure identification and referral of students who have, or may have, such exceptional needs. These policies and procedures will be in accordance with California law and District policy. The District shall provide the Charter School with any assistance that it generally provides its other public schools in the identification and referral processes. A pupil shall be referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized. (Ed. Code, § 56303.)
3. Assessment. District staff shall conduct all necessary special education assessments of Charter School students, including but not limited to initial assessments, annual assessments and triennial assessments, unless the parties agree otherwise in writing. All such assessments will be conducted by qualified personnel and comply with state and federal law and regulations. (20 U.S.C. § 1414(a)-(c); 34 C.F.R. §§ 300.300-305; Ed. Code, § 56320; Cal. Code Regs., tit. 5, § 3023.) Except as provided by state and federal law, the District and the Charter School may not conduct an assessment without first obtaining the written consent of the Parent/Guardian. (20 U.S.C. § 1414(a)(1)(D); 34 C.F.R. § 300.300; Ed. Code, § 56321.)

If a Parent/Guardian refuses to consent to an assessment that the District or the Charter School believes is required to provide a Charter School student with FAPE, the Charter School shall immediately notify the District.

The Charter School shall not refer its students for independent educational evaluations without prior written approval of the District.

4. Interim Placement. For students with a current IEP who enroll in the Charter School from a school outside the District, the Charter School shall immediately provide the student with an interim placement not to exceed 30 days. The interim placement must be in conformity with the last signed and implemented IEP, unless the Parent/Guardian agrees otherwise. The IEP implemented during the interim placement may be either the student's existing IEP or a new IEP developed in conformity with applicable state and federal law. Before the expiration of the 30 day period, the interim placement shall be reviewed by the IEP team and final recommendations made. (Ed. Code, § 56325.)

The Charter School shall notify the District immediately of students who may fall into this category. The District will provide consultative assistance and necessary services to the Charter School to help transition such students.

5. Attendance Monitoring. The Charter School shall monitor attendance for related services on a monthly basis to ensure students are accessing all services outlined in their IEPs.

C. Individualized Education Programs (IEPs)

1. IEP Team Membership. IEP team membership shall be in compliance with state and federal law and shall include a designated representative of the Charter School and a designated representative of the District. (20 U.S.C. § 1414(d)(1)(B); 34 C.F.R. § 300.344; Ed. Code, § 56341(b).)
2. IEP Meetings. Responsibility for arranging necessary IEP meetings shall be allocated in accordance with the District's general practice and procedure and applicable law. The Charter School shall be responsible for having the designated representative of the Charter School and other members of the student's IEP team, including at least one general education teacher knowledgeable about the regular education program at the Charter School, in attendance at the IEP. District staff and Charter School staff shall consult as needed and work cooperatively to review individual students' assessment data and progress prior to IEP meetings and discuss how special students' needs may be most effectively met. However the District staff and Charter School shall not predetermine any

aspect of the IEP. The Parent/Guardian shall be given a copy of the procedural safeguards upon notice of each IEP meeting. (Ed. Code, § 56341.)

3. IEP Contents. The Charter School shall use the SELPA forms to complete its IEPs. Each IEP must include, but is not limited to: a statement of the child's present levels of educational performance; measurable annual goals; the special education and related services and supplementary aids and services to be provided to the child; an explanation of the extent, if any, to which a child will not participate with non-disabled children; the dates, frequency, location and duration of services for the child; and a statement of how the child's progress toward his or her annual goals will be measured. (20 U.S.C. § 1414(d)(1)(A); 34 C.F.R. § 300.320; Ed. Code, § 56345.)
4. Parental Consent to the IEP. The Parties may not implement an IEP to which a Parent/Guardian does not provide written consent. If a Parent/Guardian consents to only part of an IEP, the District and the Charter School must implement the portion of the IEP to which the Parent/Guardian consented. (Ed. Code, § 56346(e).) Notification of the other party is required any time a Parent/Guardian refuses to consent to any portion of an IEP. Anytime a Parent/Guardian refuses to consent to any portion of an IEP that the Charter School believes is required to provide a student with FAPE, the Charter School must notify the District.
5. IEP Implementation. The Charter School shall ensure that every aspect of a student's IEP is fully implemented, including but not limited to the specified programs, services, accommodations, modifications, and goals. In addition, the Charter School shall maintain and report each student's progress in all relevant areas of the IEP.

