



**Putting  
Children  
First**

# **BOARD OF EDUCATION MEETING AND WORKSHOP**

**Board of Education Members**

- Lavinia Grace Phillips, President (Trustee Area 7)*
- Jasjit Singh, Vice President (Trustee Area 2)*
- Chinua Rhodes, Second Vice President (Trustee Area 5)*
- Tara Jeane (Trustee Area 1)*
- Christina Pritchett (Trustee Area 3)*
- Jamee Villa (Trustee Area 4)*
- Taylor Kayatta (Trustee Area 6)*
- Justine Chueh-Griffith, Student Member*

**Thursday, September 19, 2024**

**5:00 p.m. Closed Session**

**6:00 p.m. Open Session**

**Serna Center**

*Community Conference Rooms  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824*

## **AGENDA**

**2024/25-3**

*Allotted Time*

**5:00 p.m. 1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

**2.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**3.0 CLOSED SESSION**

*While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.*

**3.1 Government Code 54956.9 - Conference with Legal Counsel:**

- a) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9 (Nine Potential Cases)*
- b) Existing litigation pursuant to subdivision (d)(1) of Government Code section 54956.9 (OAH Case No. 2024050659)*

**3.2 Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining SCTA SEIU, TCS, Teamsters, UPE, Non-Represented/Confidential Management (Cancy McArn)**

**3.3 Government Code 54957 – Public Employee Discipline/Dismissal/Release/Complaint**

**6:00 p.m. 4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

**4.1 The Pledge of Allegiance**

4.2 *Broadcast Statement*

4.3 *Stellar Student introduced by Board Member Jasjit Singh*

6:05 p.m. **5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

6:10 p.m. **6.0 AGENDA ADOPTION**

6:15 p.m. **7.0 PUBLIC COMMENT** **15 minutes**

*Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Public comment may be (1) emailed to [publiccomment@scusd.edu](mailto:publiccomment@scusd.edu); (2) submitted in writing through the district's website at <https://www.scusd.edu/submit-public-comment>; or (3) provided in-person at the meeting. The submission deadline for written public comments shall be no later than noon on the day of the meeting. If you intend to address the Board in-person, please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.*

6:30 p.m. **8.0 COMMUNICATIONS**

8.1 *Employee Organization Reports:*

- *SCTA*
- *SEIU*
- *TCS*
- *Teamsters*
- *UPE*

**Information**  
*SCTA – 15 minutes*  
*SEIU – 3 minutes*  
*TCS – 3 minutes*  
*Teamsters – 3 minutes*  
*UPE – 3 minutes*

6:57 p.m. 8.2 *District Advisory Committees:*

- *Student Advisory Council*
- *Community Advisory Committee*
- *District English Learner Advisory Committee*
- *Local Control Accountability Plan/Parent Advisory Committee*
- *Black/African American Advisory Board*
- *Community Schools Advisory Committee*
- *American Indian Education Program Parent Committee*

**Information**  
*3 minutes each*

**9.0 SPECIAL PRESENTATION**

7:18 p.m. 9.1 *Approve Resolution No. 3442: National Suicide Prevention and Recovery Month (Jacqueline Garner)* **Action**  
*5 minute presentation*  
*5 minute discussion*

7:28 p.m.	9.2	<i>Approve Resolution No. 3443: Recognition of National Hispanic Heritage Month (Board President Lavinia Phillips)</i>	<b>Action</b> 5 minute presentation 5 minute discussion
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**10.0 PUBLIC HEARING**

7:38 p.m.	10.1	<i>Determination Hearing for Charter Renewal for St. HOPE Public 7 (Amanda Goldman)</i>	<b>Action</b> 15 minute presentation 15 minute discussion
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8:08 p.m.	10.2	<i>Determination Hearing for Charter Renewal Sacramento Charter High School (Amanda Goldman)</i>	<b>Action</b> 15 minute presentation 15 minute discussion
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8:38 p.m.	10.3	<i>Public Hearing and Approval of Resolution No. 3438: Compliance with the Pupil Textbook and Instructional Materials Incentive Program (Erin Findley)</i>	<b>Conference/Action</b> 5 minute presentation 5 minute discussion
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**11.0 BOARD WORKSHOP/STRATEGIC INITIATIVE**

8:48 p.m.	11.1	<i>Approve 2023-24 Year End Financial Unaudited Actuals and 2024-25 Budget Update (Janea Marking)</i>	<b>Action</b> 20 minute presentation 10 minute discussion
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**12.0 COMMUNICATIONS**

9:18 p.m.	12.1	<i>Student Member Report (Justine Chueh-Griffith)</i>	<b>Information</b> 5 minutes
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9:23 p.m.	12.2	<i>President’s Report (Lavinia Phillips)</i>	<b>Information</b> 5 minutes
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9:28 p.m.	12.3	<i>Information Sharing by Board Members</i>	<b>Information</b> 10 minutes
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9:38 p.m.	<b>13.0 CONSENT AGENDA</b>		<b>Action</b> 2 minutes
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*Generally routine items are approved by one motion without discussion. The Superintendent or a Board member may request an item be pulled from the consent agenda and voted upon separately.*

**13.1 Items Subject or Not Subject to Closed Session:**

*13.1a Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices and Notices of Completion (Janea Marking)*

*13.1b Approve Contracts Report >\$15,000 (Janea Marking)*

*13.1c Approve Business and Financial Report: Warrants, Checks and Electronic Transfers Issued for the Period of June 1-31, 2024 (Janea Marking)*

*13.1d Approval of Unauthorized Vendor Payments (Janea Marking)*

*13.1e Approve Donations to the District for the Period of June 1-31, 2024  
(Janea Marking)*

*13.1f Approve Purchase Order Board Report for the Period of July 15, 2024, through  
August 14, 2024 (Janea Marking)*

*13.1g Approve Personnel Transactions (Cancy McArn)*

*13.1h Approve Resolution No. 3437: Estimate Gann Appropriation Limitation for  
2024-25 and Gann Amendment Calculation for 2023-24 (Janea Marking)*

*13.1i Approve Prop 28 Annual Report for 2023-24 (Yvonne Wright)*

*13.1j Approve Miwok Middle field trip to Louisville, KY on November 7, 2024  
(Mary Hardin Young & Jerad Hyden)*

*13.1k Approve AM Winn field trip to Ashland, OR from October 11-12, 2024  
(Mary Hardin Young & Tuan Duong)*

*13.1l Approve Resolution No. 3444: Resolution Of Intention To Convey Public Utility  
Easement To Sacramento Municipal Utility District At Edward Kemble and Cesar  
Chavez Elementary Schools (Janea Marking)*

9:40 p.m. **14.0 FUTURE BOARD MEETING DATES / LOCATIONS**

- ✓ *October 3, 2024, 5:00 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center,  
5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting*
- ✓ *October 24, 2024, 5:00 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center,  
5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting*

9:42 p.m. **15.0 ADJOURNMENT**

*NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 48 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education relating to an open session item will be available for public inspection at the Serna Center, at 5735 47<sup>th</sup> Avenue, Sacramento, during normal business hours or on the District's website at [www.scusd.edu](http://www.scusd.edu).*



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1

**Meeting Date:** September 19, 2024

**Subject:** Approve Resolution No. 3442 National Suicide Prevention and Recovery Month

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

**Division:** Student Support & Health Services

**Recommendation:** Approval of Board Resolution No. 3442 National Suicide Prevention and Recovery Month

**Background/Rationale:** In support of National Suicide Prevention Awareness Week, World Suicide Prevention Day and National Recovery Month, all held in September, we are encouraging a special focus on the intersection between suicide prevention, alcohol and drug use and efforts that foster resilience, recovery and well-being for our students, families, staff and community.

Board Resolution was developed and will be presented in partnership with the newly formed Student Mental Health Wellness group.

**Financial Considerations:** None

**LCAP Goal(s):** Goal 3: All students and families will feel safe and connected in their school community.

**Documents Attached:**

1. Suicide Prevention Board Resolution No. 3442

**Estimated Time of Presentation:** 5 minutes

**Submitted by:** Jacqueline Garner, Student Support & Health Services

**Approved by:** Lisa Allen, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF  
EDUCATION**

**RESOLUTION NO. 3442**

**“NATIONAL SUICIDE PREVENTION AND RECOVERY MONTH”**

**WHEREAS**, the second week of each September is National Suicide Prevention Week, and September is National Recovery Month, when millions of people around the world join their voices to share a message of hope and healing; and

**WHEREAS**, these observances are united in raising awareness that prevention is possible; treatment is effective; and people can and do recover to live healthy, fulfilling lives; and

**WHEREAS**, the most recent California Healthy Kids Survey (CHKS) of students indicated that 33% of Sacramento County students reported experiencing depression-related feelings and one in five students reported seriously considering suicide in the past 12 months; and

**WHEREAS**, the same CHKS Survey of 7th, 9th, and 11th graders indicated that 37% of California students experience chronic sadness or depression and that 15% of California students considered suicide within the last year; and

**WHEREAS**, according to the Centers for Disease Control (CDC), one person dies by suicide every 11 minutes, resulting in 49,000 deaths each year in the United States; and suicide was the second leading cause of death for people ages 10-14 and the third leading cause of death for people ages 15-24; and

**WHEREAS**, suicide is a preventable national, state, and local public health problem; and

**WHEREAS**, strategies to prevent suicide include teaching students coping, problem solving, and help-seeking skills including support social-emotional learning programs, providing caregiver support and training to improve family relationships, and support resiliency building through education programs; and

**WHEREAS**, the CDC recommends that providing a safe and nurturing school environment ensures both the physical, psychological, and emotional safety of students and staff and minimizes suicidal ideation; and

**WHEREAS**, we must encourage and assist friends, family, co-workers, and providers in recognizing the signs of a problem, warning signs of suicide, and guiding those in need to appropriate services and supports; and

**WHEREAS**, resiliency begins early in life within families, day cares, and schools, and can be strengthened and reinforced throughout the life span; and

**WHEREAS**, recovery and wellness encompass the whole individual, including mind, body, spirit, culture and community; and

**WHEREAS**, the SCUSD Student Support & Health Services team is dedicated to promoting and providing suicide prevention awareness, education and interventions designed to build resiliency, create safety, and find hope; and

**WHEREAS**, SCUSD has taken a number of steps to support our students, staff and families mental health and well-being, including providing all SCUSD community access to Care Solace, a resource that provides navigation and linkage to community-based mental health and substance abuse treatment; ensuring school-based mental health support staffing to all schools in order to increase access to early identification and intervention; and most recently, working with SCUSD’s Student Advisory Council to establish the SCUSD Student Mental Wellness Council.

**NOW, THEREFORE, BE IT RESOLVED** that the Sacramento City Unified School District Board of Education proclaims the month of September 2024 is Suicide Prevention and Recovery Month.

**BE IT FURTHER RESOLVED**, that the SCUSD Student Mental Wellness Council will continue to elevate this conversation throughout the coming year in an effort not to lose one more life.

**BE IT FURTHER RESOLVED**, that SCUSD will continue to strive toward individualized access to school- and community-based mental health services and supports for all students and staff.

**BE IT FURTHER RESOLVED**, that Sacramento City Unified School District Board of Education encourages all members of our school community to actively participate in Suicide Prevention Month Initiatives such as staff trainings and student classroom education, and join us in our commitment to promoting mental health and preventing suicide.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 19th day of September, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Lisa Allen  
Secretary of the Board of Education

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Lavinia Phillips  
President of Board of Education



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.2

**Meeting Date:** September 19, 2024

**Subject:** Approve Resolution No. 3443 Recognition of National Hispanic Heritage Month

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

**Division:** Multilingual Literacy Department

**Recommendation:**

Approve Resolution No. 3443 Recognition of National Hispanic Heritage Month

**Background/Rationale:** September 15 through October 15, 2024 is National Hispanic Heritage Month, which was started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988. Hispanic Heritage Month was enacted into law on August 17, 1988. The SCUSD Board of Education recognizes the positive influences Hispanics have on the country and in the community through their strong commitment to family, faith, hard work, and service, and commends the many local community organizations that support their progress, enrich their culture, and celebrate the multiethnic and multicultural customs of the Hispanic communities. The District recognizes the contributions of local Hispanic leaders, District staff, students, and their families.

**Financial Considerations:** N/A

**LCAP Goal:** Safe, Emotionally Healthy and Engaged Students

**Documents Attached:**

1. Resolution No. 3443



**Estimated time of Presentation:** 5 minutes

**Submitted by:** Lavinia Phillips, Board President

**Approved by:** Lisa Allen, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 3443**

**RECOGNITION OF  
NATIONAL HISPANIC HERITAGE MONTH  
MES DE LA HERENCIA HISPANA**

**WHEREAS**, the Sacramento City Unified School District takes great pride in joining citizens throughout the country in recognizing National Hispanic Heritage Month, which honors the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America; and

**WHEREAS**, the first national recognition of Hispanic heritage began with an observation of one week in 1968 and was enacted into law on August 17, 1988, on the approval of Public Law 100-402, to cover a 30-day span beginning on September 15; and

**WHEREAS**, the day of September 15 is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua, we must not forget that Brazil celebrates their Independence Day on September 7 (1822), Mexico on September 16 (1810), Chile on September 18 (1810), respectively; and

**WHEREAS**, California is one of thirteen states in America with a population of more than 1 million or more Hispanic residents.

**WHEREAS**, the 2024 theme for National Hispanic Heritage Month “Pioneers of Change: Shaping the Future Together,” recognizes the influential contributions and visionary leadership of Hispanic, Latino, and Latinx individuals in the economic, political, and social growth of the U.S.; celebrates trailblazers who drive progress, and acknowledges how cultural heritage shapes our present and future actions while valuing diverse contributions to create a more inclusive future; and

**WHEREAS**, Sacramento City Unified School District serves more than 16,052 Latino and Latinx students or about 42 percent of the student population; and

**WHEREAS**, 205 students have received the Spanish Language Seal of Biliteracy through the Multilingual Literacy Department in Sacramento City Unified School District in the 2023-24 school year; and

**WHEREAS**, Sacramento City Unified School District is committed to improving the academic and social-emotional outcomes for English language learners and all students in the district; and

**WHEREAS**, the Sacramento City Unified School District Board of Education recognizes the positive influence Latino and Latinx individuals have on our country, state, communities, and district, which supports their progress, enriches their culture, and celebrates the multiethnic and multicultural customs of Latino and Latinx communities.

**BE IT FURTHER RESOLVED**, that the Sacramento City Unified School District Board of Education commits to actively promoting and supporting initiatives that hone the contributions of latino and Latinx individuals, fostering an environment of inclusion and respect, and ensuring that the diverse cultural heritage of these communities is reflected in our educational programs and practices.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sacramento City Unified Board of Education declares September 15 through October 15, 2024, as National Hispanic Heritage Month, recognizes the contributions of local Latino and Latinx leaders, District staff, students, and their families.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 19th day of September 2024, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Lisa Allen  
Secretary of the Board of Education

\_\_\_\_\_  
Lavinia Phillips  
President of the Board of Education



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1

**Meeting Date:** September 19, 2024

**Subject:** Determination Hearing for Charter Renewal for St. HOPE Public School 7

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

**Division:** Deputy Superintendent's Office

**Recommendation:** Based on St. HOPE Public School 7's (PS7) status in the California Department of Education's middle-performing renewal level, a comprehensive review of the charter renewal petition, an evaluation of its program over the most recent charter term, and response to the District's Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (Notice to Cure) pursuant to E.C. section 47607(e), the District's review team has concluded that the renewal petition, coupled with the corrective action plan submitted in response to the Notice to Cure, **collectively meet the minimum legal standards under the Education Code to qualify for approval for the requested five-year term, beginning July 1, 2025, through June 30, 2030.**

If the District's Board takes action to approve the renewal petition, District staff will oversee PS7's full satisfaction of the corrective actions described in the plan and any other conditions or oversight items that the Board may direct.

**Background/Rationale:** On June 28, 2024, PS7 submitted a petition to renew its charter. It is requesting to renew the term of its charter, which expires on June 30, 2025. On August 8, 2024, the District held an initial public hearing to consider the level of support for the petition from the district's teachers, other employees, and parents/guardians. The governing board of the school district shall either grant or deny the renewal of the charter within 90 days of receipt of the petition. At the hearing in which the governing board votes on the renewal of the charter, the charter petitioners

must be provided with equal time and procedures as district staff to address the board on the proposed recommendation and findings on the petition.

District staff, in collaboration with an external review team, reviewed the submitted petition, artifacts from the PS7's most recent charter term, and publicly-available student outcome data. District staff also reviewed PS7's corrective action plan submitted in response to the District's Notice to Cure. Findings from that process were compiled into the Staff Renewal Report, which was posted on the district's website on September 4, 2024. The Staff Renewal Report (attached) also includes an overview of the legal guidance on the criteria for renewal.

Education Code sets out specific procedures that must be followed as part of the petition review process. One of these procedures is for District staff to propose written factual findings concerning the petition, which could support either a reauthorization or a denial of the charter. This were done in the form of the Staff Renewal Report. They are based on staff's evaluation, and the Board is not required to adopt the findings in that report in whole or in part. If there are specific findings of fact that the Board desires to make concerning the petition, which may include findings supporting a denial, that is its prerogative and such action is consistent with the statutory language of The Charter Schools Act.

Ultimately, the Board is the decisionmaker on whether to approve, conditionally approve, or deny the charter. The attached sample resolutions are designed to provide the Board with draft language around which to formalize that decision.

**Financial Considerations:** Review of the fiscal portions of the petition did not reveal any fiscal concerns that would likely result in a change of financial position for either the charter or the district.

**LCAP Goal(s):** Goal 2: Improving Academic Outcomes

**Documents Attached:**

1. Sample Resolution Language for Board Consideration
2. Exhibit A: Notice to Cure, dated July 26, 2024
3. Exhibit B: Response and Corrective Action Plan, dated August 26, 2024
4. Exhibit C: Staff Renewal Report, posted September 4, 2024

**Estimated Time of Presentation:** 15 minutes (Charter School must be allotted equal time to district staff)

**Submitted by:** Mary Hardin Young, Deputy Superintendent  
Amanda Goldman, Director, Innovative Schools

**Approved by:** Lisa Allen, Superintendent



## **Sample Resolutions**

St. HOPE Public School 7

September 19, 2024

The following are sample resolutions that the board may use in their decision on the renewal of the charter. Where sections have been left blank, the board should include additional findings from the Staff Renewal Report to support the resolution.

They include:

1. An approval resolution, which references the charter school's agreement/affirmation to negotiate and enter into an MOU;
2. A conditional approval resolution, which requires the Board to articulate specific conditions that will need to be met by the charter school before it is effectively reauthorized; and
3. A denial resolution, which requires the Board to provide written factual findings supporting one or more legal grounds for denial, all of which are described in the resolution's recitals.

All three sample resolutions mention 3 attached exhibits. All of which follow at the end of this document.

- Exhibit A: Notice to Cure, dated July 26, 2024
- Exhibit B: Response and Corrective Action Plan, dated August 26, 2024
- Exhibit C: Staff Renewal Report posted September 4, 2024

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Resolution No. 3439**

**Resolution to Approve the Renewal Petition for  
St. HOPE Public School 7**

**WHEREAS**, the approval of charter schools is governed by the Charter Schools Act of 1992, as subsequently amended, codified in Education Code section 47600 *et seq.*, and the implementing regulations of Title 5 of the California Code of Regulations (5 C.C.R. § 11960 *et seq.*);

**WHEREAS**, on June 28, 2024, the Sacramento City Unified School District (“District”) received the petition (“Renewal Petition”) for St. HOPE Public School 7 (“Charter School”).

**WHEREAS**, on July 26, 2024, the District issued a Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice to Cure”) to St. Hope Public Schools (“SHPS”), as the operator of the Charter School, due to concerns regarding the Charter School’s fiscal and governance practices, which needed to be remedied, refuted, or include a corrective action plan on or before August 26, 2024, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference;

**WHEREAS**, a public hearing on the Renewal Petition was held on August 8, 2024, at which time the District’s Board of Education (“Board”) considered the level of support for the Renewal Petition by teachers employed by the District, other employees of the District, and parents/guardians.

**WHEREAS**, on August 26, 2024, SHPS, on behalf of the Charter School, submitted its written response to the Notice to Cure (“Response”), a copy of which (excluding exhibits due to size) is attached hereto as **Exhibit B** and incorporated herein by reference, which included a corrective action plan to address the fiscal and governance concerns addressed in the Notice to Cure.

**WHEREAS**, the Board published District’s *Staff Renewal Report* on September 4, 2024, which includes staff’s proposed findings of fact based on its evaluation of the Renewal Petition, information from the Charter School’s last charter term, available student outcome data, and SHPS’s Response and corrective action plan;

**WHEREAS**, the Board has convened on September 19, 2024, to consider whether to grant or deny the Renewal Petition;

**WHEREAS**, renewals of charters are governed by the standards and criteria set forth in Education Code sections 47605, 47607, and 47607.2;

**WHEREAS**, the consideration of a renewal petition requires the District to (1) determine whether the charter school meets applicable eligibility requirements using the new accountability criteria under the law and reflected in the California School Dashboard, and (2) evaluate whether the renewal petition meets the standards and criteria set forth in Education Code section 47605;

**WHEREAS**, Education Code section 47607 describes a three-tiered system that categorizes a charter school as a high-performing, middle-performing, or low-performing charter school. The designation of a charter school in a particular tier determines the level of review that the chartering authority must conduct to evaluate whether the charter school is eligible for renewal of its charter;

**WHEREAS**, for charter schools designated as middle-performing, the District must evaluate the following: (1) the charter school's performance on the state and local indicators on the California School Dashboard, both on a schoolwide basis and for all student subgroups served by the charter school, giving greater weight to the charter school's performance on measurements of academic performance, and (2) clear and convincing evidence, as demonstrated by verified data, which shows that the charter school has either (a) achieved measurable increases in student academic achievement, as defined by at least one year's progress for each year in school, or (b) strong post-secondary outcomes (e.g., college enrollment, persistence, and completion rates equal to similar peers). If a charter school satisfies such criteria, the Board may grant a renewal term of five years;

**WHEREAS**, the governing board of a school district shall not deny a petition unless it makes written factual findings specific to the particular petition, setting forth specific facts to support one or more of the following findings:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by subdivision (a) of Education Code section 47605. (*The signature requirement is not applicable to a renewal petition.*)
4. The petition does not contain an affirmation of each of the required conditions.
5. The petition does not contain reasonably comprehensive descriptions of all required elements.
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act.



7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. *(This finding is not applicable to a renewal petition.)*
8. The school district is not positioned to absorb the fiscal impact of the proposed charter school. *(This finding is not applicable to a renewal petition.)*

**WHEREAS**, the governing board of a school district may deny renewal of a charter school in the middle-performing tier only upon making the following specific written findings:

1. The school has failed to make sufficient progress toward meeting standards that provide a benefit to the school's students; and
2. Closure of the school is in the students' best interests; and
3. The decision provided greater weight to performance on "measurements of academic performance"—the test-based indicators in English-Language Arts and mathematics, the English Learner Progress Indicator, and the Career and College Indicator.

**WHEREAS** the Charter School is designated as a "middle-performing" charter school by the California Department of Education.

**WHEREAS**, the District has reviewed, evaluated, and considered the academic performance data provided by the Charter School as part of its Renewal Petition; and

**WHEREAS**, in considering the academic performance of the Charter School's students, the District has determined that the Charter School has met the applicable criteria to be eligible for renewal, a summary of which is included in the *Staff Renewal Report* published on September 4, 2024, which is attached hereto as **Exhibit C** and incorporated herein by reference.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education of the Sacramento City Unified School District does resolve, determine, and order the following:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has considered the Renewal Petition of the Charter School, including its academics, finances, operations, and other components, in addition to the criteria for renewal set out in the Education Code.
3. The Board has considered the Response to the Notice to Cure, including the proposed corrective action plan to address the identified fiscal and governance concerns.
4. The Board has considered, and approves of, the admissions preferences described in the Renewal Petition.

5. The Board hereby approves the Renewal Petition for a five-year term, beginning on July 1, 2025 and ending on June 30, 2030, subject to the findings of fact set forth in the *Staff Renewal Report* published on September 4, 2024, and included in Exhibit C to this Resolution.
6. Consistent with the affirmation contained in the Charter School’s Renewal Petition on page 186, the Board directs District staff and the Charter School to negotiate a memorandum of understanding addressing the respective rights and obligations of the parties consistent with the authorizer-charter relationship, which shall be approved by the respective governing boards of the parties prior to the commencement of the Charter School’s renewal term on July 1, 2025.
7. The Superintendent or her designee is authorized and directed to take such action as may be reasonably necessary to effectuate the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Board of Education on September 19, 2024, at a duly noticed meeting by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Lisa Allen, Superintendent

\_\_\_\_\_  
Lavinia Phillips, Board President

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Resolution No. 3439**

**Resolution to Conditionally Approve the Renewal Petition for  
St. HOPE Public School 7**

**WHEREAS**, the approval of charter schools is governed by the Charter Schools Act of 1992, as subsequently amended, codified in Education Code section 47600 *et seq.*, and the implementing regulations of Title 5 of the California Code of Regulations (5 C.C.R. § 11960 *et seq.*);

**WHEREAS**, on June 28, 2024, the Sacramento City Unified School District (“District”) received the petition (“Renewal Petition”) for St. HOPE Public School 7 (“Charter School”).

**WHEREAS**, on July 26, 2024, the District issued a Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice to Cure”) to St. Hope Public Schools (“SHPS”), as the operator of the Charter School, due to concerns regarding the Charter School’s fiscal and governance practices, which needed to be remedied, refuted, or include a corrective action plan on or before August 26, 2024, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference;

**WHEREAS**, a public hearing on the Renewal Petition was held on August 8, 2024, at which time the District’s Board of Education (“Board”) considered the level of support for the Renewal Petition by teachers employed by the District, other employees of the District, and parents/guardians;

**WHEREAS**, on August 26, 2024, SHPS, on behalf of the Charter School, submitted its written response to the Notice to Cure (“Response”), a copy of which (excluding exhibits due to size) is attached hereto as **Exhibit B** and incorporated herein by reference, which included a corrective action plan to address the fiscal and governance concerns addressed in the Notice to Cure.

**WHEREAS**, the Board published District’s *Staff Renewal Report* on September 4, 2024, which includes staff’s proposed findings of fact based on its evaluation of the Renewal Petition, information from the Charter School’s last charter term, available student outcome data, and SHPS’s Response and corrective action plan.

**WHEREAS**, the Board has convened on September 19, 2024, to consider whether to grant or deny the Renewal Petition.

**WHEREAS**, renewals of charters are governed by the standards and criteria set forth in Education Code sections 47605, 47607, and 47607.2;

**WHEREAS**, the consideration of a renewal petition requires the District to (1) determine whether the charter school meets applicable eligibility requirements using the new accountability criteria under the law and reflected in the California School Dashboard, and (2) evaluate whether the renewal petition meets the standards and criteria set forth in Education Code section 47605;

**WHEREAS**, Education Code section 47607 describes a three-tiered system that categorizes a charter school as a high-performing, middle-performing, or low-performing charter school. The designation of a charter school in a particular tier determines the level of review that the chartering authority must conduct to evaluate whether the charter school is eligible for renewal of its charter;

**WHEREAS**, for charter schools designated as middle-performing, the District must evaluate the following: (1) the charter school's performance on the state and local indicators on the California School Dashboard, both on a schoolwide basis and for all student subgroups served by the charter school, giving greater weight to the charter school's performance on measurements of academic performance, and (2) clear and convincing evidence, as demonstrated by verified data, which shows that the charter school has either (a) achieved measurable increases in student academic achievement, as defined by at least one year's progress for each year in school, or (b) strong post-secondary outcomes (e.g., college enrollment, persistence, and completion rates equal to similar peers). If a charter school satisfies such criteria, the Board may grant a renewal term of five years;

**WHEREAS**, the governing board of a school district shall not deny a petition unless it makes written factual findings specific to the particular petition, setting forth specific facts to support one or more of the following findings:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by subdivision (a) of Education Code section 47605. (*The signature requirement is not applicable to a renewal petition.*)
4. The petition does not contain an affirmation of each of the required conditions.
5. The petition does not contain reasonably comprehensive descriptions of all required elements.
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act.

7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. (*This finding is not applicable to a renewal petition.*)
8. The school district is not positioned to absorb the fiscal impact of the proposed charter school. (*This finding is not applicable to a renewal petition.*)

**WHEREAS**, the governing board of a school district may deny renewal of a charter school in the middle-performing tier only upon making the following specific written findings:

1. The school has failed to make sufficient progress toward meeting standards that provide a benefit to the school's students; and
2. Closure of the school is in the students' best interests; and
3. The decision provided greater weight to performance on "measurements of academic performance"—the test-based indicators in English-Language Arts and mathematics, the English Learner Progress Indicator, and the Career and College Indicator.

**WHEREAS**, the Charter School is designated as a "middle-performing" charter school by the California Department of Education;

**WHEREAS**, the District has reviewed, evaluated, and considered the academic performance data provided by the Charter School as part of its Renewal Petition;

**WHEREAS**, in considering the academic performance of the Charter School's students, the District has determined that the Charter School has met the applicable criteria to be eligible for renewal, a summary of which is included in the *Staff Renewal Report* published on September 4, 2024, which is attached hereto as **Exhibit C** and incorporated herein by reference; and

**WHEREAS**, the District has also reviewed the Renewal Petition and, although the District had identified certain concerns and issues, which are noted in the *Staff Renewal Report*, the District believes that such matters can be effectively addressed as part of the charter oversight and monitoring process.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education of the Sacramento City Unified School District does resolve, determine, and order the following:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has considered the Renewal Petition of the Charter School, including its academics, finances, operations, and other components, in addition to the criteria for renewal set out in the Education Code.

3. The Board has considered the Response to the Notice to Cure, including the proposed corrective action plan to address the identified fiscal and governance concerns.
4. The Board has considered, and approves of, the admissions preferences described in the Renewal Petition.
5. The Board hereby approves the Renewal Petition for a five-year term, beginning on July 1, 2025, and ending on June 30, 2030, subject to the findings of fact set forth in the *Staff Renewal Report* published on September 4, 2024, and included in Exhibit C to this Resolution, and also subject to full satisfaction of the following conditions which must be met by the Charter School no later than the corresponding deadlines specified below.
  - a. District staff and the Charter School shall negotiate a memorandum of understanding addressing the respective rights and obligations of the parties consistent with the authorizer-charter relationship, which shall be approved by the respective governing boards of the parties prior to the commencement of the Charter School's renewal term on July 1, 2025.
  - b. [insert additional condition]
  - c. [insert additional condition, if applicable]
  - d. [insert additional condition, if applicable]
6. The Superintendent or her designee shall have authority to determine whether the conditions specified above have been effectively met by the Charter School.
7. The Superintendent or her designee is authorized and directed to take all other such actions as may be reasonably necessary to effectuate the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Board of Education on September 19, 2024, at a duly noticed meeting by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Lisa Allen, Superintendent

\_\_\_\_\_  
Lavinia Phillips, Board President

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Resolution No. 3439**

**Resolution to Deny the Renewal Petition for  
St. HOPE Public School 7**

**WHEREAS**, the approval of charter schools is governed by the Charter Schools Act of 1992, as subsequently amended, codified in Education Code section 47600 *et seq.*, and the implementing regulations of Title 5 of the California Code of Regulations (5 C.C.R. § 11960 *et seq.*);

**WHEREAS**, on June 28, 2024, the Sacramento City Unified School District (“District”) received the petition (“Renewal Petition”) for St. HOPE Public School 7 (“Charter School”).

**WHEREAS**, on July 26, 2024, the District issued a Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice to Cure”) to St. Hope Public Schools (“SHPS”), as the operator of the Charter School, due to concerns regarding the Charter School’s fiscal and governance practices, which needed to be remedied, refuted, or include a corrective action plan on or before August 26, 2024, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference;

**WHEREAS**, a public hearing on the Renewal Petition was held on August 8, 2024, at which time the District’s Board of Education (“Board”) considered the level of support for the Renewal Petition by teachers employed by the District, other employees of the District, and parents/guardians;

**WHEREAS**, on August 26, 2024, SHPS, on behalf of the Charter School, submitted its written response to the Notice to Cure (“Response”), a copy of which (excluding exhibits due to size) is attached hereto as **Exhibit B** and incorporated herein by reference, which included a corrective action plan to address the fiscal and governance concerns addressed in the Notice to Cure;

**WHEREAS**, the Board published District’s *Staff Renewal Report* on September 4, 2024, which includes staff’s proposed findings of fact based on its evaluation of the Renewal Petition, information from the Charter School’s last charter term, available student outcome data, and SHPS’s Response and corrective action plan;

**WHEREAS**, the Board has convened on September 19, 2024, to consider whether to grant or deny the Renewal Petition;

**WHEREAS**, renewals of charters are governed by the standards and criteria set forth in Education Code sections 47605, 47607, and 47607.2;

**WHEREAS**, the consideration of a renewal petition requires the District to (1) determine whether the charter school meets applicable eligibility requirements using the new accountability criteria under the law and reflected in the California School Dashboard, and (2) evaluate whether the renewal petition meets the standards and criteria set forth in Education Code section 47605;

**WHEREAS**, Education Code section 47607 describes a three-tiered system that categorizes a charter school as a high-performing, middle-performing, or low-performing charter school. The designation of a charter school in a particular tier determines the level of review that the chartering authority must conduct to evaluate whether the charter school is eligible for renewal of its charter;

**WHEREAS**, for charter schools designated as middle-performing, the District must evaluate the following: (1) the charter school's performance on the state and local indicators on the California School Dashboard, both on a schoolwide basis and for all student subgroups served by the charter school, giving greater weight to the charter school's performance on measurements of academic performance, and (2) clear and convincing evidence, as demonstrated by verified data, which shows that the charter school has either (a) achieved measurable increases in student academic achievement, as defined by at least one year's progress for each year in school, or (b) strong post-secondary outcomes (e.g., college enrollment, persistence, and completion rates equal to similar peers). If a charter school satisfies such criteria, the Board may grant a renewal term of five years;

**WHEREAS**, the governing board of a school district shall not deny a petition unless it makes written factual findings specific to the particular petition, setting forth specific facts to support one or more of the following findings:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by subdivision (a) of Education Code section 47605. (*The signature requirement is not applicable to a renewal petition.*)
4. The petition does not contain an affirmation of each of the required conditions.
5. The petition does not contain reasonably comprehensive descriptions of all required elements.
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act.



7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. *(This finding is not applicable to a renewal petition.)*
8. The school district is not positioned to absorb the fiscal impact of the proposed charter school. *(This finding is not applicable to a renewal petition.)*

**WHEREAS**, the governing board of a school district may deny renewal of a charter school in the middle-performing tier only upon making the following specific written findings:

1. The school has failed to make sufficient progress toward meeting standards that provide a benefit to the school's students; and
2. Closure of the school is in the students' best interests; and
3. The decision provided greater weight to performance on "measurements of academic performance"—the test-based indicators in English-Language Arts and mathematics, the English Learner Progress Indicator, and the Career and College Indicator.

**WHEREAS**, the Charter School is designated as a "middle-performing" charter school by the California Department of Education;

**WHEREAS**, the District has reviewed, evaluated, and considered the academic performance data provided by the Charter School as part of its Renewal Petition; and

**WHEREAS**, in considering the academic performance of the Charter School's students, in addition to information from the Charter School's most recent charter term and the content of the Renewal Petition, the District has determined that the Charter School does not meet the applicable criteria to be eligible for renewal due to certain deficiencies and concerns, as described in the *Staff Renewal Report* published on September 4, 2024, which is attached hereto as **Exhibit C** and incorporated herein by reference, and the findings of fact described below.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education of the Sacramento City Unified School District does resolve, determine, and order the following:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has considered the Renewal Petition of the Charter School, including its academics, finances, operations, and other components, in addition to the criteria for renewal set out in the Education Code.
3. The Board has considered the Response to the Notice to Cure, including the proposed corrective action plan to address the identified fiscal and governance concerns.
4. The Board has considered the admissions preferences described in the Renewal Petition.

5. The Board has determined that specific findings of fact support one or more legal grounds to deny the Renewal Petition. These findings include the following:
  - a. [Describe finding of fact and corresponding legal ground for denial.]
  - b. [Describe finding of fact and corresponding legal ground for denial.]
  - c. [Describe finding of fact and corresponding legal ground for denial.]
6. Based on the findings of fact articulated above, the Board hereby denies the Renewal Petition for the Charter School.
7. The Superintendent or her designee is authorized and directed to take such action as may be reasonably necessary to effectuate the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Board of Education on September 19, 2024, at a duly noticed meeting by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Lisa Allen, Superintendent

\_\_\_\_\_  
Lavinia Phillips, Board President



BOARD OF EDUCATION

July 26, 2024

*Lavinia Grace Phillips  
President  
Trustee Area 7*

***Via U.S. Mail and E-Mail:***

*Jasjit Singh  
Vice President  
Trustee Area 2*

Lisa Ruda, Superintendent  
Members of the Board of Directors  
St. Hope Public Schools  
2315 34th Street  
Sacramento, CA 95817

*Chinua Rhodes  
2<sup>nd</sup> Vice President  
Trustee Area 5*

**Re: Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure Pursuant to Education Code section 47607(e)**

*Tara Jeane  
Trustee Area 1*

Dear Superintendent Ruda and Members of the Board of Directors:

*Christina Pritchett  
Trustee Area 3*

This letter serves as the Sacramento City Unified School District’s (“District”) Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice”) to St. Hope Public Schools (“SHPS”), which operates St. Hope Public School 7 (“PS7”) and Sacramento Charter High School (“SCHS”), pursuant to Education Code section 47607(e).

*Jamee Villa  
Trustee Area 4*

SHPS and the District have been partners in serving the students of Sacramento for over two decades. Though recently that partnership has become strained, it is the sincere hope of all parties involved in sending this Notice, that we can work together to craft a path forward. It is the shared interest of both the District and SHPS to ensure that students are provided opportunities to learn, grow and reach their greatness so that they may graduate with the greatest number of postsecondary choices from the widest array of options. The fiscal management and governance areas discussed in this Notice are both foundational and critical to this goal. Therefore, the District, as the authorizer responsible for the oversight of PS7 and SCHS, must be reasonably assured of the strength of those foundations.

*Taylor Kayatta  
Trustee Area 6*

On June 28, 2024, SHPS submitted a petition to renew the PS7 and SCHS charters for a term of five years (“Renewal Petitions”). Section 47607(e) provides that a chartering authority may deny the renewal of a charter school upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors after the chartering authority has provided at least 30 days’ notice to the charter school of the alleged violation(s) and provided the charter school with a reasonable opportunity to cure the violation(s), including a corrective action plan proposed by the charter school. Given the intertwined nature of the shared operations, leadership and governance of PS7 and SCHS, we have provided this Notice, which is equally applicable to both charter schools, to SHPS.

*Justine Chueh-Griffith  
Student Board Member*

Pursuant to Education Code section 47607(e), the District shall give SHPS a reasonable period of time to remedy or refute the fiscal and governance violations<sup>1</sup> described in this Notice. The District has determined that the violations identified below need to be remedied, refuted or meaningfully addressed in a plan of action on or before **Monday, August 26, 2024, at 5:00 p.m.**

## **I. CONTEXT OF NOTICE AND INVESTIGATION**

In the spring of the 2023-24 school year, several concerns were raised about SHPS. Some of these concerns arose during the District's annual oversight process, others were shared with the District by California Teacher Association ("CTA") staff representing PS7 and SCHS educators, and others were brought by parents and teachers (former and current) of PS7 and SCHS. The District takes all concerns regarding the charter schools it authorizes seriously; however, at the same time, it recognizes that not all areas of a charter school's operations fall within its purview as an authorizer. As such, the District focused its investigation on the concerns falling within the scope of its oversight responsibilities, as well as those impacting the renewal of PS7's and SCHS's charters.

On May 10, 2024, the District notified SHPS of its intention to perform an investigation of these concerns. To ensure the investigation was implemented as objectively, independently and quickly as possible due to the anticipated submission of PS7's and SCHS's renewal petitions, the District contracted with Christy White Accountancy Corporation ("CW") to review items related to SHPS's governance and fiscal practices. The District's legal counsel, F3 Law, was also tasked to review the governance concerns, as well as other non-fiscal issues spanning the curriculum and instruction, special education, student discipline and chronic absenteeism, declining enrollment, employee complaints and other areas raised as concerns. A summary of the investigations is attached to this Notice.

It is important to note that this Notice pertains only to alleged fiscal and governance violations, including related staffing concerns. All other issues that were raised (and subsequently reviewed or investigated by F3 Law and District staff) shall be addressed, if substantiated, as part of the renewal process or pursuant to the District's oversight and monitoring of PS7 and SCHS during the remainder of their respective charter terms and any renewal terms.

On May 30, 2024, District staff requested a series of documents and other information from SHPS for purposes of the investigation. On June 20, 2024, SHPS provided an initial set of responsive records. SHPS provided additional records and clarification of those records in the subsequent weeks. CW and F3 Law completed their respective reviews on July 17, 2024.

There are two other entities described in this Notice: St. Hope Academy ("SHA") and St. Hope Development Center ("SHDC"). SHA was founded in July 1989 as an after-school program, but SHA now provides back-office services to SHPS. SHDC is described as a community and economic development organization under GuideStar and has the stated mission of fostering "the betterment of the community through real estate development and an increased quality of life through job training and employment opportunities." SHDC contracts with SHPS to provide property management and information technology services.

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<sup>1</sup> The term "violation" in this Notice is used in alignment with the statutory language of Education Code section 47607(e).

## II. ALLEGED FISCAL/GOVERNANCE VIOLATIONS

This section contains a description of the three areas identified by the District as alleged fiscal/governance violations. To add transparency and clarity, the District has summarized what it believes to be relevant law or charter provisions, the alleged violation with supporting detail, and encouraged corrective options. The District hopes that SHPS will consider this information supportive.

### A. Non-GAAP Accounting Practices

#### *Relevant Law/Charter Provisions*

Charter schools – just like public school districts – are entrusted with the responsibility of managing public taxpayer funds in a fiscally-responsible and legally-compliant manner. Specifically, charter schools are required to meet generally accepted accounting principles (“GAAP”) and prudently oversee their finances. Failure to do so can result in the non-renewal or revocation of the charter school’s charter. (See Education Code sections 47605(c)(2) and 47607(f)(3).) The District, as the chartering authority, therefore, has an affirmative obligation to monitor the fiscal condition of the charter school to verify, at a minimum, that the charter school is meeting its financial reporting obligations under Education Code sections 47604.33 and 47605(m) and is engaging in GAAP-compliant practices.

Page 65 of PS7’s current charter states unequivocally that “the books and records of the Charter School will be kept in accordance with generally accepted accounting procedures, and as required by applicable law and the audit will employ generally accepted accounting procedures.” PS7 also affirms that it will resolve audit exceptions and deficiencies with its auditor, and “PS7, through SHPS Home Office Staff, will resolve any outstanding issues prior to the completion of the auditor’s final report. SHPS is confident this relationship with the district will be maintained and resolve any audit exceptions and deficiencies, if they so arise, to the satisfaction of the District.”

SCHS includes these same affirmations in its charter under Element I: Financial Audit. (See SCHS Charter, page 78.)

#### *Alleged Violations*

The District has significant concerns about SHPS keeping and providing adequate and accurate financial reports. SHPS contracts with SHA for its back-office services, which include budget preparation, fiscal and audit support. The most recent independent financial audits of SHPS reported a material weakness in its financial reporting internal controls for at least two years (i.e., the auditor’s 2021-22 and 2022-23 reported findings). According to the auditor, the books were not kept on a GAAP-compliant basis. The auditor made numerous adjustments, effectively closing the books that should have been closed by SHA. In addition, bank reconciliations were not being performed in a timely manner or properly reviewed, and SHA had difficulty locating records for the auditor, thus creating a need for an extension of the audit report due date. These concerns are reflected on page 12 in CW’s Agreed Upon Procedures Report (“CW Report”), which is enclosed with this Notice.