D. Program and Services

1. Eligibility and Placement. Decisions regarding eligibility, goals/objectives, program, placement and exit from special education shall be the decision of the IEP team. Services and placements shall be provided to all eligible Charter School students in accordance with the policies, procedures and requirements of the District, the SELPA and applicable law. Whenever the Charter School takes, proposes or refuses to initiate or change the identification, evaluation or educational placement of a Charter School student, the Charter School must, in consultation with the District, provide the Parent/Guardian with prior written notice of such action. (34 C.F.R. § 300.503.)

In the event that either party believes that placement in a District program

is necessary to provide a student with FAPE, such placement shall only be made by an IEP team comprised of representatives of the Charter School and the District.

2. Independent Study. No Charter School student eligible for special education and related services may participate in independent study, unless his or her IEP provides for such participation. The determination regarding the appropriateness of independent study for a particular student shall be made by the IEP team. (Ed. Code, § 51745(c).)
3. Referral to Nonpublic or Private Schools. The Charter School shall not make referrals for placement at nonpublic schools, private schools or residential placements without consultation with and prior written approval of the District. However, the decision to refer a student to a nonpublic or private school shall be an IEP team decision. If a parent unilaterally places a student at a nonpublic school, private school or in a residential placement, the Charter School shall immediately notify the District upon learning such information.
4. Transition Services. The District and the Charter School shall jointly ensure the provision of appropriate transition services to Charter School students in the same manner they are provided to other eligible students in the District. (20 U.S.C. § 1414(d)(1)(A)(viii); 34 C.F.R. §§ 300.43 and 300.320; Ed. Code, § 56345.1.) Transition services shall be provided in conformity with applicable state and federal law. Transition services will be addressed in each charter school student's IEP no later than age 16.
5. Transportation. The District shall provide transportation to any Charter School student, if required by that student's IEP. The Charter School shall not provide special education transportation to its students, unless the Parties agree otherwise. The Charter School shall pay the Special Education Transportation Encroachment to the District as set forth in Appendix A, per student transported, as calculated in paragraph VII(B), above. All special education transportation shall be provided in the same manner it is provided to other eligible students in the District.

IX. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

- A. Suspension and Expulsion. The Charter School shall have discipline policies that comply with all applicable portions of the California Education Code and Federal Code of Regulations, title 34 section 300.530, *et seq.* The Charter School shall provide a copy of such policies to the District. These include, but are not limited to policies regarding suspension, expulsion, conducting functional analysis assessments, drafting and reviewing behavior interventions plans, and conducting manifestation determination reviews. If a Charter School student is suspended for more than 10 days in any school year and/or commits an expellable offense, the

Charter School shall immediately notify the District and the District shall provide necessary assistance to support the discipline process, including, but not limited to, manifest determination reviews.

X. COMPLAINTS AND DISPUTE RESOLUTION

- A. Parent Concerns. The Charter School shall instruct Parents/Guardians to raise concerns regarding special education services, related services and rights to District and Charter School staff. Whenever a Parent/Guardian raises a concern regarding special education and/or related services, the Charter School shall immediately inform the District. The District representative in consultation with the Charter School's designated representative shall respond to and address the Parent/Guardian concerns.
- B. Complaints. In consultation with the Charter School, the District shall address/respond/investigate all complaints received under the Uniform Complaint procedure involving special education. The Charter School shall cooperate fully with reasonable requests from the District for information and documentation related to such complaints.
- C. Due Process Hearings. In consultation with the Charter School, the District may initiate a due process hearing related to the provision of FAPE to a Charter School student, if the District determines it is legally necessary to meet the District's responsibilities under federal and state law.

The District and the Charter School shall work together to defend any due process hearing brought by a student enrolled in the Charter School. If such hearing arises out of or results from the Charter School's negligent or wrongful acts or omissions in the performance of this Agreement, the Charter School shall indemnify the District to the fullest extent pursuant to Section XIII of this Agreement. If such hearing arises out of or results from the District's negligent or wrongful acts or omissions in the performance of this Agreement, the District shall indemnify the Charter School to the fullest extent pursuant to Section XIII of this Agreement. In the event that the District determines that legal counsel representation is needed, the District/Charter School shall be jointly represented by legal counsel, selected by the District, unless there is a conflict of interest. In the case separate counsel is needed by the Charter School, the Charter School shall be responsible for the separate costs of its legal counsel, in addition to its responsibilities for costs as set forth in this Agreement.