A material weakness is the most serious of internal control deficiencies. According to CW, it is defined as “a deficiency such that there is a reasonable possibility that a material misstatement of the School’s financial statements will not be prevented, or detected and corrected, on a timely basis.” GAAP accounting is expected of a back-office provider and is an integral part of any basic service.

It appears that SHA was keeping a basic checking account record, but not full financials. In addition, CW identified issues with the timely review of bank statements and locating accounting records. Given these deficiencies, CW concluded that the quality of the accounting and financial reporting services provided by SHA appears inferior to industry norms (See CW Report page 12).

Both the PS7 and SCHS charters affirmatively state that the organizational model of each charter school “represents fiscal conservatism and allocation of resources towards the Charter School’s mission.” (See PS7 Charter, page 46; SCHS Charter, page 59.) The CW Report, however, casts serious doubt on SHPS’s ability to prudently manage the public funds it has been entrusted for the operation of PS7 and SCHS based on its current structure and contract with SHA for back-office services. The failure to follow GAAP procedures, implementation of unsound fiscal practices, and lack of internal controls call into question whether PS7 and SCHS can meet their financial obligations in a sound and legally compliant manner, consistent with the law and their respective charters. The District further questions whether the charter schools’ use of SHA as a back-office service provider, including the employment of a CFO with a probationary status on his accountancy license, is a prudent choice given the deficiencies identified above and in the CW Report. The District expects SHPS to thoughtfully and carefully consider whether SHA possesses the requisite background, knowledge and expertise in education finance to carry out these critically important functions.

In light of these concerns, the District would hope to see PS7 and SCHS develop a corrective action plan that includes specific, measurable and focused actions to address the fiscal irregularities, lack of internal controls and lack of GAAP-compliant procedures based on the concerns articulated in this Notice and the enclosed CW Report. A plan of this nature would engender confidence in SHPS’s ability to successfully implement the charter school programs.

## B. Employment of Qualified/Credentialed Educators

### *Relevant Law/Charter Provisions*

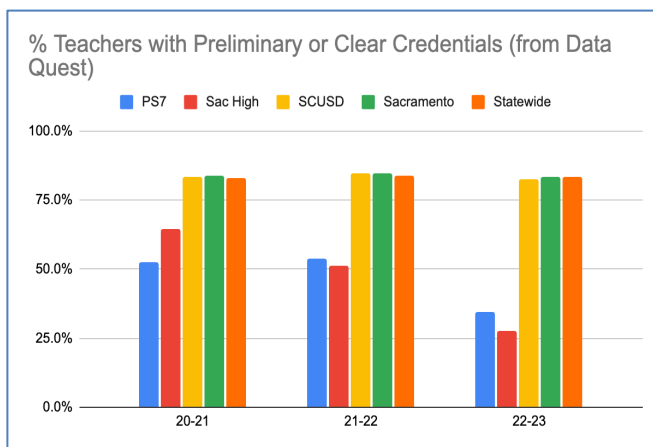
Education Code section 47605(1) provides that “teachers in charter schools shall hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher’s certificated assignment” and such documents shall be maintained on file at the charter school. A charter school’s governing board may use local assignment options authorized in statute and regulations for the purpose of legally assigning certificated teachers in the same manner as a governing board of a school district. A charter school “shall have the authority to request an emergency permit or a waiver from the Commission on Teacher Credentialing for individuals in the same manner as a school district.” In addition, by July 1, 2020, all teachers in charter schools shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Education Code sections 44339, 44340 and 44341.

PS7 makes assurances in its charter that it “shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary.” PS7 further promises to “ensure that teachers in the Charter School hold a Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools are required to hold.” (See PS7 Charter, pages 6 and 50.) With respect to the provision of special education and related services, PS7 states that it will utilize experienced and certified special education staff to ensure it meets the unique needs and learning styles of its students, or it “may also provide related services by hiring credentialed or licensed providers through private agencies or independent contractors.” (See PS7 Charter, pages 22 and 37.)

These assurances are also included in SCHS’s charter. (See SCHS Charter, pages 5, 6, 37, 63.)

### *Alleged Violations*

Both charters for PS7 and SCHS, as well as the submitted renewal petitions, include language that SHPS will verify teacher credentials as part of the hiring process, make efforts to minimize the use of emergency credentials through recruitment and retention efforts, and implement credential agreements to ensure staff are working towards the appropriate credential. Despite these assurances, however, both the number and decreasing trend of teachers with a “regular” credential (specifically preliminary and clear credentials) create significant concerns for the District. This is shown in the chart below.



Based on public data (available for school years 2020-23), the percentage of staff at PS7 with “Ineffective” (i.e., sub-permit, Provisional Intern Permit (PIP), Short Term Staff Permit (STSP), or no credential) status was 8.8% in 2020-21, 19.8% in 2021-22 and 48% in 2022-23. At SCHS, those percentages were 6.4% in 2020-21, 14.4% in 2021-22 and 63% in 2022-23. SHPS leadership has been forthcoming in acknowledging that the change of leadership at the start of the 2022-23 school year left the organization with an unprecedented number of vacant positions. This change in leadership may account for the teacher vacancies that school year; however, it does not account for the rates in prior years.

As 2023-24 data is not yet available for public access, District legal counsel reviewed staff lists provided by SHPS against information in the Commission for Teacher Credentialing’s (“CTC”) publicly accessible database. With respect to PS7, only 3 out of 29 teachers listed (10.3%), including special education staff, could be verified as possessing clear teaching credentials. All other teachers held only preliminary or provisional credentials, or sub-permits. In addition, 16 of

the 25 teachers on staff at PS7 (64%) were serving under waivers or permits that expired at the end of June/beginning of July or will expire as of September 1, 2024 – all of which are not renewable. For SCHS, not one of the 19 teachers listed, including special education staff, could be verified on the CTC public lookup as possessing clear teaching credentials (0%). All the listed SCHS teachers held only preliminary, provisional or sub credentials.

There are also discrepancies between the staff lists that SHPS provided for review and the data reported by the state in the California Department of Education’s (“CDE”) DataQuest database. For example, in 2022-23, DataQuest shows PS7 as having 23.1 teaching FTE (i.e., full-time equivalent); however, the credential information provided by SHPS lists 16 teaching staff, and the master schedule suggests at least 26 teaching staff. Also in 2022-23, DataQuest shows SCHS as having 10.0 teaching FTE, while staff lists from SHPS suggest that there were anywhere between 6 and 13 teachers.

For special education, SHPS provided a staff list that identified 15 staff members providing specialized academic instruction (“SAI”) services to students enrolled in both PS7 and SCHS. Based on that review, 2 of those individuals had valid special education teaching credentials, 2 could not be found on the CTC public lookup, 7 had been serving under 30-day emergency sub-permits, and 3 were working under non-renewable STSPs. For those who only possessed a substitute teaching permit, they would have been permitted to substitute teach for no more than 20 days for any one teacher during the school year. Consequently, given these restrictions, it is unclear how PS7 and SCHS were able to appropriately staff their special education classrooms and programs, unless there were additional and unidentified substitute teachers and/or staff who provided instruction at other times during the school year.

While there may be a plausible explanation for these findings, taken collectively, they underscore the District’s concerns regarding whether SHPS can successfully implement the respective programs of PS7 and SCHS with regard to staff qualifications and the accurate reporting of data to the authorizer and state agencies. This is critical to ensure students enrolled in PS7 and SCHS receive a high-quality education as promised in the respective charters, and as mandated by the law. Employing and retaining qualified teaching staff is critical to fostering a sound educational program for students and essential to improving student outcomes.

The District understands that SHPS has recently removed human resource functions from its services agreements with SHA and brought these functions back to SHPS, but it remains unclear as to specifically how this change will resolve these staffing issues. Therefore, the District would hope to see SHPS develop a comprehensive corrective action plan detailing the manner in which it will remedy the staffing, credentialing and vacancy issues above.

### C. Potential Conflict(s) of Interest Under Government Code Section 1090 and Political Reform Act of 1974 (Government Code sections 81000 *et seq.*)

#### *Relevant Law/Charter Provisions*

The District has concerns regarding SHPS’s governance structure and fiscal practices, which appear to violate conflict of interest rules applicable to charter schools, including Government Code sections 1090 *et seq.* (“Section 1090”) and the Political Reform Act of 1974 (Government Code sections 81000 *et seq.*) (“PRA”).



Education Code sections 47604.1(b)(3) and (4) provide that a charter school and an entity managing a charter school are subject to the requirements of Section 1090 and the PRA. Section 1090 strictly prohibits officers, employees and other members of a local agency from making any contract in their official capacity in which they are financially interested. Importantly, the “making” of a contract is not limited to the technical signing of a contract. Rather, it can also include participation in negotiations, discussions, reasoning or planning regarding the contract. (*Stigall v. City of Taft*, 58 Cal.2d 565, 569 (1962).) Similarly, the PRA prohibits public officials from using their official position to influence decisions in which they have a personal financial interest. This is significantly more broad than Section 1090 because it prohibits not only the “making of a contract” but also *any participation in or influence on any governmental decision*. (*See* 2 C.C.R. § 18700.)

One of the overarching purposes of the conflict of interest rules is to prevent self-dealing and ensure that every public officer “be guided solely by the public interest, rather than by personal interest when dealing with contracts in an official capacity.” (*Thomson v. Call* (1985) 38 Cal.3d 633, 650; 101 Ops.Cal.Atty.Gen. 92.)

California courts have construed the term “financially interested” broadly and have professed that Section 1090 “cannot be interpreted in a restricted and technical manner.” (*See People v. Honig* (1996) 48 Cal.App.4th 289, 315; *Stigall v. City of Taft* (1962) 58 Cal.2d 565, 569.) Section 1090 is “concerned with *any* interest, other than perhaps a remote or minimal interest, which would prevent public officials from exercising absolute loyalty and undivided allegiance to the entity they serve.” (*Finnegan v. Schrader* (2001) Cal.App.4th 572, 579.) Further, Section 1090 is intended “to remove or limit the possibility of any personal influence, either directly, or indirectly, which might bear on an official’s decision.” (*Stigall*, 58 Cal.2d at 569.) The defining characteristic of a financial interest for Section 1090 is “whether it has the potential to divide an official’s loyalties and compromise the undivided representation of the public interest.” (*Eden Twp. Healthcare Dist. v. Sutter Health* (2011) 202 Cal.App.4th 208, 211.)

Similarly, under the PRA, an official must not have a disqualifying financial interest in an entity. A disqualifying financial interest occurs where the government decision will have a reasonably foreseeable material financial effect on the official or that individual’s family, which is distinguishable from the effect on the public generally. (*See* 2 C.C.R. §18701.) Whether a decision is material depends on the type of interest involved. For instance, a government decision will have a material effect on a business if the business is explicitly involved in the governmental decision, if the business offers to sell a product or service to the agency, or bids/enters a contract with the agency. (2 C.C.R. §18702.1.) To that end, an official may not make, participate in, or influence a governmental decision in which the official has a disqualifying interest. (2 C.C.R. §18704.) Importantly, this rule does not require a financial benefit directly to the official. Rather, the focus is on whether there is a material financial effect on the entity in which the official has an interest.

#### *Alleged Violation: Financial Interest Among SHPS, SHA, and SHDC / Potential Gift of Public Funds*

Though SHPS has maintained that SHPS, SHA and SHDC are independent entities, findings from CW’s and F3 Law’s investigations, in addition to the findings of SHPS’s own audit firm, speak to the fiscal interrelatedness of the three entities. Financial documents were not provided by SHA or SHDC. However, CW located public records which showed that SHPS’s payments to

SHA and SHDC for back office and other services amounted to between 51-66% of combined revenue to these entities between 2019-2023. Based on this information, CW concluded that the level of activity between the organizations could cloud the decisions and diminish transparency and market competition for services (See CW Report, page 9).

As part of its review, CW analyzed the 2023-24 service agreements and the recently approved 2024-25 consultant agreements between SHPS and SHA/SHDC using market data to determine if the costs reflected in these agreements appeared to be above, at, or below industry costs for similar services. CW also reviewed publicly accessible financial records for all three entities dating back to 2019-20. SHPS, however, was not able to provide formulas, time accounting or other documentation supporting how the rates for these services were calculated.

Overall, the total costs charged by SHA and SHDC under the respective service agreements between SHPS and SHA/SHDC have declined in recent years as SHPS has shifted more services in house. However, when considering that the costs for services still represent approximately 60% of combined revenue, this suggests that SHA/SHDC maintain a significant financial reliance on the agreements with SHPS.

In the recently approved 2024-25 consultant agreements for services between SHPS and SHA/SHDC, there are three broad categories of services. Specifically, SHA has contracted to provide back-office financial services to SHS at a cost of \$300,000. Additionally, SHDC has contracted to provide facilities management and information technology at a cost of \$575,000. Neither of these amounts seems unreasonable based on the scope of work delineated in the agreements – assuming such services are provided in a manner consistent with such scope. The third category of services includes community engagement, internships and community service, parent education and management of the student store. These non-back-office services total \$610,000 annually, representing two-thirds of the total back-office costs charged by SHA to SHPS.

As reflected in the CW Report, CW conducted a “What-If” analysis which evaluated the range of costs that back-office providers in the private sector charge, as well as a comparative analysis of the general administrative costs of small similarly sized school districts. Based on that analysis, CW concluded that the total package of fees charged by SHA/SHDC for services appear above market, even up to \$1.1M higher.

During a joint meeting with representatives from CW, SHPS and the District, SHPS Superintendent Ruda stated that there are the additional “community service” type activities that SHA provides to the students and parents of SHPS. However, these services are not included in the Local Control and Accountability Plans (“LCAPs”) for PS7 or SCHS and, therefore, are not directly tied to measurable student outcomes in a transparent way. This is particularly concerning if public funds were used for charitable or other activities not related to a public education purpose. No matter how worthy the cause, such expenditures could constitute an impermissible gift of public funds in violation of Article XVI, Section 6, of the California Constitution.

Lastly, CW found that the overall costs of SHA/SHDC employee salaries, benefits and other expenses seem reasonable when reviewing the Form 990s. Nevertheless, CW recommended that SHA/SHDC use more formula-driven methods to allocate costs between SHPS and SHA/SHDC,

and to justify the service charges and their nexus to PS7's and SCHS's educational programs and student outcomes (See CW Report, page 21).

The fiscal dependence of SHA/SHDC on SHPS raises concerns about the ability of SHPS to make objective and market-based decisions regarding an array of essential services critical to the operation of a charter school. The District will address this point further in the following section.

*Alleged Violation: Interrelated Roles Within SHPS, SHA, and SHDC*

The analysis completed by CW, as reflected in the CW Report, showed several individuals holding interrelated roles within SHPS, SHA/SHDC. At the start of the 2022-23 school year, Cassandra Jennings became the Board Chair of the SHPS Board of Directors. Mrs. Jennings also holds the role of CEO for both SHA and SHDC. As CEO of SHA/SHDC, Mrs. Jennings signed the service agreements between SHPS and SHA/SHDC, though the minutes of SHPS's Board of Directors reflect that she recused herself from the vote. As Board Chair for SHPS, Mrs. Jennings is responsible for leading the Board through review of financial statements being prepared by the agency and staff she oversees in her role as CEO. Given that SHPS is a significant source of revenue for SHA/SHDC, coupled with the concerns described above regarding SHA/SHDC's failure to follow GAAP, these interrelated roles appear to constitute an impermissible financial conflict of interest.

In addition, Kevin Hiestand appears to be a former or current governing board member of the St. Hope Endowment (a fourth entity). The Law Offices of Fred and Kevin Hiestand is listed as a tenant of the SHA-owned property at 3418 3rd Avenue ("the Huey P. Newton House"). Mr. Hiestand has served as legal counsel to SHPS on some matters, which included investigating staff allegations of other staff providing alcohol to students. While the redacted records of the investigation provided for review suggest a reasonable and thorough investigation of the matter was performed, leading to a determination that the allegations were unfounded, it is a further example of the interrelatedness between and among the multiple SHPS entities.

At the very least, Mrs. Jennings' and Mr. Hiestand's personal financial interests have the potential to create divided loyalties between SHPS and the other SHPS-connected entities that are directly compensated by SHPS for the services they provide. Taken in conjunction with the fiscal reliance of SHA/SHDC on SHPS described above, the potential for conflict of interest is heightened. The district still finds this structure to be concerning and vulnerable to financial abuse by those managing and serving in leadership positions within the various entities.

SHPS has expressed that its current contractual arrangements with SHA and SHDC are beneficial to PS7 and SCHS because of the unique set of services provided by SHA/SHDC to effectuate charter school operations. While acknowledging SHPS autonomy to seek out services to serve students, the District hopes to see SHPS identify specific actions it will take to unwind, clarify or resolve the interrelatedness of the SHPS-connected entities, any financial interests held by officers/board members, and the holding of incompatible offices (e.g., resignation from position or Board role, establishment of time-accounting records for services provided, etc.).

### III. OPPORTUNITY TO CURE

As detailed above, the District has serious concerns regarding the governance, fiscal and operational aspects of PS7's and SCHS's charter schools. The District hopes that SHPS will take the issues raised in this Notice seriously and make a concerted and thoughtful effort to address those concerns in a meaningful way. To that end, SHPS shall have a reasonable opportunity to remedy or refute the above-described violations/concerns. Please provide a detailed, written response to the District addressing each of the identified violations/concerns by no later than **Monday, August 26, 2024, at 5:00 p.m.** SHPS is encouraged to enclose a corrective action plan and supporting documentation evidencing any actions it has taken to address and/or to refute the violations. Please submit SHPS's response to the following:

Sacramento City Unified School District  
Attn: Lisa Allen, Superintendent  
5735 47th Avenue, Sacramento, CA 95824  
Superintendent@scusd.edu

After the conclusion of the reasonable opportunity to remedy or refute the violations/concerns, the District will evaluate SHPS's response to the Notice and supporting evidence, if submitted. If SHPS does not successfully correct, establish a viable corrective action plan or otherwise refute the violations/concerns described herein, the District may use this information to support one or more denial findings that SHPS is demonstrably unlikely to successfully implement the program(s) set forth in the PS7 and SCHS Renewal Petitions.

To reiterate, it is the shared interest of both the District and SHPS to ensure that students are provided opportunities to learn, grow and reach their greatness so that they may graduate with the greatest number of postsecondary choices from the widest array of options. Fiscal management and governance, such as the areas described in this Notice, are foundational to this goal. The District is hopeful that this process will result in a collaborative opportunity to restore a strong foundation for serving students.

The District appreciates SHPS's immediate attention to this matter.

Sincerely,



Lisa Allen  
Superintendent

cc: Board of Trustees, Sacramento City Unified School District

Enclosed:

- Final AUP Report completed by Christy White Accountancy Corporation and Supporting Documents/Exhibits
- Summary Report of Investigation prepared by SCUSD Staff



Certified Public Accountants serving  
K-12 School Districts and Charter  
Schools throughout California

July 17, 2024

Sacramento City Unified School District  
5735 47<sup>th</sup> Ave.  
Sacramento, CA 95824

**Re: Agreed-Upon Procedures over St. Hope Public Schools, on behalf of Sacramento City Unified School District**

Christy White, Inc. (CW) has performed the agreed-upon procedures enumerated below for Sacramento City Unified School District (SCUSD). The agreed-upon procedures were to be performed solely to assist you in **reviewing the administrative structure and reasonableness of Back-Office Services (Charter Management) costs charged by St. Hope Academy (SHA) and St. Hope Development Corporation (SHDC) for services provided to St. Hope Public Schools (SHPS)**. SHPS operates two charter schools, St. HOPE Public School 7 and Sacramento Charter High School. SCUSD has sponsoring agency oversight responsibilities for both charters.

The agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Public Accountants and the Association of Certified Fraud Examiners. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

**Agreed Upon Procedures (AUP) Results**

**About the Data:** CW requested organizational and accounting records for all St. Hope affiliated organizations (as listed at St. Hope.org website) from Supt. Lisa Ruda of SHPS. We were provided with the requested organization documents for SHPS but not for the back-office and management services of SHA, nor the facilities/procurement and information technology arm that is SHDC. CW was able to find data from publicly available documents, and combined with the data provided by the district was able to complete the AUP analyses that follows.

Publicly available data included the most recently published Form 990 for the 2022-23 fiscal year (and prior years), the California Secretary of State's Office, the California Department of Education, audit reports for SHPS, and the organizations' website.

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**Executive Summary:** Based on the agreed-upon procedures performed in this report, below is a summarization of the key results:

1. **AUP#1 Governance, Inter-Related Roles:** There are inter-related roles that individuals hold amongst the four St. Hope organizations, most notable is Cassandra Jennings as the CEO of SHA, SHDC, the St. Hope Endowment and at the same time Board Chair of SHPS. SHA does not have obvious board control over SHPS, but CEO Jennings likely has a role developing the back-office Agreements for Services and chairs the SHPS board. She recused herself on the back-office services agreement vote but signed the contracts. The fact that over 50% of SHA's revenues and 100% of SHDC's revenues (in 2022-23) are from these agreements might create conflicts of interest and lack of marketplace competition for similar services.
2. **AUP#1 Governance, Board Minutes:** There may be an Education Code Section 35145 violation because SHPS had no minutes of meetings posted for the 2023-24 fiscal year (as of July 13, 2024, per SHPS website), and minutes were not included with the posted agenda.
3. **AUP#1 Governance, SHDC's Community Development Mission:** SHDC's mission is "the betterment of the community through real estate development and an increased quality of life through job training and employment opportunities." The mission does not mention charter schools or K-12 education, and over 100% of the SHDC operating expenses in 2022-23 were charged back to SHPS ostensibly for IT services, facilities management and procurement (per the 2023-24 SHDC contract.)
4. **AUP#2 Financial Reporting/Audits:** The most recent independent audit of SHPS reported a material weakness in financial reporting internal controls for at least two years (the auditor's 2022-23 finding and prior year finding). According to the auditor, the books were not kept on a Generally Accepted Accounting Principle (GAAP) compliant basis. The auditor made numerous adjustments, effectively closing the books that should have been closed by SHA. In addition, bank reconciliations were not being done in a timely manner or reviewed, and SHA had difficulty locating records for the auditor, creating a need for an extended audit report due date.

A back-office provider is at its core an accounting and finance operation and to not be able to prepare GAAP compliant financial statements, prepare timely bank reconciliations and locate accounting records is a major deficiency. This is especially true when compounded by the appearance of above market back-office fees found in AUP#4. CW observes that the SHPS could competitively bid out these accounting services to private sector back-office providers with an objective of finding significant cost savings and improved service quality.

5. **AUP#3 Tests of SHPS' Direct Charged Payroll Expenses:** We found two employees paid on warrants for stipend activities and not through payroll. Also, one former employee is now an independent contractor but appears to be doing similar work as done as an employee. These instances could result in a payroll tax issue for the SHPS organization.

**Agreed Upon Procedures (AUP) Results, Cont'd**

**Executive Summary, Cont'd:**

6. **AUP#3 Tests of SHPS' Direct Charges Vendor Expenses:** We found two vendors on retainers for services that, in our experience, are not frequently needed and would not warrant a retainer relationship by charter schools. The retainers were:
  - a. One was for a public relations firm for \$5,000 per month or \$60,000 per year.
  - b. The second was a photography and videography firm for \$6,000 per month or \$72,000 per year. This firm then charges \$100 per hour beyond the retainer, so the retainer of \$6,000 a month implies that 60 hours of work is done, on average, per month for 12 months. This is a lot of photography and videography for SHPS with less than 900 students.
  
7. **AUP#4 Justification of Back-Office and Management Services Charges:** There was no detailed justification provided to CW's request to SHA/SHDC for the \$1.8M in the service agreements charged to SHPS in 2022-23. The service charges are significant to SHA/SHDC's revenue stream. SHA/SHDC has charged varying amounts annually, during the first Covid year of 2019-20 SHPS funded 66% of their total revenue, and today it's 51%. Agreements for the new fiscal year, 2024-25, were just approved and had more details as to what categories of services would be provided and for how much. But the new agreements still lacked specificity on estimated hours of service, how performance would be measured and a "right to audit clause" which would be typical for a major service contract such as this. Also, SHPS did not get quotes for the contracts' sizeable non-fiscal services to test the marketplace cost of the services or assess the educational value.
  
8. **AUP#4 Market Comparison of Back-office and Management Services Charges:** CW compared market value of back-office service costs to a "What If" analysis for reasonableness, to other charter back-off providers and to small similarly sized school districts. In all analyses, the results showed the above market charges, even as high as \$1M. And SHDC charged SHPS more operational costs (111%) than reported in 2022-23 (per the Form 990), which indicates a lack of formulas to justify the costs and possibly poor inter-agency accounting. It appears that the \$1.8M charged by both SHA and SHDC may be helping to subsidize the non-charter school community development activities of these organizations. In response, Supt. Ruda pointed out these community activities do provide educational content and value.
  
9. **AUP#4 Nature of Contracted SHA Services:** In the newly executed 2024-25 Consultant Agreements for services between SHA/SHDC and SHPS, there are services being purchased by SHPS such as community engagement, internships and community service, parent education, and management of the student store. These non-back-office services totaled \$610K annually, 2/3rds of the total back-office costs charged by SHA to SHPS. The amounts, for the nature of the services, seem high for SHPS with less than 900 pupils. Demonstration of the past and future delivery on the contracts and the nexus to educational programs and outcomes are key. According to SCUSD's records these community services were not included in the Local Control and Accountability Plans (LCAP) for either of the SHPS charters, and therefore are not tied to measurable student outcomes.

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1: Document the organizational structures and relationships between St. Hope Academy (SHA), St. Hope Development Corporation (SHDC), and St. Hope Public Schools (SHPS).**

- a. Obtain organizational documents and recent tax filings for all entities.
- b. Identify corporate officers, board members, and any overlapping roles between entities.
- c. Document the compensation of each entity's corporate officers and board members.
- d. Document the nature and amounts of transactions between the entities.

**AUP #1 Results:**

There are five affiliated organizations, as shown in the table below. The appendix includes supporting documentation.

Entity	St Hope Public Schools	St. Hope Academy	St. Hope Development Corp.	St. Hope Endowment	Stand Up for Sacramento Schools
EIN	01-0582508	68-0193050	68-0474831	94-3297342	27-1384265
Tax Status	501(c)(3)	501(c)(3)	501(c)(3)	501(c)(3)	501(c)(3)
Date Established	12/19/2001	7/12/1989	3/26/2001	3/26/1998	11/24/2009 (suspended)
Gross Revenues 2022 Form 990	\$ 13,605,349	\$ 2,482,107	\$ 514,629	\$ 104,611	\$ 98

**St. Hope Public Schools (SHPS)** is a California Nonprofit Public Benefit Corporation that operates two charter schools: St. HOPE Public School 7 and Sacramento Charter High School. Two district-owned facilities are used. The elementary school operates at 5201 Strawberry Lane, Sacramento, CA 95820, and the middle and high schools operate at 2315 34<sup>th</sup> St., Sacramento, CA 95817.

**St. Hope Academy:** SHA was founded by Kevin Johnson in July 1989 as an after-school program. The main office is located at 3033 Martin Luther King Jr Blvd, Sacramento, CA 95617. In reviewing the Form 990:

- ✓ SHA provides back-office services like a Charter Management Organization to SHPS. SHPS paid SHA a total of \$1.32M in FY22-23 according to tax-exempt organization Form 990 and the audit report. Back-office service fees account for about 43% of SHA's revenues. (Plus, SHDC received about \$500K in fees from SHPS for property management, IT, and purchasing services – this is 100% of SHDC's revenue.) Total revenue from SHPS for SHA/SHDC was 51%.
- ✓ The balance of SHA revenues is comprised of rents from business-leased properties, inventory sales, grants, contributions, and gifts. Management, community development, maintenance, and event planning activities (for example) for SHA's operations are likely to require significant staffing resources and volunteer coordination.
- ✓ SHA had a \$685,238 due from related parties' assets on its books as of June 30, 2023. However, there was no corresponding due to related parties' liability on either SHPS or SHDC's Form 990. Without more detail and inability to verify, the amount on SHA's Form 990 could be mischaracterized or not properly recorded on the related entity.



**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd**

**St. Hope Academy, cont'd:**

Total wages of \$1,052,864 were reported by SHA on the 2021-22 Form 990, in which \$847,947 was for compensation of officers and directors and \$205,023 listed as "other salary." In 2022-23, key salaries were reduced to \$448K and all other salaries increased to \$503K. No board members reported receiving compensation.

The table below shows the key executive salaries reported for each year by name and position. SHA is charging back-office services amounting to \$1.3M according to Form 990, which would presumably include covering costs of certain salaries. The back-office fees cover 58% of SHA's total expenses of \$2.3M. Under AUP#4, CW analyzed further whether the allocation of cost is reasonable for the services provided to SHPS.

**Reported Compensation of Key Executives in Fiscal Years 2021-22 and 2022-23**

<b>Names</b>	<b>Positions</b>	<b>SHA Salaries Reported on Form 990 in 2021-22</b>	<b>SHA Salaries Reported on Form 990 in 2022-23</b>	<b>Comments</b>
Jacob Mossawir	CEO	\$ 324,908	\$ -	Mossawir stepped down in 2021-22, pay in 2021-22 was \$237,600 and in 2020 about \$250,000
Cassandra Jennings	CEO	90,107	191,074	21-22 was partial year moved from CPO to COO
Adrienne Hall	CPO/COO	124,442	139,718	position position may have been eliminated
Riley Hyeck	COO	109,429	-	
Theodore Reitermain	CFO	88,561	117,331	
Tiffany Fraizer	Recruitment (Independent Contractor)	110,500	none listed	activity maybe expensed under SHPS or under \$100K and not reportable
<b>Total Key Executive Salaries</b>		<b>\$ 847,947</b>	<b>\$ 448,123</b>	
Other Salaries		205,023	503,419	
<b>Total Salaries (exc. Benefits and Payroll Taxes)</b>		<b>\$ 1,052,970</b>	<b>\$ 951,542</b>	

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

From the SHA website, there are six real property locations in addition to the main office and excluding the charter school facilities:

- ✓ **"40 Acres"** in Oak Park on Broadway and 35<sup>th</sup> St., Sacramento. Underground Books and The Guild Theater operate on the property, which offers special events and speaker series for the benefit of the Oak Park neighborhood. Year-round events appear to be held at the complex, which celebrates students, hosts teachers, provides block parties, hosts film festivals, and invites notable speakers.
  - Tenant space is leased out and is the home to Fixins Soul Kitchen, World Class Faders, and The Upper Rooms. (Note: SHDC is an investor in Fixins Restaurants.)
  - The bookstore appears to have had net sales of \$535K in 2022-23. The theater reported no income in 20-21 but may have resumed operations post-Covid.
- ✓ A separate property at 3418 3<sup>rd</sup> Ave., Sacramento, the **Huey P. Newton House** is leased out to tenants as office space to the Law Offices of Fred Hiestand and Kevin Hiestand, former and current board members, and Munay Accounting.
- ✓ SHA also operates the **St. Hope Business Complex** at 3428 Alhambra Blvd in Oak Park and rent space to the Asian Chamber of Commerce, City Year, and the Urban League.
- ✓ The **St. Hope Education Complex** was purchased by the SHDC and renovated. Teach for America and College Track occupy this building.
- ✓ **The Oak Park Victorian** was renovated by SHDC and is leased out. It is located at 3734 Broadway, Sacramento, CA.
- ✓ **The St. Hope Academy Building**, the original after-school center, is now occupied by the Triumph Center for Early Childhood Education. Located at 4104 MLK Jr. Blvd., Sacramento, CA.

Rents reported on the leased properties on the 22-23 Form 990 were \$259,177. This amount appears low compared to the number of properties seemingly leased to outside organizations but there is no data to support the collections, as the general ledger was not provided to CW, when requested.

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

**St. Hope Development Corporation (SHDC)** is listed as a community and economic development organization under GuideStar. Its mission is “the betterment of the community through real estate development and an increased quality of life through job training and employment opportunities.” **\$490K of its revenue (it appears nearly 100%) comes from SHPS charters, but charter schools are not mentioned as part of its mission.**

SHDC lists in 22-23 an \$8.9M building and land asset (with related accumulated depreciation of \$2.4M). There is a \$3.8M mortgage and \$5M in other liabilities described as federal income taxes. This could be New Market Credits, a loan forgiveness program and possibly related to the opening of a new business and education complex in 2018.

As of June 30, 2022, net assets were negative \$1.3M. There is an asset for “Fixins Investment” of \$300,300 plus “Tenant Incentives” of \$127,435. Fixins Sacramento is the founder Kevin Johnson’s owned LLC, which operates soul food kitchen restaurants. There is also an outstanding loan of \$1.6M to Kevin Johnson, described as capital.

SHPS pays SHDC about \$500K annually for property management, procurement, and IT services; there is no other reported income source. In SHA, \$253,000 in rent was reported. CW knows from SHA’s website that six properties plus the headquarters are operated in the community development area and are unrelated to the charter school properties. To charge all SHDC operating costs (ex. depreciation), to SHPS does not make sense. Some, perhaps even the majority, of the costs would be attributable to the community properties, many of which are under lease from tenants. (Note: no current financials were provided to CW for either SHA or SHDC, and the Form 990’s were publicly available and used for this analysis.)

CW noticed in the 23-24 budget for SHPS that IT Services are budgeted as a separate line item for each school, which totals \$100K. SHPS said that their line-item was for specific infrastructure separate from SHDC IT services.

**Governance Structure:** The table on the following page has the most currently available list of key administrators and board members for each organization and identification of the inter-related organization roles.

**Note on Data:** The St. Hope website data does not provide board officer information but the Form 990s do provide information. St. Hope Endowment’s information is from the filed Form 990 and the SHA website does not mention the endowment board.

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd**

**Governance Structure:**

<b>Current Key Administrators and Board Members</b>	<b>Title</b>	<b>Related Organization Roles</b>
<b>St. Hope Public Schools</b>		
Lisa Ruda	Chief of Schools	
Elisha Ferguson	Director of Operations	CEO SHA and SHDC, Board Chair
Cassandra Jennings	Board Chair	SHPS
Janet Rice	Vice-Chairperson	
Dr. Stephanie Walton	Board Secretary	
Carolyn Veal-Hunter	Board Member	
Ronald West	Board Member	
Angelia Dickens	Board Member	
Dr. Ron Tom	Board Member	
Gladys Mitchell	Board Member	
Kathy McKim	Board Member	
<b>St Hope Academy</b>		
Cassandra Jennings	CEO	
Adrienne Hall	COO	On the board of SHDC
David Chavez	CFO	
Milutin Backovich	Board President	
Denise Merano	Board Secretary	
F. Frederick Brown	Board Member	
Jake Mossawir	Board Member	Former CEO SHA
Deborah C. Jackson	Board Member	
<b>St. Hope Development Company</b>		
Cassandra Jennings	CEO	
Sam Reed	Properties Manager	
Vijay Pegany	Director of IT	
F. Frederick Brown	Board President	
Brian Williams	Board - role not disclosed	
Jake Mossawir	Board - role not disclosed	Former CEO SHA
Adrienne Hall	Board - role not disclosed	COO of SHA
<b>Stand up for Sacramento (suspended by SOS office)</b>		
Adrienne Hall	Director	COO of SHA, Board SHDC
<b>St. Hope Endowment</b>		
Cassandra Jennings	CEO	CEO SHA, SHDC and SHPS Board Chair
Adrienne Hall	Secretary	COO of SHA, Board SHDC, Board/Director Stand Up
Fred Hiestand	Board President	(father of board member Kevin Hiestand, now deceased)
Kevin Hiestand	Board Member	Law office tenant of SHDC
Patricia Burke	Board Member	

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd**

**Governance Structure, Cont'd:**

In review of the governance, CW observed that:

- ✓ **Relationships Between the Entities:** Whether the entities are related depends on many factors and there could be differing standards and opinions. The Form 990's, Schedule R for SHA and SHDC do not list SHPS as a related entity, but the SHPS audited financial statements do. In one instance, Schedule R, there is no board control but in the other, GAAP financial statements, there are significant business transactions between SHA and SHDC to warrant related party disclosure. To elaborate:
  - SHPS's payments for back-office and other services to both SHA and SHDC amounted to 51% of combined revenue in 2022-23. And the CEO Cassandra Jennings is board chair of SHPS and CEO of SHA and SHDC.
    - \* Note: SHDC lists \$514K in "rents" as the sole source of revenue and the agreement for services provided to SHPS is \$490,629. If the \$490K is not included in the "rent" number on Form 990, then it must be recorded under Contributions on SHA's books. Either way, the amounts are collected and significant to SHA/SHDC.
  - **While there might not be "legal" control, the level of activity between the organizations can cloud educational and financial decisions, diminish public transparency and market competition for services.**
  - In addition, on SHA's website they List "Our Schools" on the front page with descriptions and links to SHPS. From an outsiders' perspective, there is one central entity.
- ✓ **Posting of Board Minutes:** No board minutes for the 2023-24 fiscal year have been posted to SHPS' website as of June 12, 2024, only board agendas. While there might not be a Brown Act violation, ED Code Section 35145(a) below requires that minutes be taken and made available to the public. CW also noticed that SHPS only calendared three board meetings in 2023-24. By comparison there were 6 regular and 1 special board meeting in the 2022-23 fiscal year.
  - Education Code Section 35145
    - a) All meetings of the governing board of any school district shall be open to the public and shall be conducted in accordance with Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code. All actions authorized or required by law of the governing board shall be taken at the meetings and shall be subject to the following requirements:
    - b) Minutes shall be taken at all of those meetings, recording all actions taken by the governing board. The minutes are public records and shall be available to the public.
    - c) An agenda shall be posted by the governing board, or its designee, in accordance with the requirements of Section 54954.2 of the Government Code. Any interested person may commence an action by mandamus or injunction pursuant to Section 54960.1 of the Government Code for the purpose of obtaining a judicial determination that any action taken by the governing board in violation of this subdivision or Section 35144 is null and void.
- ✓ **Turnover in Board Seats:** There has been a majority turnover in the SHPS board seats between the 2021-22 Form 990 reports and 2022-23, seven of the nine members. Cassandra Jennings the CEO of SHA and SHCD was added with the new members and became Chair in Year 1 of being on the board.

**Agreed-Upon Procedures over St. Hope Public Schools,  
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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

**Administrative Structure:** The following administrative positions are on the website for all organizations. CW indicated the assumed role (in whole or part) that such a position would play within SHPS.

<b>Key Executives</b>	<b>Titles</b>	<b>Website Assignment</b>	<b>Assumed Role with SHPS*</b>
Cassandra Jennings	Chief Executive Officer	SHA	Governance None Likely: Manages Economic Development and the theater/bookstore operations
Adrienne Hall	Chief Operations Officer	SHA	HR services
Johanna Harris	Human Resources	SHA	IT support
Vijay Pegany	IT Director	SHDC	IT support
Raul Barrios	IT Manager	SHDC	Facilities Support
Sam Reed	Properties Manager	SHDC	Back-office Accounting
Dru Burks	Guild Manager/Esther's Park Manager	SHA/SHDC	Back-office Accounting
Ricardo Alcauter-Perez	Accounting Specialist	SHA/SHDC	Back-office Accounting
David Chavez	Chief Financial Officer	SHA/SHDC	Back-office Accounting
Lakhvir Singh	Senior Accountant Financial Statements and Audits	SHA/SHDC	Back-office Accounting None Likely:
Brandy Dean	Special Projects Coordinator	SHA/SHDC	Community Events
Lisa Ruda	Chief of Schools	SHPS	School Administrator
Elisha Parsons	Director of Operations	SHPS	School Administrator
Christina Williams-James	High School Site Lead	SHPS	School Administrator
Kristen Meyer	Middle School Site Lead	SHPS	School Administrator
Lesley Ezero	Elementary Site Lead	SHPS	School Administrator
Sarah Trapp	Special Education Director	SHPS	School Administrator
Sheeana Cahill	Elementary Instructional Coach	SHPS	School Administrator
Ken Powell	Dean of Students	SHPS	School Administrator
Jade Locke	Exec. Asst. and Special Projects Coordinator	SHPS	School Administrator

*Source: SHA website*

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

**Significant inter-related roles include:**

- Cassandra Jennings, the current SHA and SHDC CEO (replacing J. Mossawir) is also the Board Chair of SHPS charters.
- Jake Mossawir (also known as Jacob Mossawir) is the former CEO of SHA and SHDC and now is on their board of directors. He was also listed as CEO of St. Hope Endowment when he was CEO of SHA.
- Adrienne Hall has multiple roles as Chief Operating Officer of SHA, and a board member of SHDC, the SH Endowment and Stand-up Sacramento (now listed as suspended by the Secretary of State's office).

SHPS bylaws are included in the exhibits. No other corporate documentation was provided for this study by SHPS, SHA or SPDC.

### **Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #2: Obtain the administrative services agreement between SHA and SHDC, the prior independent auditor's report and the backup general ledger detail of costs charged to the SHPS charters for general and administrative costs.**

**AUP #2 Results:** SHPS provided a general ledger detail, but not SHA and SHDC. Testing of expenses is done in AUP#3. An administrative Statement of Work agreement between SHPS and SHA and SHDC was provided and the independent auditors' report. Copies are included in the attachment and are summarized here:

**Service Agreements between SHPS and SHA and SHDC:** The 2023-24 SHA/SHPS agreement calls for SHA to provide budget, fiscal, audit support, governance support, HR services, grant reporting, community relations and limited food service contract support. The agreement for SHDC is for facilities management, procurement and information technology services. See AUP#4 for additional work performed.

At the June 22, 2023, SHPS board meeting, the board chairperson Cassandra Jennings (who is also the SHA and SHDC CEO) had signed the statement of work contracts between SHA and SHDC and SHPS. Jennings did abstain from the vote that approved the contracts.

**Independent Auditors' Report:** CW was provided with the 2022-23 audit report of SHPS, dated March 4, 2024. No audit reports were provided for the SHA/SHDC organizations.

- ✓ The auditor had a **material weakness audit finding** for at least the last two audit years (2021-22 and 2022-23), stating that the books were not being kept on a Generally Accepted Accounting Principles (GAAP) basis, revenue was not recognized on a GAAP basis and bank statements were not reconciled timely with proper review.
- ✓ A material weakness is the most serious of internal control deficiencies. It is defined as "a deficiency such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis." From our experience as auditors, material internal control weaknesses increase the risk of fraud, as well.
- ✓ The auditor made numerous audit adjustments that were needed to create full-accrual GAAP-compliant financial statements. The number of audit adjustments is **exceptionally high, based on our experience as auditors.**
- ✓ The audit release due date was extended beyond Dec. 15, 2023, due to complications in completing the audit. The Interim SHA CFO Sandra Moorman said in the extension request: "We are requesting additional time to locate specific documents..." CW notes that this was an audit of the recently closed fiscal year; all accounting records should have been organized and available for audit.

GAAP accounting is expected of a back-office provider and part of any basic service. It appears that SHA was keeping a basic checking account record but not full financials. And there were issues with timely review of bank statements and locating accounting records. Given this, **the quality of the accounting and financial reporting services provided by SHA appears inferior to industry norms, plus SHPS paid premium rates** (see AUP#4).



**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #3: Through sampling, obtain reasonable assurance that the administrative services costs are supported by documentation and reasonable internal controls exist, testing:**

- a) Schedules for the cost of services are based on actual monthly postings charged to SHPS.
- b) Non-personnel charges are supported by actual invoices, purchase orders, and shipping documentation, as applicable.
- c) Personnel charges are supported by employment records and payroll records.
- d) Use of independent contractors is documented by approved contracts and tax documentation, and the fees appear reasonable within the charter school industry.