The Charter School and District shall cooperate fully with reasonable requests from one-another for information and documentation related to due process hearings in which the District and/or the Charter School is a party.

XI. SELPA ACTIVITIES

The District Superintendent or designee shall represent the Charter School at all SELPA activities as it represents the need of all schools in the District. Reports to the Charter School regarding SELPA decisions, policies, etc. shall be communicated to the Charter school as they are to all other schools within the District. To the extent that District staff has the opportunity to participate in committee meetings of the SELPA as representatives of their District, such opportunities shall be made available to Charter School staff.

XII. COST CONTAINMENT EFFORTS

Charter School and District acknowledge the importance of containing the costs of providing special education services to individual students so that these costs do not exceed the amount the District would normally expend if the student being served were attending a District school. Accordingly, Charter School agrees to fully cooperate with the District in order to achieve cost efficiencies to the extent expected of and practiced by other schools in the SELPA and SELPAs serving similar student populations.

XIII. INDEMNIFICATION, INSURANCE AND RISK MANAGEMENT

- A. The Charter School agrees to the terms set forth in paragraph 13, Indemnification, of the Operational Memorandum of Understanding between Sacramento City Unified School District and the Language Academy of Sacramento (“Operational MOU”) concurrently entered into herewith, which terms are incorporated as if fully set forth herein.
- B. The Non-Profit shall, for itself and the Charter School, comply with the terms set forth in paragraph 14 of the Operational MOU, Insurance and Risk Management, which terms are incorporated as if fully set forth herein.

XIV. MISCELLANEOUS PROVISIONS

- A. Venue. The validity of this Agreement and any of its terms or provisions as well as the rights and duties of the parties shall be governed by the laws of the state of California, and venue shall lie only in Sacramento County Superior Court.
- B. Modifications. No modifications, amendments, changes, or variations or any kind to this Agreement are authorized without written consent, evidenced by execution of an amendment by an authorized representative of each Party.
- C. Interpretation. The language herein shall be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all Parties shall be treated as equally responsible for such ambiguity.
- D. Integrated Agreement. This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral

agreement, nor explained or supplemented by evidence of consistent additional terms. Each of the Parties acknowledges that no one has made any promise, representation or warranty whatsoever, express or implied, written or oral, not contained herein to induce them to execute this Agreement, and that this Agreement is not executed in reliance upon any such promise, representation or warranty.

- E. Non-Assignability. This Agreement may not be assigned by the Parties.
- F. Binding Effect. This Agreement is binding upon the successors and assigns of the parties, subject to the non-assignability restrictions set forth in subsection E above.
- G. Survival of Covenants. Notwithstanding termination of the Agreement, the indemnification provisions shall survive and be fully enforceable notwithstanding the termination date of the Agreement.
- H. Notices. All notices required by this Agreement may be sent by United States mail; postage pre-paid, to the Parties as follows:

To the District at:
Sacramento City Unified School District
Attn: Charter Department
5735 47th Ave.
Sacramento, CA 95824
Facsimile: (916) 399 - 2058

To the Non-Profit and the Charter School at:
Sol Aureus College Preparatory
6620 Gloria Drive
Sacramento, CA 95831
Facsimile: (916) 421-0601

Any notices required by this Agreement sent by facsimile transmission or electronic mail to the facsimile and electronic mail addresses above shall be considered received on the business day they are sent, provided they are sent during in the receiving party's business hours and provided receipt is confirmed by telephone, facsimile, or electronic mail, and further provided the original is promptly placed into the United States mail, postage pre-paid, and addressed as indicated above.

- I. Warranty. Each person below warrants and guarantees that s/he is legally authorized to execute this Agreement on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Agreement.
- J. Counterparts. This Agreement may be signed in counterpart such that the

signatures may appear on separate signature pages. Facsimile or photocopy signatures shall have the same force and effect as original signatures.

K. Ratification. This Agreement shall not be effective until the District's governing board has ratified this Agreement.

Dated: _____

Norm Hernandez
Principal/Director of Operations
Sol Aureus College Preparatory

Dated: _____

Jorge Aguilar
Superintendent
Sacramento City Unified School District