**AUP #3 Results:** SHPS is invoiced for back-office services according to the agreements described in AUP#2. CW asked for any formulas, time accounting or other reasonable and documented basis for the back-office services fees and was not provided with any justification to support the charges.

- ✓ **SHA and SHDC are not independent of SHPS in any practical way** since a majority of each organization's revenues come from SHPS and there are long-standing interorganizational relationships. To justify the back-office services fees charged, provide public transparency and accountability, and be efficient with educational dollars, it would be best practice that justification be done to establish the necessity and reasonableness of fees to be charged to SHPS each fiscal year.

**Testing of SHPS Expenses:** CW pulled payment check disbursement samples (two months selected to test) and requested the invoice and contracts for the following checks. We were looking to see if payments were supported by invoices, purchase orders and contracts where applicable.

- ✓ KP Public Affairs \$5,000 paid 2/7/24
- ✓ James Scheible, \$28,000 paid 8/8/23
- ✓ Nicole Michalik, paid \$7,220 2/1/24
- ✓ Nicole Michalik, paid \$9,722.50 8/2/24
- ✓ Kevin Hiestand, paid \$4,000 8/2/24
- ✓ Bains, Kirandeep, paid \$3,165.42 8/2/24
- ✓ Arrows Digital Media, paid \$6,000 8/2/23
  - ✓ Fantasia Hilliard, paid \$925 8/2/23
- ✓ Renaissance Learning, paid \$6,000 8/2/23
  - ✓ Lisa Ruda, paid \$1,602.1 8/25/23
  - ✓ Tessa Kelly, Paid \$2,478.49 8/15/23
  - ✓ James Smith, paid \$2,720 2/1/24
  - ✓ Jordan Graves, paid \$4,000 2/7/24
  - ✓ Nnamdi LeBlanc, paid \$3,000 2/7/24
  - ✓ Champs 4 Life, paid \$30,000 2/12/24

**Expense testing results:** The SHPS was able to provide the invoices and contracts. But some of the services might be atypical for a charter school with under 900 students. For example, public affairs monthly retainer of \$5,000 or \$60K annually. A digital media company hired at \$6,000 per month, also on retainer for \$72K annually. And SHPS contracted out for after-school programs to Champs 4 Life for \$286K for 131 days of operation, or \$2,183 per day. While it is common for charter schools to contract out for after-school programs, the costs appear high for the size of the SHPS charters.

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #3 Results, Cont'd:**

**Expense testing results, cont'd:**

**Employee vs Independent Contractor Concerns:** We found a few examples in our sample tests where either former employees or current employees were paid as independent contractors instead of employees. SHPS might be out of compliance and at risk for payroll tax and penalty assessments by the IRS or State Franchise Tax Board. For example:

- ✓ Vendor Nicole Michalik is a former employee, the Chief Operating Officer of SHPS, leaving in 2014 to become an independent consultant and was paid for services at about .5 of a would-be FTE position in 23-24, based on the two months tested. Ms. Michalik's former job at SHPS mirrors her current business, and yet she was made an independent contractor. And its not evident that she offers services to other organizations.
- ✓ We noted in our test of accounts payable checks that Jordan Graves and Nnamdi LeBlanc are employees of SHPS and were paid stipends of \$4,000 and \$3,000 each in Feb. 2024 through a commercial warrant and not payroll.

All payments to employees should run through payroll and not accounts payable. And careful consideration of the IRS rules on employee vs independent contractor should be considered by the organization.

**Payroll Review:** CW reviewed two payroll registers for the months of Aug. 2023 and Feb. 2024. Nothing stood out as unusual in total monthly pay. The pay seemed reasonable for the following individuals selected and their position with SHPS:

- ✓ Lisa Ruda, monthly salary \$10,000 – Supt.
- ✓ Betty Jo Anzaldua, monthly salary \$2,558.73 – Special Education
- ✓ Sydney Burgess, monthly salary \$3,125 – Exec. Assistant
- ✓ William Davis, monthly salary \$2,400 – HS Administrator
- ✓ Jordan Graves, monthly salary \$3,140 – Substitute

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4: Using market data, determine whether SHPS's costs of services reflected in the administrative services agreement, and billed to SHPS, appear to be above, at, or below average industry costs for similar services provided within the charter school industry.**

**AUP #4 Results:** Total expenses SHA reported on Form 990 for fiscal year 22-23 was \$2,296,614, and the total expenses for SHDC, excluding depreciation, was \$443,631. The table below compares these expenses to the back-office services and SHDC costs charged to SHPS (source: 22-23 audit report). SHA allocated 58% of expenses, and SHDC charged 111%, in other words, more costs than incurred to SHPS. Note that SHA and SHDC also own and lease office space in a number of properties, organizes community events, operates a bookstore and theater, and offers speaker series. As such, there would be significant non-charter costs associated with these operations.

**Percentage of SHA and SHDC Expenses Allocated to SHPS**

Description of Expenses	2022-23 Costs Allocated to SHPS (source: Audit Report, Footnote 10)	Total SHA and SHDC Expenses, exc. Depreciation (Source: Forms 990)	% of Expenses Allocated to SHPS
SHA: CMO Fees - financial, business, HR and board support	\$ 1,321,104	\$ 2,296,614	58%
SHDC - IT, facilities, procurement and property management	490,629	\$ 443,631	111%
	\$ 1,811,733	\$ 2,740,245	

Below is a prior trend schedule of charges by SHA/SHDC to SHPS. Note that the fees were higher in the early years as compared to 2022-23. At the same time, SHPS enrollment has declined by about 11% over this same period.

**Trend in the Percentage of SHA/SHDC's Revenues and Expenses Charge to SHPS**

	2019-20	2020-21	2021-22	2022-23
<b>Total Fees Charged to SHPS</b>	\$ 2,329,776	\$ 2,329,776	\$ 1,811,733	\$ 1,811,733
Total SHA and SHDC Revenues	\$ 3,539,663	\$ 4,165,769	\$ 2,996,736	\$ 3,558,335
<b>Fees as a % of Revenues</b>	<b>66%</b>	<b>56%</b>	<b>60%</b>	<b>51%</b>
Total SHA and SHDC Expenses	\$ 4,020,101	\$ 3,915,932	\$ 3,104,866	\$ 2,999,510
<b>Fees as a % of Expenses</b>	<b>58%</b>	<b>59%</b>	<b>58%</b>	<b>60%</b>

## **Agreed Upon Procedures (AUP) Results, Cont'd**

### **AUP #4 Results, Cont'd:**

#### **Agreement for Services Contracts with SHA/SHDC and SHPS**

**For the 2023-24 year**, CW was provided with the 2023-24 agreements which listed services to be provided and a grand total of costs. CW was not provided with SHA/SHDC financials nor any justification for the total cost amounts. For example, what positions were included, how much of their time was spent on the charter schools as opposed to community activities, and how the cost broke down by service area. While this might not be expected of an arms-length vendor, SHPS did not shop the prices for reasonableness and the relationship between the organizations does not appear at arms-length. Specifically, because all organizations are operated publicly under the St.Hope.org website, the inter-related roles and the significance of the SHPS revenues to SHA and SHDC's budgets.

**For the 2024-25 year**, SHA/SHDC and SHPS just approved new agreements for services, included in the attachments, that are more detailed than previous contracts. In a meeting with Lisa Ruda, Supt. of SHPS, they shopped for the first time at other back-office providers to obtain comparable fees. But the fiscal portion of the agreement is only 1/3<sup>rd</sup> of the total SHA services to be paid.

In the newly executed 2024-25 Consultant Agreements for services between SHA/SHDC and SHPS, there are services being purchased by SHPS such as community engagement, internships and community service, parent education, and management of the student store. These non-back-office services totaled \$610K annually, 2/3<sup>rds</sup> of the total back-office costs charged by SHA to SHPS. While these types of costs might be spent by other charter schools, the amounts seem high for SHPS with less than 900 pupils. Demonstrating good delivery results on the contracts, the nexus to educational programs and educational outcomes would be a good practice for the SHPS.

**The What If** To help evaluate what is reasonable for back-office services and maintenance/procurement/IT costs billed by SHA and SHDC, CW did a "what if" based on positions within the SHA/SHDC organizations and looked at other charters and small school districts for their costs of similar services.

On the next page, CW uses broad assumptions based on available data, CW's industry expertise and researching the nature of the SHA and SHDC work.

In the 2024-25 service agreements, there were amounts charged for "community activities" that are described as having an educational benefit to students and parents. The market and educational values of these relationships were not evaluated nor included by CW in the analysis. These added services could be educational priorities which justify associated costs but, in our experience, these are not typical costs of charter schools.

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**"What If" Allocation of SHA Back-Office Costs with SHPS**

<b>Expenditure Description</b>	<b>SHA Expenses Reported on Form 990 in 2022-23</b>	<b>SHPS Allocation %</b>	<b>Dollars Allocated</b>	<b>SHA Allocation %</b>	<b>Dollars Allocated</b>	<b>Assumptions &amp; Comments</b>
<b>Key Executives (22-23 Form 990)</b>						
Cassandra Jennings, CEO	191,074	20%	38,215	80%	152,859	SHPS has a Supt. and site level administrators Manages the economic development, theater and book store
Adrienne Hall, CPO	139,718	10%	13,972	90%	125,746	
Theodore Reitermain, CFO	117,331	70%	82,132	30%	35,199	more time on SHPS
<b>Total Key Executive Salaries</b>	<b>\$ 448,123</b>		<b>\$ 134,318</b>		<b>\$ 313,805</b>	
Other Salaries	\$ 503,419	60%	302,051	40%	201,368	split between back-office accountants, HR and community projects
Benefits	74,972	50%	37,486	50%	37,486	
Payroll tax	72,665	50%	36,333	50%	36,333	
Grants assistance	6,704	0%	-	100%	6,704	SHA has grant income
Legal	1,228	0%	-	100%	1,228	SHA legal
Accounting	36,544	50%	18,272	50%	18,272	not defined
Investment management fees	3,513	0%	-	100%	3,513	SHA costs
Other	385,790	0%	-	100%	385,790	not defined - SHA assumed separate direct charged
Advertising and promotion	113,744	0%	-	100%	113,744	SHPS
Occupancy	197,714	0%	-	100%	197,714	not defined
Travel	32,711	20%	6,542	80%	26,169	mostly SHA
Interest	51,703	0%	-	100%	51,703	SHA home office
Depreciation	120,961	0%	-	100%	120,961	SHA home office
Insurance	46,799	0%	-	100%	46,799	This is a direct charge cost category to SHPS
Books and Supplies	90,515	30%	27,155	70%	63,361	mostly SHA
Misc. Expenses	47,709	0%	-	100%	47,709	not defined separate direct charged
Communications	21,158	0%	-	100%	21,158	SHPS
Other Service Fees	13,531	0%	-	100%	13,531	not defined - SHA
All Other	27,111	0%	-	100%	27,111	not defined - SHA
<b>Total Reported Expenditures</b>	<b>\$ 2,296,614</b>		<b>\$ 562,157</b>		<b>\$ 1,734,457</b>	
			<b>\$ 562,157</b>			
			<b>1,297,104</b>			
			<b>\$ 734,947</b>			

**Agreed-Upon Procedures over St. Hope Public Schools,  
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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

"What If" Allocation of SHDC Costs with SHPS

Name	SHDC Expenses Reported on Form 990 in 2022-23	SHPS Allocation %	Dollars Allocated	SHA Allocation %	Dollars Allocated	Comments
Other Salaries (IT and Facilities Management)	\$ 338,616	50%	\$ 169,308.00	50%	\$ 169,308.00	SHA has community properties to manage, and an assumed role in school properties (IT services direct charged to SHPS)
Benefits	48,820	50%	24,410	50%	24,410	
Payroll tax	25,013	50%	12,507	50%	12,507	
Accounting	163	0%	-	100%	163	
Office Expense	80	50%	40	50%	40	
Insurance	26,687	0%	-	100%	26,687	separate direct charge SHPS
Janitorial	4,060	0%	-	100%	4,060	separate direct charge SHPS
Payroll Fees	154	50%	77	50%	77	
Travel	38	50%	-	100%	38	
Depreciation	259,265	0%	-	100%	259,265	non-charter properties
	<u>\$ 702,896</u>		<u>\$ 206,342</u>		<u>\$ 496,555</u>	
	Total "What If" Allocation to SHPS		\$ 206,342			
	Development Corp. Costs Charged		514,629			
	<b>Excess Charges over What If</b>		<b>\$ 308,288</b>			

**What If Key Assumptions:** Most salary costs in SHA and SHDC organizations are for management-level positions. The salaries do not look unreasonable for the type of position. But the charter school sites have their own Superintendent and educational leaders.

SHA provides back-office services primarily in finance, budget, accounting and HR. As SHPS has a Superintendent and site-level administrators there would be less governance and management time spent by SHA on the charter proportionate to time spent on community development activities. SHPS is directly charged for items like insurance, maintenance, advertising, information technology, communications, space rental/lease expense, utilities, operations and custodians, travel and conferences and dues/memberships. None of SHA's costs in these categories would be a part of back-office services.

For SHDC, CW allowed for procurement services, IT services and facilities planning. But SHDC charges 100% of their operating costs to SHPS. It would be reasonable that at a minimum 50% of their time is spent on community development which is in their mission statement.

The What If is an estimation as no formulas or time accountings were provided to CW to support the back-office and SHDC charges. But even with the estimation it appears that excess charges are being charged against SHPS, especially when evaluated with the following additional analyses on known back-office provider fees and comparisons to a small school district, analyzed later in this report.

**Agreed-Upon Procedures over St. Hope Public Schools,  
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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**What-If Results:** CW found about \$735K in back-office excess charges and \$308K in development corporation charges, for a total of \$1.1M. But there could be community activities that benefit the students outside of the regular classroom and are being charged by SHA/SHDC. These have been described in the new 2024-25 services agreements.

At the same time, the individual salaries, benefits and other expenses in all the St. Hope corporations do not look unreasonable. One conclusion might be that SHPS is subsidizing the community development project costs with the higher-than-expected back-office and development corp. service fees.

Had SHA and SHDC kept contemporaneous time records on the proportional cost spent between the organizations, they would be able to justify the allocated costs to SHPS.

**Comparisons to Other Back-Office Providers**

CW compared the management fees (excluding facilities, purchasing and IT) to other back-office providers. SHPS is spending between \$1M and \$647K over back-office provider. And this does not include the SHDC charges for IT, purchasing and facilities management. The difference is being attributed to community activities that benefit students and parents, as delineated in the newly approved 2024-25 service agreements.

**Comparison of Fiscal Services Costs to Back-Office Providers**

SHPS Cost of Shared Fiscal Services (per 22-23 audit)	\$ 1,321,104
Total Revenues SHPS	\$ 16,855,571
<b>Percentage of Revenues</b>	<b>7.8%</b>
<b>Range of Costs for Fiscal Services</b>	<b>1.5-4% of revenues</b>
4% of SHPS Revenues	\$ 674,223
3% of SHPS Revenues	\$ 505,667
2% of SHPS Revenues	\$ 337,111
1.5% of SHPS Revenues	\$ 252,834

**Agreed-Upon Procedures over St. Hope Public Schools,  
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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**Comparisons of SHPS to a Small Like-Size School District\***

In the comparison below to similar size small school districts on functional expenses, SHPS is spending \$563K more on general administrative services, compared to the average similar sized school district. And this excess is conservatively small since there are direct charges for clerical staff in SHPS's budget and additional SHDC costs charged for some IT and purchasing. It is of interest that the fiscal amounts for the two reporting school districts were about 1.5% of average revenues (on the low but reasonable range that back-office providers charge, see prior page).

\* Note: comparisons to charter schools are not available due to the lack of detailed reporting to the State. But a small school district operates like a charter school.

<b>* Comparative Schools</b>	<b>Enrollment</b>	<b>ADA</b>	<b>General Fund Revenues</b>	<b>General Admin** (7200)</b>	<b>Fiscal Only, if Reported Separately</b>
Modoc JUSD	889	750	\$ 16,848,582	\$ 756,288	
Upper Lake USD	1,056	822	21,697,566	1,099,398	
Lassen HSD	922	780	14,737,397	726,823	154,845
Sutter HSD	832	744	12,851,931	497,824	
Santa Ynez HSD	881	805	17,899,039	709,558	338,311
<b>Averages</b>	<b>916</b>	<b>780</b>	<b>\$ 16,806,903.0</b>	<b>\$ 757,978</b>	<b>\$ 246,578</b>
<b>SHA Back Office Costs</b>	<b>872</b>	<b>812</b>	<b>\$ 16,855,571.0</b>	<b>\$ 1,321,104</b>	
<b>Excess Costs of Back Office Compared to the Average for General Administration</b>				<b>\$ 563,126</b>	

\* Source: Ed Data Partnership, 22-23 Data

\*\* Includes fiscal , HR, attendance reporting, purchasing, warehousing and district office clerical staff



**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**Overall Back-Office Services Fee Conclusion:** Based on the What-If analysis, the range of costs private sector back-office providers charge and the comparison of general administrative costs of small similar sized school districts, the back-office services fees charged by SHA appear above market, even up to \$1.1M higher. One reason put forth in a meeting with SHPS Supt. Ruda are the additional "community service" type activities that SHA is providing to the students and parents of SHPS. However, according to SCUSD's records these services were not included in the Local Control and Accountability Plans (LCAP) for either of the SHPS charters, and therefore are not tied to measurable student outcomes.

But overall costs of individual SHA and SHDC salaries, benefits and other expenses seem reasonable when looking at the Form 990 reporting. One conclusion might be that the community development activities of SHA are subsidized by the charter revenue. We would recommend that SHA/SHDC consider using more formula-driven methods to allocate costs between SHPS and SHA/SHDC, and to justify the agreement for service charges. SHPS might save costs by contracting with an outside back-office provider and shopping the market for other services SHA/SHDC provide.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on whether losses have occurred as identified by a forensic loss investigation. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the SCUSD's management and the governing board and should not be used by anyone other than these specified parties unless authorized by those parties.



Christy White Brook, CPA, CFE  
President  
Christy White, Inc.  
San Diego, California



Staff Summary of Investigative Findings  
Re: St. Hope Public Schools  
May-July 2024

**Abbreviations:**

CW = Christy White Accountancy Corporation

F3 = Fagen, Friedman & Fulfroost Law

PS7 = Public School 7 (TK-8 Charter under the umbrella of SHPS)

SCHS = Sacramento Charter High School (9-12 Charter under the umbrella of SHPS)

SCUSD = Sacramento City Unified School District = “the District”

SHA = St. Hope Academy

SHDC = St. Hope Development Corporation

SHPS = St. Hope Public Schools

**Menu of Suggested Actions**

*No Action* = Expressed allegations were not substantiated by the investigative process or SHPS was found to be compliant with applicable law or charter provision.

*Out of Purview* = Areas that are allowed within the autonomy of the charter school and under their current petition. Not in the purview of the authorizer to address.

*Notice* = Raises significant fiscal or governance concerns and will be included in a formal Notice to Cure

*Address at Renewal* = May be considered as part of the renewal process but does not fall under fiscal or governance concerns

*Monitor with Oversight* = Can be addressed through the ongoing and regular annual oversight process

### Student and Staff Safety

Allegation	Records Requested	Records Received/ Reviewed	Findings	Suggested Action
SHPS is not adequately ensure the safety of students and staff.	<ul style="list-style-type: none"> <li>- School Safety Plans for PS7 and SCHS (23-24)</li> <li>- Evidence of Board Review of Safety Plans</li> <li>- Copy of Procedures for addressing threats on campus</li> <li>- Evidence of Training of Staff</li> </ul>	Requested records were received and reviewed.	<p>Not substantiated.</p> <p>SHPS was found to be in compliance with most requirements for School Safety Plans and staff training</p>	<p><u>No Action</u></p> <p>Staff will monitor all charter school safety plans through regular oversight.</p>

### Educational Program / Serving All Students Who Wish to Attend

Allegation	Records Requested	Records Received/ Reviewed	Findings	Suggested Action
SHPS is not adequately investing in instructional materials to successfully implement its proposed education program.	<ul style="list-style-type: none"> <li>- Evidence of curriculum provided to teachers aligned to language in charter</li> <li>- Evidence of textbook or instructional materials for all core subject areas</li> <li>- Documentation of steps taken by school leadership and/or staff to address declines in academic performance</li> </ul>	Requested records were received and reviewed.	<p>Not substantiated within authorizer purview.</p> <p>SHPS was found to be in compliance with the language in their charter and has no record of Williams Act violations.</p>	<p><u>Monitor with Oversight Out of Purview</u></p> <p>SHPS has the autonomy to make their own curriculum decisions so long as those decisions meet Williams Act standards and language in the approved charter.</p>
SHPS is not adequately implementing a program for students with disabilities.	<ul style="list-style-type: none"> <li>- List of staff members assigned to provide Specialized Academic Instruction) SAI to students with disabilities</li> <li>- Random selection of 3 IEPs and service logs for review</li> </ul>	Requested records were received and reviewed.	<p>Substantiated</p> <p>SHPS was found to be out of compliance with regard to Special Education Staffing.</p> <p>Inconclusive</p> <p>Staff was not able to determine whether SHPS is in compliance regarding IEPs based on submitted records.</p>	<p><u>Notice.</u></p> <p>The SPED staffing issue is significant enough to rise to the level of formal Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p> <p><u>Monitor with Oversight / Address at Renewal</u></p>

**Educational Program / Serving All Students Who Wish to Attend continued**

<b>Allegation</b>	<b>Records Requested</b>	<b>Records Received/ Reviewed</b>	<b>Findings</b>	<b>Suggested Action</b>
SHPS is not taking steps to ensure that disproportionate discipline does not limit equitable access to education programs.	<ul style="list-style-type: none"> <li>- Documentation of steps taken by school leadership and/or staff to address high suspension or chronic absenteeism</li> <li>- Data on total number of suspensions and expulsion and chronic absenteeism for each significant subgroup, including African American, Hispanic/Latino, and students with disabilities</li> </ul>	<p>Requested records were received and reviewed.</p> <p>Staff cross-referenced records with public data.</p> <p>Staff also reviewed language about suspension and chronic absenteeism in charter petition.</p>	<p>Inconclusive</p> <p>SHPS suspension percentages have been consistently 8-15 percentage points higher than the District since 2017. Rates for African American, Students with Disabilities, Hispanic Students, and Socio-economically Disadvantaged students are disproportionately high. However, it is not clear what actions have or are being taken to address this.</p>	<p><u>Monitor with Oversight/ Address at Renewal</u></p> <p>It would be reasonable to request that SHPS provided a detailed action plan to address this data.</p>

**Teacher Credentialing and Human Resources**

<b>Allegation</b>	<b>Records Requested</b>	<b>Records Received/ Reviewed</b>	<b>Findings</b>	<b>Suggested Action</b>
SHPS employs a high number of under qualified or not appropriately credentialed teaching staff.	<ul style="list-style-type: none"> <li>- Staff Lists for both PS7/SCHS</li> <li>- Number of staff with clear, out of field, internal, or incomplete credentials</li> <li>- Staff employee handbook and copies of any SHPS involving recruitment, retention, evaluation, and discipline</li> </ul>	<p>Requested records were received and reviewed.</p> <p>Information available in CTC public search, Data Quest was also reviewed</p>	<p>Substantiated</p> <p>SHPS was found to have a high percentage of teachers with “Ineffective” credential status.</p>	<p><u>Notice.</u></p> <p>This issue is significant enough to rise to the level of formal Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p>
SHPS is engaging in other Human Resource matters that rise to level of district intervention.	<ul style="list-style-type: none"> <li>- Copies of employee complaints</li> <li>- Written report(s) following the completion of any investigations related to allegations of staff throwing parties with alcohol and students present or subsequent retaliation or harassment</li> </ul>	<p>Redacted and non-confidential records were received and reviewed.</p>	<p>Not substantiated within authorizer purview.</p>	<p><u>No Action / Out of Purview</u></p> <p>Employee disputes and complaint procedures are an internal charter school matter unless allegations are of a serious nature that amount to discrimination, safety/welfare issues, etc.</p>

**Fiscal / Conflict of Interest / Governance**

Area / Question	Records Requested	Records Received/ Reviewed	Findings	Suggested Action
SHPS is not compliant with Governance expectations under the Ralph M. Brown Act.	<ul style="list-style-type: none"> <li>- Agenda and Meeting Minutes from March 7, 2024, Board Meeting</li> <li>- Evidence of Timely and Prominent Posting of Board Meeting Agenda</li> </ul>	The requested records were provided. Additional Board Meeting documents were reviewed on the SHPS website.	Not Substantiated	<p><u>Monitor with Oversight</u></p> <p>This is part of the District’s annual oversight and will be reviewed on an ongoing basis.</p>
SHPS is not maintaining financial records that meet generally acceptable accounting standards.	<p>Substantiated</p> <p>See Report from Christy White Accountancy Corporation where this issue is reviewed in depth.</p>			<p><u>Notice.</u></p> <p>This issue is significant enough to rise to the level of formal notice. Details were included in Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p>
There is a conflict of interest and/or high degree of interrelatedness between SHPS, SHA, and SHDC.	<p>Substantiated</p> <p>See Report from Christy White Accountancy Corporation where this issue is reviewed in depth.</p>			<p><u>Notice.</u></p> <p>This issue is significant enough to rise to the level of formal notice. Details were included in Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p>



## EXHIBIT B

Lisa Marie Ruda  
Superintendent

Attachments Available At:  
<https://drive.google.com/file/d/1EjUUyrFU10silEDVjYInNi6GG8ELSyAx/view?usp=sharing>

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August 26, 2024

Superintendent Lisa Allen  
Sacramento Unified School District  
5735 47th Avenue  
Sacramento, CA 95824

### **Re: Response to July 26, 2024 Notice to Cure and Corrective Action Plans**

Dear Superintendent Allen:

It is with much pride that St. HOPE Public Schools (“SHPS”) submits this response and three accompanying action plans to the Sacramento City Unified School District (“SCUSD” or the “District”) in response to its Notice to Cure dated July 26, 2024. I believe the word “pride” is fitting, because the response reflects the best of who we are at SHPS as an organization: we have taken the concerns expressed by the SCUSD to heart, we have reflected, and as a team, we have worked tirelessly to chart a path forward to build deeper public trust, create greater transparency in our processes, and drive excellence in all aspects of our operations. That is what continuous improvement is all about at SHPS: never being content with the status quo, always striving to do and be our best, so we can continue to help scholars do and be their best.

We completely agree with the sentiment expressed in SCUSD’s notice “that it is the shared interest of both the SCUSD and SHPS to ensure that students are provided opportunities to learn, grow and reach their greatness so that they may graduate with the greatest number of postsecondary choices from the widest array of options.” (p. 10.)

We are proud – and we truly hope SCUSD is proud – of the transitional kindergarten-to-college pathway that SHPS has built with SCUSD over the past 20 years. But we know that we cannot rest on our achievements, as detailed extensively in our charter renewal petitions. We know SHPS is entrusted with public funds and the responsibility of operating public schools, and SHPS must prove it is a responsible and worthy steward in its operations. We know we have been a good steward in using the public funding provided to public schools to achieve above-average results. In addition, we also understand what we see through our own eyes may not be fully understood and appreciated by those looking at SHPS from the outside.

In some respects, the process over the past four months has been redeeming to SHPS, as the original list of concerns (which originated externally from SCUSD) shrunk considerably from an extensive list to just the three core areas requiring a response to the Notice to Cure. In other respects, the process has been frustrating and disappointing. We read the Notice to Cure as identifying “concerns” and lapses in some areas, but do not read it as alleging any actual

violations of any laws or regulations, nor identifying any misuse of public funds. We believe all of SCUSD’s concerns could have been discussed and addressed in the course of normal authorizer oversight over the past several years and we hope our partnership going forward will include any issues being addressed as they arise.

Unfortunately, the process, and the loose use of the term “violation” as interchangeable with “concerns” and “questions” has led to deep public misunderstanding and has created a false impression that serious wrongdoing had been established when it has not. This is perhaps best demonstrated by irresponsible press coverage that has reported on the Notice to Cure as though it established “violations” of the law or misuse of funds, which it did not. And so, in our responses, we must correct the record and provide missing context and facts to make up for damage that has been done – and we have done just that. But, we also own the reality that perception matters, appearance matters, that we must look inward, and we must set SHPS on a course of action that paves the way to secure the trust of SCUSD staff, each SCUSD Board Member, our employees, our families, and the public at large.

Behind this cover letter, we have enclosed three corrective action plans corresponding to the three areas of concern in the Notice to Cure, as well as underlying background and context regarding SHPS’ operations as relevant to our response. We summarize the actions detailed in the individual plans below:

**Summary of SHPS’ Action Plans by Area of Concern**

<b>Action Plan</b>	<b>Area of Concern</b>	<b>Summary of Action Plan</b>
#1	<p>Concerns Related to St. HOPE Academy (“SHA”) as a back-office service provider to SHPS</p> <p><a href="#">See pp. SHPS_0008-SHPS_0315</a></p>	<ul style="list-style-type: none"> <li>● For each back-office service area performed by SHA, SHPS will launch a public request for proposal (RFP) process in the 2024-25 school year to select vendors for the 2025-26 school year. Vendor selection will be based on objective scoring measures to be developed in a public process.</li> <li>● SHPS plans to retain CliftonLarsonAllen (CLA), SHPS’ current external auditor, or another firm if they are unavailable, to review the matters raised by Christy White and determine if the conditions exist as of the 2024-25 school year and whether a corrective action plan has been implemented. If the conditions exist and sufficient progress has not been made to remedy the conditions, SHA will be ineligible to be a vendor for SHPS for these services for 2025-26.</li> <li>● SHPS will require SHA to submit detailed monthly invoices which reflect the hours worked by SHA staff to SHPS for back-office services in 2024-2025.</li> <li>● SHA will immediately retain additional staff to ensure that financial reporting accounting is GAAP-compliant and is aligned with industry norms</li> </ul>

		<p>and SHA staff receive sufficient training. SHA will also retain a third-party school finance expert to support its back-office services team. SHA’s current CFO has disengaged from serving SHPS and/or managing or supervising anyone at SHA who provides back-office services to SHPS.</p> <ul style="list-style-type: none"> <li>● SHPS and SHA will develop performance standards and deadlines to more effectively monitor SHA performance. The performance standards and deadlines will include the following: financial reconciliations, grant reporting, budget to actual reporting and audit support.</li> <li>● SHPS offers to convene quarterly meetings with SCUSD to review progress with respect to this corrective action plan.</li> </ul>
#2	<p>Credentialing Concerns</p> <p><a href="#">See pp. SHPS_0316 to SHPS_0780</a></p>	<ul style="list-style-type: none"> <li>● SHPS has and will continue to verify teacher credentials as part of the hiring process.</li> <li>● SHPS will continue to make efforts to minimize the use of emergency credentials.</li> <li>● SHPS has and will continue to implement and monitor credential agreements to ensure staff are working towards appropriate credentials.</li> <li>● SHPS confirms and submits supporting documents to verify that certificated assignments in the 2024-25 school year are held by an employee authorized, or who will be authorized upon approval of the submissions pending with the California Commission on Teacher Credentialing (“CTC”) for the assignment under Education Code Section 47605(1).</li> <li>● SHPS offers to meet quarterly with SCUSD to review credentialing status for SHPS teachers to ensure SCUSD has current and accurate data that may not be available to SCUSD.</li> <li>● SHPS will continue to work with its teachers and SCTA to identify ways to further support teachers who need to secure their preliminary or clear credentials.</li> </ul>
#3	<p>Conflict of Interest Concerns</p> <p><a href="#">See pp. SHPS_0781 to SHPS_1071</a></p>	<ul style="list-style-type: none"> <li>● Ms. Jennings will resign from SHPS Board effective September 30, 2024 and after SCUSD approves SHPS’ requested charter renewals, notwithstanding that Government Code Section 1091 authorizes her continued service. The next regular SHPS Board of Directors meeting is September 12, 2024 at which</li> </ul>



		<p>time, the Board can appoint a new Chairperson and plan appropriately for the transition.</p> <ul style="list-style-type: none"> <li>● SHPS will amend its bylaws to preclude any officer, director, or employee of a vendor or intended vendor from serving on SHPS’ Board.</li> <li>● SHPS will ensure that any legal matters involving SHA, SHDC or the St. HOPE Endowment are addressed by outside legal counsel and not by Kevin Heistand. SHPS’ Superintendent shall be responsible for directing legal services accordingly.</li> <li>● SHPS will issue public RFP for back-office services and impose contractual terms that ensure increased vendor accountability. Please see SHPS’ response in Action Plan #1 which provides a detailed outline of the forthcoming RFP process.</li> <li>● SHPS has updated its 2024-25 LCAPs to reflect how the funds to SHA tie to student outcomes.</li> </ul>
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In the same spirit of self-reflection, and because context matters, SHPS believes it is important to review the actions that led SCUSD to launch this unprecedented investigation on the eve of charter renewal. As we have shared, SHPS notified SCUSD well over a year ago that it would submit its charter petitions in June 2025 so as to preserve our right to appeal in the event SCUSD denies our petition request. Immediately after we were notified of SCUSD’s investigation, SHPS submitted a public records request to SCUSD asking for production of all “concerns” that SCUSD had received or that SCUSD would be reviewing as part of this investigation as well as any other concerns brought to anyone at SCUSD - the Superintendent, charter school office and/or SCUSD Board members from July 1, 2022 to present.<sup>1</sup> L. Ruda letter to L. Allen dated May 13, 2024.

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<sup>1</sup> “Your correspondence notes that these concerns have been raised in the oversight process, CTA correspondence, and correspondence of parents and teachers. For SHPS to most effectively and thoroughly respond to these concerns, as well as to prepare any necessary documentation, please consider this communication a request for the production of all of those written concerns received by District Board members and/or District staff and any responses the District Board members and/or District staff have made to those concerns (i.e., letters, emails, text messages, etc.). Although your letter does not state a date upon which these concerns had first been raised, for purposes of this request for public records, we would ask that all concerns that form the basis of the District’s May 10th letter, including those provided by CTA staff (or SCTA), as well as those provided by any other member of the public, from July 1, 2022 to present be provided to SHPS forthwith. In addition, please provide all records of the District’s annual oversight process from the 2022-23 and 2023-24 school years.” SCUSD’s PRA acknowledgement of SHPS Records Request dated May 17, 2024.

In response to SHPS’s request, SCUSD provided the following chart of 5 “complaints” it had received over the past two years.

#	Date	Complainant	Concern
1	9/20/23	Info removed	Complainant emailed the Superintendent's office with a concern about concerning social media posts by Sac High students
2	9/27/23	Name removed	Parent was served a withdrawal of consent and had questions about the duration of that, how long it would be pertinent, and if law enforcement was involved in the process
3	10/25/23	Brittoni Ward, Cydney Hampton and John Borsos	Complaint was brought to the district by John Borsos of SCTA as a representative of the St. Hope teacher. The concerns were that St. Hope staff had overheard concerns of other staff members throwing parties, with alcohol, where students were present. The St. Hope teacher lodged the complaint with the St. Hope administration
4	9/19/23	Name removed	Parent called the superintendent's office in an attempt to reach the superintendent of St. Hope.
5	4/17/24	Name removed	Parent left a message with the superintendent's office on 4/16 Parent was concerned about several issues regarding 10th grade student D.M. at Sac High. Concerns with the teacher were addressed in a meeting with the teacher. Other concerns about discipline practice, inability to access the principal, non-permanent teachers

SCUSD identified only five “complaints” it received regarding SHPS. Of those five complaints, one complaint was from a member of the public who was upset about a social media post *possibly* made by a teenage Sac High student (#1), another “complaint” was from an adult who SHPS banned from campus as a result of a serious physical altercation after 8th grade promotion with another adult (neither a staff member or affiliated with SHPS) (#2), one complaint was resolved (#5) as stated in the notes, and another was from the Sacramento City Teachers Association (SCTA) representing a former SHPS staff member who was “at war” with SHPS (#3). In fact, SHPS notified SCUSD that they had commenced a third-party investigation regarding concerns from the former staff member when they were also brought to SHPS. Office of Innovative Schools Complaint Log from June 2023 to May 15, 2024.

Annually, SHPS pays nearly \$110,000 to SCUSD for “charter oversight” of Sac High and PS7. SCUSD’s charter or innovative schools office has grown to at least three full-time staff members plus an external audit firm as well as legal counsel. We, particularly I, have been incredibly transparent and responsive to SCUSD’s charter school office. SCUSD’s annual oversight report for both PS7 and Sac High state that SHPS meets the standard when SCUSD, as the authorizer, requests additional information. SCUSD’s PS7 Annual Oversight Report, p. 17-18; SCUSD’s Sac High Annual Oversight Report, p. 18-19. To now see public records from the oversight office which question our cooperation and work is both disappointing and contrary to the interactions we have had for two years since I joined SHPS. Amanda Goldman email to Christy

White dated June 3, 2024 (“Sadly, I am not confident that [SHPS] will be responsive.”).<sup>2</sup> The above listed “complaints” are issues that should be addressed and resolved between a charter school and authorizer as part of the normal day-to-day oversight.

Needless to say, I was disappointed to learn that SCTA was listed as the source of the three concerns that were ultimately included in your Notice of Cure to SHPS (credentialing, conflict of interest with Ms. Jennings’ role and back-office services provided by SHA). Talking Points Requested by Lisa Allen, Tuesday 4/30, for conversation with Dave Gordon. The written concerns SCTA presented to SCUSD included the “PERB” time-stamp, meaning SCTA had already availed itself to the legal body charged with adjudicating employer-union concerns by the time it reached out to you.

As our charter authorizer, we believe SCUSD should have raised these concerns long before our charter petitions were filed. SCUSD, particularly the charter school office, was fully aware Ms. Jennings was the SHPS Board Chair and SHA CEO/Executive Director from countless interactions regarding the Sacramento High School and PS7 Elementary campuses, or should have been aware from the regular, monthly submissions SHPS is required to provide to that office.

As we move forward, I want to reiterate that our objective in offering this response is to **fully** address SCUSD’s concerns through thoughtful explanations and meaningful, significant, and concrete actions. We are seeking to meet SCUSD all of the way – not halfway or through half measures – with the hope that SCUSD will affirm what is operationally sensible and reasonable from SHPS’ perspective.

We believe that with these responses, there can be no justification for denial of SHPS’ charter renewal petitions on the basis that our charter schools are “demonstrably unlikely to successfully implement the program set forth in the petition due to **substantial** fiscal or governance factors” within the meaning of Education Code Section 47607(e). The **concerns** that SCUSD has raised simply do not rise to “**substantial** fiscal or governance factors” and certainly do not indicate that SHPS is “**demonstrably unlikely** to successfully implement the program.” Notwithstanding the lack of evidence or support of “**substantial** fiscal or governance factors from the Christy White report or otherwise, we believe our corrective action plan in response to SCUSD’s concerns is robust, and there are no circumstances or evidence that would allow a finding that “[t]he corrective action proposed by the charter school has been unsuccessful” or that “[t]he violations are sufficiently severe and pervasive as to render a corrective action plan unviable” – the findings that are legally required to deny SHPS’ charter petition if “**substantial** fiscal or governance factors” were present. Amanda Goldman email to Christy White dated May 13, 2024.

If SCUSD has **any** questions or concerns, we ask that SCUSD let us know before SCUSD finalizes its staff findings on SHPS’ renewal petitions. If there is something that SCUSD is expecting and needs from SHPS in order for SHPS to receive SCUSD’s vote of confidence, we

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<sup>2</sup> We were also very surprised to see in response to SHPS’ public records request that correspondence between SCUSD and Christy White regarding Christy White’s engagement was withheld on the basis of attorney-client privileged. As a vendor retained to prepare an independent investigation, we cannot conceive of how any conversations with a non-agent could have been protected by the attorney-client privilege.

want to know what that is now so that we can do everything to earn that vote. We trust, based on SHPS and SCUSD's more than two decades of partnership, this is not an exercise in which SHPS must "guess correctly" as to what will be satisfactory to SCUSD. We view this response as the next step towards ensuring a successful charter renewal term for our two charter schools. We are excited for the future in partnership with SCUSD, for all of the good that we believe will come from this process and the actions SHPS is pursuing in the interest of continuous improvement.

Thank you for your careful consideration of our submission. We stand ready to work with SCUSD staff and the SCUSD Board and ensure that every question is answered and every concern is allayed. I am fully available over the coming days and weeks to meet with any SCUSD staff member or Board member.

Sincerely,

*Lisa Marie Ruda*

Lisa Ruda

Cc: Amanda Goldman, Director, Innovative Schools  
Members of the SCUSD Board of Education  
Cassandra H.B. Jennings, Chairperson SHPS Board of Directors



# Action Plan #1

## Addressing Concerns Regarding Alleged Fiscal/Governance Violations

**SHPS Action Plan #1**  
**Addressing Concerns Regarding the**  
**Alleged Fiscal/Governance Violations**

In this document, SHPS describes the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS contracting with SHA to provide back office services<sup>1</sup>. SCUSD has asked SHPS to “thoughtfully and carefully consider whether SHA possesses the requisite background knowledge and expertise in education finance to carry out [back-office] functions.” L. Allen letter to L. Ruda dated July 26, 2024, p. 4. SHPS has carefully considered this question and will take significant, meaningful operational changes to increase SCUSD and the public’s confidence in SHPS’ back-office services, including its financial reporting, as described below. More specifically, SHPS commits to the following actions, which are further detailed below:

1. For each back-office service area performed by SHA, SHPS will launch a public request for proposal (RFP) process in the 2024-25 school year to select vendors for the 2025-26 school year. Vendor selection will be based on objective scoring measures to be developed in a public process.
2. SHPS plans to retain CliftonLarsonAllen (CLA), SHPS’ current external auditor, or another firm if they are unavailable, to review the matters raised by Christy White and determine if the conditions exist as of the 2024-25 school year and whether a corrective action plan has been implemented. If the conditions exist and sufficient progress has not been made to remedy the conditions, SHA will be ineligible to be a vendor for SHPS for these services for 2025-26.
3. SHPS will require SHA to submit detailed monthly invoices which reflect the hours worked by SHA staff to SHPS for back-office services in 2024-2025.
4. SHA will immediately retain additional staff to ensure that financial reporting accounting is GAAP-compliant and is aligned with industry norms and SHA staff receive sufficient training. SHA will also retain a third-party school finance expert to support its back-office services team. SHA’s current CFO has disengaged from serving SHPS and/or managing or supervising anyone at SHA who provides back-office services to SHPS.
5. SHPS and SHA will develop performance standards and deadlines to more effectively monitor SHA performance. The performance standards and deadlines will include the

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<sup>1</sup> Back-office services include budgeting, accounts payable, payroll, audit support and grant reporting.

following: financial reconciliations, grant reporting, budget to actual reporting and audit support.

6. SHPS offers to convene quarterly meetings with SCUSD to review progress with respect to this corrective action plan.

## **Background and Context**

### **SHPS' Work With SHA**

SHPS has contracted with SHA to provide back-office services since 2018. Annually, the Board of Directors (“BOD”) of SHPS considers and approves the back-office services contract at a public board meeting. The most recent contract for 2024-25 was approved on June 27, 2024. During the public meeting, and before the BOD moved to approve the contract, the SHPS Superintendent made a presentation which delineated the scope of services, the fees proposed and comparable fees from other back-office service providers, which SHPS had contacted prior to proposing the back-office service contract with SHA for 2024-25. A copy of that public presentation as well as the meeting agenda, minutes and memorandum to the BOD in advance of the meeting is attached. These documents were also provided to Christy White during a meeting with SHPS on July 11, 2024. L. Rosenberg email to Christy White dated 07\_11\_2024; Meeting Minutes and Agenda (presentation linked in agenda) from Regular BOD Meeting held on June 27, 2024; SHPS BOD Memorandum Regarding SHA & SHDC.

As part of the 2024-25 contract review, SHPS contacted outside vendors who provide back-office services to charter schools. The Superintendent discussed the same with the SCUSD Director of Innovation who proposed some vendors for SHPS to contact to identify market costs. Costs for back-office services for SHA were then aligned with those charged by other vendors to ensure the fee SHPS paid to SHA market rates was reasonable. The fee ultimately proposed for SHPS for 2024-25 was at least \$30,000 less than the next lowest priced vendor contacted by SHPS. See SHPS BOD Presentation dated June 27, 2024 linked within Meeting Minutes from June 27, 2024 SHPS BOD Meeting.

No third-party vendor contacted by SHPS as part of this pre-contract review provided comparable services (non-back-office services such as summer programming or even facilities and information technology support) like SHPS receives from SHA or St. HOPE Development Company (“SHDC”). In addition, no vendor felt a transition of the traditional back-office financial services prior to January 1, 2025, was prudent if SHPS was interested in a change in vendor. Vendors stated a transition prior to that time, while possible if absolutely necessary, would be difficult, rushed, and not ideal. All vendors expressed a strong preference for working with SHPS to build the annual budget for the year in which they would assume back-office functions. In other words, SHPS' 2024-25 budget, which went into effect on July 1, 2024, was already being developed at

the time bids were being solicited. Vendors preferred to work with SHPS in the spring of 2025 to develop the budget and then provide back-office services when that budget was in place on July 1, 2025 for the 2025-26 school year.

### **Changes to 2024-25 Scope of SHPS' Work with SHA**

SHPS also changed the scope of work included in the SHA 2024-25 contract to increase student outcomes and improve school culture by filling in gaps in programming, such as the areas of parent engagement, student community service and internship opportunities, that SHPS cannot fill with its existing staff or expertise. St. HOPE Public Schools is rooted in our five pillars, one of which is the “power to lead” and, as a result, we strongly believe community service helps our scholars develop a strong sense of civic responsibility and establish the foundation for a lifetime of meaningful community involvement. Over the course of their time at Sacramento Charter High School (“Sac High”), scholars are expected to complete 110 hours of community service. Each year, students must complete a set number of hours. By their junior and senior years, Sac High scholars must annually complete 40 hours of community service.

Furthermore, the current charter petition for Sac High includes a graduate profile on pgs. 18-19. One element of this graduate profile is that students will “have participated in an internship with an external organization.”

The new scope of work for 2024-25 charged SHA with supporting SHPS by providing the following services:

- Securing internship opportunities (paid, unpaid, academic credit or non-credit) or chances to explore careers.
- Identifying onsite and off-site opportunities for Sac High students to fulfill their community service requirements as mandated through their advisory courses.

2024-25 Consultant Agreement with SHA, p. 6.

The Secretary of Education has unequivocally stated that Internships and work-based learning has “educational value” and that partnering with community based organizations is appropriate. (Guidance from U.S. Secretary of Education dated November 14, 2022, p. 6.) As noted by the Secretary,

“[T]he pandemic reduced the availability of work-based learning. These impacts have been more pronounced in certain industries, particularly those that have traditionally engaged a youth workforce, in addition to industries that support earn-and-learn educational models like Registered Apprenticeship. *Work-based learning is a proven strategy that reinforces academic instruction by giving students opportunities to apply knowledge and skills in real-world situations.* Work-based learning also helps young people to generate income,



establish future earning potential, and connect with professionals in the labor market. The US Department of Education has encouraged school districts to support new skill-building experiences like internships, cooperative education, pre-apprenticeships, and registered apprenticeship programs that are integrated within school-day instruction and other extended learning models that occur after school or over the summer months.”

Consistent with the Secretary’s direction, SHPS contracted with SHA to expose our scholars to various hands-on learning experiences outside the classroom. The Secretary encouraged school districts to “liaise with intermediary organizations that can help to connect communities, schools, employers, and students. Intermediaries could include, for example, entities that organize and convene employers, such as chambers of commerce; nonprofit organizations with established relationships with employers, such as organizations...” (Guidance from U.S. Secretary of Education dated November 14, 2022, p. 6.)

### **Chairperson Jennings’ Recusal from the SHA Contract Discussion and Vote**

Please note that Cassandra Jennings, the SHA and SHDC CEO/Executive Director and the Chairperson of the SHPS Board of Directors (BOD), recused herself from the SHPS BOD discussion, presentation and vote relative to the 2024-25 contracts with SHA and SHDC, as she had done since Ms. Jennings was appointed SHPS Board Chairperson in July 2022. As noted in the minutes:

At 5:35 p.m., Ms. Jennings recused herself from the discussion and vote of the agenda items related to St. HOPE Academy (SHA) and St. HOPE Development Corporation (SHDC) due to her position as Executive Director for SHA and SHDC. Ms. Ruda proceeded to delineate how the proposed agreements were created and the goals SHPS with respect to both agreements. Ms. Ruda’s presentation included slides 9 through 16 of the linked presentation which was made during and available during the public meeting. Ms. Ruda highlighted the following: (1) SHPS continued reduced the SHA contract cost by \$211,104 in addition to the \$200,000 in savings realized with the 2023-24 contract, (2) The scope of facilities work performed by SHDC increases due to changes made by SCUSD which transfers additional responsibilities to SHPS effective July 1, 2024, and (3) the new contracts allow SHPS to benefit from the expertise of SHA particularly in the area of parent and community engagement where SHPS is deeply committed to improving and expanding relationships with SHPS scholar, their families and our larger Oak Park community. Ms. Ruda also underscored that SHA would be supporting SHPS by organizing SHPS’s Hispanic Heritage Month in September 2024 (like the programming created by SHA for Black History Month) and they would be providing opportunities for scholar internships and community service. Finally, Ms. Ruda advised that the scope of work and fee was set by SHPS and that Ms. Jennings neither advised or engaged with her relative to the scope of work and fee.

Meeting Minutes from Regular BOD Meeting held on June 27, 2024. After the BOD approval, I presented the contracts to Ms. Jennings for her review and signature in her capacity as the CEO/Executive Director of SHA and SHDC. Ms. Jennings executed the agreements as approved by the SHPS BOD without proposing or making any changes.

### **Commitment to Improve Back-Office Services**

SHPS understands and acknowledges that SHPS' most recent audit identified a repeat finding related to revenue recognition and misclassification of expenditures, as well as a lapse in timely reconciliation of bank accounts in SHA's provision of back-office services to SHPS. SHPS is further aware, and disappointed, that the most recent audit was completed after the December 15th deadline.

SCUSD was also aware long before the current investigation was launched that the audit included this finding. As required by law, SHPS' annual independent audit is submitted annually to SCUSD after it is accepted by the SHPS BOD at a public meeting. Please see agendas and minutes from the March 7, 2024 SHPS BOD meeting (2022-23 audit approved) and the March 31, 2023 SHPS BOD meeting agenda and minutes (2021-22 audit approved).

In addition, SHPS sought, and SCUSD approved, SHPS's extension to submit its 2022-23 audit. See November 27, 2023 letter from Sandra Moorman (former CFO of SHA) to Janea Marking (SCUSD). The reasons for the requested extension, as documented by SHPS's auditors in a letter that was included with Ms. Moorman's request to Ms. Marking, were as follows:

*We are writing this letter to request an extension of the School's June 30, 2023 audited financial report submission to March 31, 2024. The primary reason(s) are related to:*

- *The shortage of client personnel, primarily responsible for the audit.*
- *New state and federal programs have significantly delayed the client in closing the accounting records for the year under audit.*

Letter from Lili Huang, CliftonLarsenAllen LLP, to The Authorizers of St. HOPE Public Schools dated November 6, 2023. SCUSD approved the extension request on December 6, 2023 and the SHPS BOD authorized Ms. Moorman to request the extension from SCUSD at a public meeting, which was based on the causes as attested to by SHPS' auditors in their letter dated November 6, 2023, which was submitted to SCUSD when the extension request was submitted.

### **Going Forward – SHPS' Action Plan**

## 1. Implement a RFP Process for Back-Office Services

SHPS believes it is important to institute additional layers of fiscal accountability and secure immediate assurance in the current 2024-25 school year, and going forward, that SHPS' accounting processes, and those it contracts with to execute such processes, are compliant with all applicable laws, regulations, and standards. SHPS has developed the following action plan as a cure to SCUSD's concerns outlined in *Section II (A) Non-GAAP Accounting Practices of SCUSD's Notice to Cure*.

In order to create further arms-length distance between SHA and SHPS, increase transparency and trust, obtain the highest quality services at the best price, and create healthy competition, SHPS will launch a competitive bidding request for proposal process ("RFP") for back-office services within thirty (30) days of charter renewal. Back-office services would include budgeting, financial reporting, payroll, accounts payable, audit management and grant reporting.

Please note SHPS' decision to launch a competitive bid process for back-office services is *in addition* to the decision of Cassandra Jennings to resign her position as Chairperson and member of the Board of Directors of SHPS, which is discussed fully in SHPS' corrective action plan in response to Section II (C) *Potential Conflict(s) of Interest Under Government Code Section 1090 and Political Reform Act of 1974 (Government Code sections 81000 et seq.)*.

SHPS commits that the competitive bid process will include the following:

1. Service areas would be described in detail so as to allow each bidder to fully understand the operational requirements and bid accordingly.
2. Bidders may bid to provide one or multiple service areas, but in all cases, must provide individual pricing for each service area as part of any proposal.
3. The RFP will utilize standardized requirements for contract terms (e.g., insurance, indemnities, etc.) and standardized bid requirements (e.g., application form, narrative questions, request for resumes of key employees, compliance documents, right to audit).
4. SHPS will develop a scoring rubric that is designed to award the most points to any bid which represents the most relevant experience, expertise, capacity, reputation, at the best possible price. Relevant experience includes, but is not limited to, school or education finance, experience. Positive experience with other, non-SHPS charter schools or in the area of school finance will be weighed higher.

5. The RFP documents will be reviewed and approved by a subcommittee of three members of SHPS' board ("RFP Committee"). Consistent with changes to the SHPS BOD bylaws, which are discussed later in SHPS' Action Plan #3, "Addressing Concerns Regarding the Appearance of Conflict of Interests," the subcommittee will not include any SHA employees or employees of any other bidders.
6. The RFP committee will comply with the Brown Act. The draft RFP documents will be posted prominently on SHPS' website prior to a meeting of the RFP Committee at which time a public hearing will be held on the proposed RFP documents. SHPS will also share the posting with relevant non-profits in an effort to reach potential bidders.
7. Bids will be subject to a deadline of at least 45 days from posting, and bids, including proposed price, will be posted to SHPS' website upon the conclusion of the open bidding process.
8. SHPS will obtain a third-party pricing review/reasonableness review of all bids by an individual or firm with appropriate experience. The individual/firm must not be an existing vendor of SHA, SHDC or any other bidder. In addition, the individual/firm must not have any familial connection or business relationship to an officer, employee, or board member of SHA, SHDC or any other bidder.
9. The RFP Committee will score each of the bids received and make a recommendation to the SHPS' Board. Any recommendation from the RFP Committee to accept a particular bid or bid(s) that are not the highest scoring bid(s) or that are equal in points to other bid(s) must be accompanied by a written justification.

Once the preferred vendor is identified via the RFP process, SHPS and the vendor will negotiate and execute a contract for services. SHPS commits the proposed contract will include provisions requiring the vendor to submit invoices that include time-hour accounting. SHPS further commits that, in line with Christy White's recommendations, SHPS will propose the contract has a "right to audit" or review records clause.

As discussed in detail below, SHA may submit a bid for back-office services only if they have remedied or made conditions exist and sufficient progress to remedy the outstanding material weakness.

**2. Engage Clifton Larson and Allen LLP (or another accounting firm) to Review the Allegations in the Christy White Report and SHA's Performance in the Current School Year**

SHPS has initially engaged its auditors Clifton Larson and Allen LLP (“Clifton Larson”) to review the allegations made in the Christy White report. Clifton Larson is currently completing the SHPS audit for the period of July 1, 2023 through June 30, 2024. Clifton Larson has advised SHPS that it will complete this new engagement, at an additional cost to SHPS, on or before December 15, 2024, the date by which the FY2024 audit must be finalized. Due to its own internal controls and procedures, Clifton Larson was unable to complete the new engagement before SHPS submitted this corrective action plan.

SHPS is working to finalize an engagement letter for this additional work with Clifton Larson. In the event Clifton Larson is unable to complete this work or that this additional work will delay completion of the FY24 audit, which is due December 15, 2024, SHPS will engage another accounting firm to review the matters raised by Christy White and determine if the conditions exist as of the 2024-25 school year and whether a corrective action plan has been implemented. If the conditions exist and sufficient progress has not been made to remedy the conditions, SHA will be ineligible to be a vendor for SHPS for these services for 2025-26.

Immediately upon receiving the Christy White report, SHPS notified Clifton Larson of the report and provided them a copy of Superintendent Allen’s July 26, 2024 letter as well as the Christy White report. Beyond reviewing the allegations made in the Christy White report, SHPS has proposed the scope of Clifton Larson’s special engagement will include the following:

- Ensuring SHA has implemented its corrective action plan to address and resolve the material weakness identified in the FY2023 audit,
- Reviewing SHA’s current compliance with GAAP with respect to SHPS accounting records and processes; and
- Issuing a report documenting its findings.

In the event Clifton Larson finds that the conditions raised by Christy White continue to exist as of the current school year and sufficient progress has not been made to remedy the material weakness and improve the accuracy and timeliness of financial reconciliations after the last fiscal audit, SHA shall not be eligible for the award of the back-office services contract.

As noted, if Clifton Larson cannot complete the additional report SHPS will engage another accounting firm to execute the above scope of work.

**3. Require SHA to Submit Detailed Monthly Invoices for 2024-2025**

As SCUSD is aware, the Board of Directors of SHPS approved the current back-office service contract with SHA for 2024-2025 at a public board meeting on June 27, 2024. See Agenda and Minutes for June 27, 2024 SHPS BOD Meeting. Notwithstanding the fact that an agreement is in place until June 30, 2025, SHPS and SHA have taken steps to increase confidence in SHA's roles during the current contracting period by amending the existing contract to require SHA to submit to SHPS detailed invoices, identifying the services provided during the prior month, expenses incurred specific to serving SHPS, and the FTE allocation of SHA staff to supporting SHPS in line with Christy White's recommendations. L. Allen to L. Ruda dated July 26, 2024, p. 31.

On a quarterly basis, SHPS and SHA will reconcile the prior quarter's invoices to determine if the invoiced amounts match the monthly fees charged for that quarter. If the fees paid exceed the services provided, a reduction or adjustment in the next quarterly payment will be made pursuant to a refund procedure that SHPS and SHA will create.

#### **4. Retain New, Experienced SHA Staff And Train Existing SHA Staff To Ensure Financial Reporting Accounting Is GAAP-Compliant And Is Aligned With Industry Norms.**

SHPS concurs that additional background, knowledge and experience in school or education finance, and GAAP standards in particular, will be a prerequisite for SHA to provide high-quality back-office. SHPS and SHA acknowledge such experience and expertise increase public confidence in how public funds are managed, reported and spent.

To ensure the concerns raised by SCUSD are fully addressed, SHPS has requested, and SHA has agreed to add staff with the requisite nonprofit accounting and school/education finance experience. As of August 26, 2024, Rachel Menaugh, CPA serves as chief financial officer ("CFO"), directs and manages the SHA back-office team and provide the following services:

- Ensure financial reporting is GAAP compliant and at or above industry norms
- Implement time-hour accounting
- Implement and monitor internal controls
- Support the timely completion of the annual audit
- Complete monthly reconciliations and year-end close

Ms. Menaugh has nearly a decade of experience with respect to non-profit organizations and public school audits while working at established accounting firms. SHA will also retain a third-party school or education finance expert to oversee SHPS' back-office. As of the date of this response, SHA is in the process of identifying candidates to serve in this role.

In addition, all existing SHA staff who provide back-office services will be required to complete training by January 2025. Finally, SHA's CFO noted in SCUSD's Notice of Concern is no longer serving SHPS and/or managing or supervising anyone at SHA who provides back-office services to SHPS.

**5. SHPS And SHA Will Develop Performance Standards And Deadlines To More Effectively Monitor And Assess SHA's Performance Of Back-Office Services.**

SHPS and SHA will develop a comprehensive calendar and performance standards by which to monitor SHA's performance and the delivery of back-office services. Ms. Menaugh will be responsible for working with SHPS to set performance standards and deadlines in the following areas to ensure services provided by SHA are at or above the level provided by other back-office service providers or industry norms: (1) monthly financial reconciliations, (2) year-end close, (3) budget to actual reporting, and (4) audit support and management.

**6. SHPS' Offer to Convene Quarterly Meetings with SCUSD to Review Financial Reporting**

SHPS proposes to convene quarterly meetings with SCUSD to continue to monitor the above actions. Currently, SHPS provides financial reports to SCUSD every year as required by law. These reports are delivered approximately quarterly, and in some cases more frequently, according to the list below:

1. By July 1, a preliminary budget for the current fiscal year and an annual update.
2. By September 15, a final unaudited report for the full prior year.
3. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. Additionally, on December 15th, or by the required deadline, a copy of the Charter School's annual, independent financial audit report.
4. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31.

SHPS' regular submissions are memorialized and accepted by SCUSD. Confirmation of Document Tracking Services ("DTS") Submissions to SCUSD. Documents are submitted through SCUSD's online portal, DTS, pursuant to deadlines set by SCUSD.

In addition to providing SCUSD with the above, required reports, SHPS proposes to convene quarterly meetings with SCUSD to discuss and review spending and financial reporting at the same cadence at which the above reports are provided. The purpose of the meetings would be to review

progress with respect to this corrective action plan, discuss financial submissions (for instance, the First Interim Budget) to SCUSD and the California Department of Education, as well as progress updates on the above mentioned action items

### **Claims Included in the Christy White Report**

While SHPS is committed to working towards solutions with SCUSD, SHPS respectfully must voice its disagreement with many of the conclusions and statements made in the Christy White report. Christy White Letter to SCUSD dated July 17, 2024 and attached to Superintendent Allen’s July 26th letter to L. Ruda. The Christy White report has been inappropriately described as an “audit.” Moreover, significant portions of the Christy White report are based on incorrect, incomplete or ignored information making the work of very limited value. The Christy White report further offers much speculation, damning criticism and general opinions (without citation to authoritative sources), but no indication of any wrongdoing or any indication that SHPS expenditures are not prudent or not in the interests of students. Apart from one 45-minute meeting that was requested by SHPS, Christy White has not talked with any representatives from SHPS, SHA, SHDC and/or their respective auditors, nor has it visited any SHPS school before drawing conclusions. The Christy White report is far from the independent, objective review that SCUSD promised. SCUSD has acknowledged that “SHPS has received a clean audit report.” A. Goldman email to C. White dated May 14, 2024. By presenting the Christy White report as an audit and the above weaknesses, the Christy White report unfairly maligns the credibility and public confidence in SHPS and SHA,<sup>2</sup> and SHPS respectfully objects to, and challenges it.

#### **1. The Christy White Report is Not an Audit**

Like all California charter schools and local education agencies, SHPS is audited annually in accordance with auditing standards generally accepted in the United States of America, the standards set forth in Government Auditing Standards issued by the Comptroller General of the United States, and the provisions of California Code of Regulations (CCR), Title 5, Education, Section 19810, et seq.

SCUSD has acknowledged that “SHPS has received a clean audit report.” A. Goldman email to C. White dated May 14, 2024. Generally Accepted Accounting Principles (“GAAP”) is a set of accounting rules created to govern financial reporting for corporations in the United States. GAAP is also utilized by government entities, as well as all 50 states, and many local entities, such as counties, cities, towns, and school districts, must adhere to these principles. GAAP represents objectives and guidelines for financial statements and reporting calculations. There are three major

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<sup>2</sup> The conflict of interest concern with respect to the roles of Cassandra Jennings and Kevin Hiestand are addressed in Section #3 of SHPS’ Response to SCUSD’s notice to cure,



sets of rules covered in GAAP: basic accounting principles and guidelines, detailed standards of the Financial Accounting Standards Board (“FASB”), and generally accepted industry practices. This framework served as the basis for the material weaknesses identified in the SHPS audit as revenue recognition and misclassification of expenditures were noted as well as a lapse in timely reconciliation of bank accounts. However, revenue recognition and misclassification of expenditures were immediately corrected by SHA finance staff. In fact, the auditor recommended just one journal entry adjustment and SHPS concurred. No significant or unusual transactions were identified by the auditor, they encountered no difficulties in dealing with management in performing or completing their audit. There were no significant deficiencies, and it was also noted by the auditor that there were no questioned costs. SHPS Audit for Period Ending June 30, 2023, p. 39-40.

As noted above, SHPS contracts with CliftonLarsenAllen LLP to complete the annual audit, which generally takes at least six (6) months to complete. As noted earlier, the SHPS annual audit for each of the past two years has taken eight to nine months as evidenced by SHPS’ requests to submit the audit by March 31st as opposed to the statutory deadline of December 15th.

The Christy White report was completed in far less time than a traditional audit simply because it did not include any of the rigor or testing that accompanies the annual audit.

The agreed upon procedures executed by SCUSD and Christy White, and the memorialized conversations between them, explicitly state the report is not an audit:

We agree to perform agreed-upon procedures to assist the SCUSD in reviewing the administrative structure and reasonableness of administrative costs of SHA, SHDC, that are charged to SPHS [sic].

....

***We will not be conducting an audit . . .***

***Accordingly, using this report for anything other than the original intent or the agreed-upon procedures could mislead the readers.***

***The above professional services will be performed based on data and information **you (SCUSD) provide to us.** We will not verify or audit this information... Our engagement is not designed to...identify reportable conditions, that is, significant deficiencies...or the operation of control.***

We agree to perform the engagement, the procedures of which are described above for \$25,000. The engagement is anticipated to be conducted 100% remotely...

The agreed-upon procedures engagement [sic] will commence no later than either the SCUSD approval date of this contract or June 3rd and will be drafted within *four weeks* after the commencement date and finalized by July 22nd.

Christy White letter to SCUSD dated May 15, 2024 and executed May 22, 2024 (emphasis added).

In fact, SCUSD originally requested that Christy White conduct “an independent forensic audit,” but Christy White rejected that request stating the following:

Hi Amanda, attached is my proposed AUP agreement. Below I have indicated in red (next to your input), how (or not) the proposal responds to your request. *For example, there are some legal issues about what constitutes a conflict of interest or if one even exists. As such, you might need to have legal counsel weigh in on some of your concerns.*

The scope in my proposal includes an ‘audit’ for expenditures that would be a large sample of personnel and non-personnel administrative costs, plus tying their underlying [sic] data out to your reports and the financial audit. *The second major piece is analyzing the admin costs against other charters and other metrics (e.g. a small school district). There is no requirement for the level of standardized reporting for charters, unlike school districts. As such it is not an easy analysis but one that I have done before with client satisfaction.* I will comment on whether or not the admin costs appear at, below or above market.

*Not that an agreed-upon procedure is an attestation service but not an audit in the sense that you might be familiar with. The reason is due to the district’s management direction and the specific nature of the services you requested which differ from a traditional financial or compliance audit.*

Email from Christy White to Amanda Goldman dated May 14, 2024. (emphasis added).

SCUSD confirmed the above by summarizing Ms. White and Ms. Goldman’s conversation as follows:

1. Are SHPS books being maintained in a legally compliant manner consistent with professional standards? *Christy White response: We will test whether the costs are supported by the underlying accounting records but can't comment on the legality of the charges.*
2. Can SCUSD trust the reports received as accurate? *Christy White’s Response: our AUP report will sample financial data that supports the administrative charges and the reports provided to SCUSD.*

3. Is SHPS using public funds in a manner consistent with acceptable practices for employment of contractors and service providers? **Christy White's Response: we will test independent contractor agreements.**
4. Is SHPS spending more than typical on costs not associated with instruction and student outcomes? **Christy White's Response: I will compare the cost of administration to other charters and other metrics (such as what a small school district might spend percentage wise on administration).**
5. ***Is the relationship between SHPS, SHA, and SHDC reasonable and appropriate under conflict-of-interest law/policy? Christy White's Response: this is a legal question that I cannot provide an opinion on. But I will outline the relationship and whether it appears appropriate for a charter school.***
6. Based on this review, is there any reason to suggest that SHPS would likely be financially unable to implement the academic program it is proposing due to mismanagement, or other reasons related to the concerns shared by the district or other parties? **Christy White's Response; our report will not draw a conclusion but will provide information to SCUSD for us in your oversight role and your conclusions, plus report any questionable practices known errors or potential fraud.**

**Though SHPS has received a clean audit report,** the district would like these questions reviewed with fresh eyes and an accounting of the process involved in reviewing them.

Amanda Goldman  
Director, Innovative Schools, SCUSD  
916-839-0335

A. Goldman email to C. White dated May 14, 2024. (emphasis added).

Notwithstanding Christy White's clear statements, SCUSD cites the Christy White report as the basis for concluding SHPS has deficiencies, does not comply with GAAP procedures, unsound fiscal practices and lack of internal controls. L. Allen letter to L. Ruda dated July 26, 2024, p. 4. Furthermore, SCUSD uses the report to call into question whether SHPS can meet their legal obligations after Christy White specifically advised SCUSD that they could not provide such an opinion.

**2. SHPS’ opportunity to provide information to Christy White was limited and resulted in Christy White drawing conclusions based on incomplete information.**

Notwithstanding the fact that SCUSD first reached out to Christy White over three months ago, SHPS met with the Christy White team for 45 minutes, less than a week before their report was submitted to SCUSD, and only after SHPS requested, again, to meet with Christy White.

On Friday, May 10th, SCUSD advised SHPS it would begin an investigation regarding “concerns raised about St. HOPE Public Schools. . . .” L. Allen letter to L. Ruda dated May 10, 2024, p. 1. The next business day, Monday, May 13th, SHPS affirmed its commitment to cooperate by stating:

“[W]e look forward to responding to all inquiries and correcting the records as needed. In that regard, let me assure you of SHPS’ full cooperation and transparency in the District’s oversight of SHPS’ charter schools. As we have always been, SHPS will continue to work diligently and swiftly to respond to all questions and requests for records from the District.

SHPS further advised “[f]or SHPS to most effectively and thoroughly respond to these concerns, as well as prepare any necessary documentation, please consider this communication a request for the production of all those written concerns [from July 1, 2022 to present....”

L. Ruda letter to L. Allen dated May 13, 2024.

On May 15th, two days later, Christy White requested that SCUSD “make an introduction for us to [SHPS] and let them know our timeline and that we will be setting up a zoom meeting and requesting data.” Email from Christy White to Amanda Goldman dated May 15, 2024. Notwithstanding this request, neither SCUSD nor Christy White scheduled a zoom meeting with SHPS until SHPS requested such a meeting on July 9th.

Thanks again Amanda. Amanda (Long) and Christy, it is nice to meet you.

Can we find a time to jump on a Zoom sometime tomorrow (Wednesday) or Thursday? I understand that our counsel Lee Rosenberg reached out last week to request a meeting, but given the timing Amanda Goldman mentioned below, I wanted to make sure we had an opportunity to meet as well.

*I want to ensure that your team has what you need to finish your report, and towards that end, we also want to provide operational background, connect dots, and provide clarification that may not be immediately apparent on the face of the documents that were requested. Since we haven’t participated in prior meetings with your team and*

*Amanda Goldman/SCUSD, we are not sure what may and may not be part of the universe of known background information. We want to help make sure that your review takes into account all of the relevant information.*

Email from Lisa Ruda to Amanda Goldman dated July 9, 2024 (emphasis added).

Only after that request on July 9th did representatives from Christy White first meet with SHPS on July 11th, nearly two months after Christy White had requested that SCUSD schedule an introductory meeting with SHPS. In fact, during that 45-minute discussion, SHPS learned that Christy White believed that SHPS had not submitted certain financial reports when in fact SHPS submitted those records and SCUSD staff had acknowledged they “accepted” the submission.

Hi Amanda G., Amanda L. and Christy,

I wanted to follow up after our call because I was really surprised to hear that you did not have the General Ledger items that you requested. I was actually the one who uploaded everything into Suralink and kept notes as to each item number.

*When I went back and reviewed my own notes, I realized that I was absolutely under the impression that SCUSD and Bee had already uploaded the items for this request. When I went in to upload, I was unable to, and it stated that Bee had uploaded items and that those items were already accepted and checked off.*

I truly apologize for this mix-up and we were in no way trying to not submit requested items. If I had been made aware of this outstanding request earlier, I would have ensured to have some workaround to get them to you sooner.

Email from Elisha Parsons to Amanda Goldman dated July 11, 2024. Fortunately, that error was caught and attributed to “It’s a new system. We are all learning,” as the consequences could have been even more severe for SHPS. Email from A. Goldman to E. Parsons dated July 11, 2024.

**3. Other conclusions included in the Christy White Report were incorrect, ignored contrary evidence provided to them and/or was outside of the scope of their work.**

The Christy White report includes several conclusions that are unsubstantiated, or based on incorrect or incomplete information. The unsubstantiated conclusions must draw into question the impartiality and objectivity of the report.

For example, Christy White claims that “SHPS did not shop the prices for reasonableness” but the report identifies no legal standards that it is applying or how this indicates the violation of any law

or standard. (Christy White Report, p. 3). In fact, this assertion is false and directly contradicted by the memorandum shared with SCUSD as part of this investigation and the public presentation made at the June 27, 2024 SHPS Board of Directors’ Meeting prior to the Board’s consideration of the proposed agreement with SHA for 2024-2025. The memorandum, meeting minutes and public presentation state as follows:

- ***Back Office Services – Other Third-Party Vendors and Costs*** *As part of this year’s contract review, SHPS contacted outside vendors who provide back-office services (payroll, accounting, accounts payable, risk management, grant reporting) to charter schools. Costs for back-office services for SHA were aligned with those comparable charges, which are set forth below.*

<b>Company</b>	<b>Fees Charged</b>
	<ul style="list-style-type: none"> <li>–\$5,000 setup, waived with 3-year agreement</li> <li>–Business Management: variable fee of 2% of total revenue for each reporting period</li> <li>–Payroll: \$25 per employee per month (if we switch to their system)</li> <li>–Student Management: \$35 per student</li> </ul>
<b>Charter Impact</b>	~\$330,000 (\$86,000 per quarter)
<b>Delta Managed Solutions</b>	\$28,000 per month (2.1% of annual budget) - this is based on our second interim budget ~\$336,000
<b>EdTech</b>	In Progress Sample School 1 - 285 kids; \$198,000 Sample School 2 - 2.5% of revenue; \$128,296.75; 389 students

*No third-party vendor we contacted provided comparable services (non-back office such as summer programming or even facilities and IT support) like SHPS receives from SHA or SHDC. In addition, no vendor felt a transition of the traditional back-office financial services prior to January 1, 2025, was prudent if SHPS was interested in a change in vendor. In addition, the costs to build an in-house finance department to perform these functions far exceeded the cost charged by any third party vendor making this option unrealistic.*

*(Emphasis added and copies of each supporting document is attached).* What is incredibly troubling about this particular allegation is that the referenced memorandum to the SHPS BOD explaining the market research and included in the public presentation was again shared with

SCUSD and Christy White during the only meeting that they had with SHPS. Email from Lee Rosenberg to Christy White, Amanda Long and Amanda Goldman dated July 11 2024.

The Christy White report is replete with other unsubstantiated allegations that do not and should not taint the “clean audit” (to use SCUSD’s words) that SHPS has received:

- For example, Christy White concludes that job training, community development and student work experiences do not have an educational purpose or direct nexus to student outcomes. (Christy White Report, p. 3,16). This conclusion is completely contrary to the direction of the Secretary of Education which encouraged school districts to partner with community nonprofit organizations, such as SHA. (Guidance from Secretary of Education, November 14, 2022).
- Moreover, Christy White concludes SHA and SHDC are “related organizations” notwithstanding SHPS’ most recent Form 990 prepared and filed by CliftonLarsenAllen explicitly stated otherwise. (SHPS Form 990, Part IV). In addition, SHPS’ legal counsel has repeatedly shared that “Per the independent audits, 990s, and the SHPS’ corporate governance documents, SHPS is not a related or controlled entity of SHA/SHDC. SHPS does not control SHA/SHDC and the nature of their relationship is contractual, i.e., the executed contracts delineate the parties’ respective obligations and rights.” Email from Lee Rosenberg to Christy White, Amanda Long and Amanda Goldman dated July 11, 2024. While Christy White may not agree with this statement, failing to acknowledge that contradictory information was provided or that SHPS disagrees with their finding, calls into question the fairness and objectivity of their work.
- Christy White also concludes that there must be an improper conflict of interest due to Ms. Jennings’ role as SHPS Board Chairperson as she “likely has a role developing the back-office services agreement.” Christy White cites no evidence to support her conclusion and the minutes from the SHPS Board meetings where these contracts were approved state the opposite; Ms. Jennings was not present for the discussion and/or vote and Ms Ruda was clear that the agreements were developed by SHPS. Christy White never spoke with Ms. Jennings. (Christy White Report, p. 2).
- The Christy White report errs on the side of condemning SHPS. The report is void of objectivity and independence that Superintendent Allen committed at the time the investigation began. The subjectivity is evident in statements such as, “There may be an Education Code Section 35145 violation because ‘SHPS had no minutes posted . . . .’” Christy White Report, p. 2. There is no requirement that the minutes be posted, a fact which Christy White acknowledges later in her report (p. 9). Christy White similarly criticizes the number of Board meetings held in 2023-24, but gives no acknowledgement

to the fact that more meetings are scheduled for SY2024-25, approved by the SHPS BOD on June 27, 2024 and currently posted on the SHPS website. Fairness and objectivity require all facts to be presented.

- Christy White represents that “according to the auditor” books were not kept properly and the auditor “effectively closed the books.” Christy White never spoke with the SHPS auditors and there is no evidence in the audit that the auditor “closed the books.” Yet, Christy White arrived at that conclusion. (Christy White Report, p. 2). Christy White claims that the audit extension was needed for these unsupported reasons when the auditors submitted a letter to SCUSD in November 2023 that explained why the extension was needed; Christy White ignores those reasons and the reasons are never included in the Christy White report as described earlier in this response. Please see the discussion above and the attached letter from Lili Huang, CliftonLarsenAllen LLP, to The Authorizers of St. HOPE Public Schools dated November 6, 2023.

The above conclusions are particularly troublesome in light of the fact that SHPS repeatedly offered to meet with SCUSD’s investigators and expressed serious concern after our only meeting with Christy White that they would draw inaccurate conclusions without complete information.

I want to underscore that if there are any documents or information or context that is needed, SHPS stands ready to cooperate and assist, and I see my role here to support this objective and to ensure clarity. We don’t want the review team to be in a position where it needs to rely on assumptions or “workarounds” in order to generate conclusions when SHPS’ team is here to be a direct source of information.

If any negative inferences or conclusions might be drawn from a seeming absence of information or documentation, we really want to make sure that the issue is brought to SHPS attention so we can understand it and get the review team what they need. For example, we were not aware of the issue with the GL items until this morning, and we are very glad we had the discussion so that the misunderstanding was resolved. Email from Lee Rosenberg to Christy White, Amanda Long and Amanda Goldman dated July 11, 2024.

I also wanted to be clear that you (Amanda G., Amanda L. and/or Christy) are absolutely able to reach out directly to Lee or Elisha for any information requests or context you may need as you continue your work. We have asked Lee to assist in ensuring you each have direct access to either to facilitate your investigation and/or review. There is no need to go through as my response time will often be a bit slower due to my other responsibilities particularly as our staff arrives in just over a week to open the school year and we are putting the final touches on the first half of the PS7 Elementary construction project. Either



Lee or Elisha is fully authorized (and more than capable) to assist your work. Email from Lisa Ruda to Christy White, Amanda Long and Amanda Goldman dated July 11, 2024.

The Christy White Report gives significant weight to financial benefit that SHA and SHDC receives through its contracts with SHPS. Here, there is no for-profit vendor at issue; SCUSD is concerned with a non-profit organization, SHA, and that they may be apparently “profiting” from SHPS. We hope SCUSD will agree that it is in the public interest when public schools contract with California nonprofit public benefit organizations because such organizations, by law, lack shareholders and do not exist to generate profit; they exist to provide a public benefit. The same rationale would apply to SCUSD, which SHPS has paid nearly \$1.5 million in rent, oversight fees and facilities charges over the past year. Payments made from SHPS to SCUSD from July 1, 2022 to July 15, 2024. The fact that nonprofits charge for services and those charges support the organization as a whole is no different than the economic reality behind any vendor-vendee relationship.

**Charges Paid by SHPS to SCUSD for 2022-23 and 2023-24 (Dollars)**

<b>Expense Category</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>Total</b>
Custodial	133,227	90,911	224,139
Lease	729,262	697,439	1,426,701
Oversight Fee	0	223,062	223,062
Utilities	468,484	421,036	889,520
Work Order	3,555	0	3,555
<b>Total</b>	<b>1,334,528</b>	<b>1,432,448</b>	<b>2,766,976</b>

List of charges paid by SHPS to SCUSD for July 1, 2024 through July 18, 2024.

There are other allegations in the Christy White report to which SHPS objects, but SHPS believes continuing to recount each claim is not productive to the path forward that SHPS would like to build with SCUSD. SHPS has concluded that the report was not the independent, objective review of SHPS that was committed when SCUSD notified SHPS on May 10th that it would undertake this investigation. L. Allen letter to L. Ruda dated May 10, 2024, p. 3.

**Conclusion**

SHPS acknowledges the material weakness with respect to financial reporting exists, that SCUSD was aware of these issues prior to the current investigation, and that SCUSD did not raise any concerns prior to the eve of the charter renewal process. In the past it has been SHPS' experience in the past, before this current notice of concern, that SCUSD's concerns regarding SHPS' annual audit, or any other financial items, were addressed within the scope of annual oversight. This allowed any potential issues to be addressed immediately and for such oversight costs to be contained to the annual fees paid to SCUSD by SHPS.

We do not understand Christy White or SCUSD to have identified any issues that were different from or in addition to the matters described in SHPS' 2022-23 fiscal year audit or the timing of the completion of the audit. Additionally it is important to note that this same audit, on page 37, states, "There are no questioned costs as the adjustments identified were corrected by management" and on page 32 states, "In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that are applicable to the School for the year ended June 30, 2023." While the audit did identify a material weakness, it also validated SHPS' compliance with requirements for the same school year and SCUSD's ultimate acknowledgement as it launched the current investigation, "SHPS has received a clean audit report." A. Goldman email to C. White dated May 14, 2024.

Notwithstanding these concerns, in this document, SHPS has set forth the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS contracting with St. HOPE Academy (SHA) to provide back office services. In conclusion, SHPS will take significant, meaningful operational changes to increase SCUSD and the public's confidence in SHPS' back-office services.



# **Action Plan #2**

## **Addressing Concerns Regarding the Employment of Qualified/Credentialed Educators**

**SHPS Action Plan #2**  
**Addressing Concerns Regarding the**  
**Employment of Qualified/Credentialed Educators**

In this document, SHPS describes the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS’ credentialed classroom educators. SCUSD has stated it “would hope to see SHPS develop a comprehensive corrective action plan detailing the manner in which it will remedy the staffing, credentialing and vacancy issues above.” L. Allen letter to L. Ruda dated July 26, 2024, p. 6. SHPS reviewed the information shared by SCUSD, in addition to SHPS’ significant actions taken starting as early as the Fall of 2022, and developed a response to SCUSD as well as detailed next steps to ensure a resolution of this concern. In response to SCUSD’s concern on this topic, SHPS provides the following information and commits to the following actions, both of which are further detailed below:

1. SHPS has and will continue to verify teacher credentials as part of the hiring process.
2. SHPS will continue to make efforts to minimize the use of emergency credentials.
3. SHPS has and will continue to implement and monitor credential agreements to ensure staff are working towards appropriate credentials.
4. SHPS confirms and submits supporting documents to verify that certificated assignments in the 2024-25 school year are held by an employee authorized, or who will be authorized upon approval of the submissions pending with the California Commission on Teacher Credentialing (“CTC”) for the assignment under Education Code Section 47605(1).
5. SHPS offers to meet quarterly with SCUSD to review credentialing status for SHPS teachers to ensure SCUSD has current and accurate data that may not be available to SCUSD.
6. SHPS will continue to work with its teachers and SCTA to identify ways to further support teachers who need to secure their preliminary or clear credentials.

**Introduction**

Over the course of the past two years, SHPS has thoughtfully and strategically built its internal Human Resource team related to credentialing and compliance, and increased its ability to recruit credentialed staff, or to hire staff who will be able to earn their preliminary or clear credential. SHPS has also taken steps to provide financial assistance for teachers with emergency permits or waivers to incentivize them to secure their preliminary and clear credentials. Combined with a new salary schedule, which explicitly ties base salary to credential type, and providing increased supports, such as commercial curriculum, to teachers, SHPS is better positioned to retain and attract teachers who have or will secure an effective credential. SHPS commits to continue to build

on these changes to ensure its educator workforce is both qualified and credentialed and ultimately able to improve student outcomes.

Below SHPS describes the specific changes it has made, starting with the Fall of 2022, as these adjustments form the foundation of this corrective action plan. In addition, SHPS will demonstrate that it fulfills the representations made in its charter petitions. This response and the linked or attached supporting documents also includes the actual CTC document number, credential agreement and, where appropriate, screenshots to demonstrate full compliance with credential requirements which is not possible through “public” access to the CTC database.

### **SCUSD’s Allegations and SHPS’ Response**

**SCUSD’s allegation:** Both charters for PS7 and Sac High, as well as the submitted renewal petitions, which are pending before SCUSD, include language that *SHPS will verify teacher credentials* as part of the hiring process, make efforts to *minimize the use of emergency credentials* through recruitment and retention efforts, and *implement credential agreements* to ensure staff are working towards the appropriate credential. *Despite these assurances, however, both the number and decreasing trend of teachers with a “regular” credential (specifically preliminary and clear credentials) create significant concerns for the District.* Letter from L. Allen to L. Ruda dated July 26, 2024, p. 5 (emphasis added).

**SHPS’s response to the allegation:** SHPS has fulfilled the above three underlined representations. SHPS has also provided data to demonstrate the correct results regarding the credential status for teachers of record at both PS7 and Sac High. This additional data is intended to correct the record cited in SCUSD’s Notice to Cure. As a result of the data provided, SHPS maintains that over the past two years it has remedied, refuted, where applicable, and meaningfully addressed the concerns raised relative to credentialed educators at pages 4-6 of the SCUSD Superintendent’s July 26<sup>th</sup> letter.

For clarification only, SHPS’ existing charter petitions do not require SHPS to implement credential agreements. However, SHPS has included credential agreements as part of the hiring process over the past two school years and has memorialized this commitment as part of the renewal charter petitions for the period of July 1, 2025 through June 30, 2030.

### **Background and Context**

#### **Operational and Structural Changes**

As part of the hiring process, SHPS verifies the credentials of any candidate for a teaching position or other position that requires a credential (e.g. school psychologist). In the event a candidate does not already possess an effective credential, SHPS collects all necessary information, as well as any paperwork, to determine if the candidate would be eligible to obtain a permit or a waiver, and if they are on track to obtaining an effective credential.

In Fall, 2022 SHPS began increasing its investment in its Human Resources Department. At that time, teacher recruitment and hiring were the responsibility of SHPS’ back-office provider, a third-

party vendor external to SHPS<sup>1</sup>. As SHPS built up its HR Department, it did so with a specific focus on supporting teacher credentialing to be led by the Human Resources Manager, who was specifically charged with the following responsibilities:

*Excerpt from Human Resources Manager Job Description*

*Credential Compliance and Review*

- ***Work with Teachers and Teaching Staff to ensure up-to-date credentials for their current assignment and role.***
- ***Refine Credentialing process & procedure of the hiring process***
- ***Collect all appropriate documentation from teaching staff and new hires to confirm credential accuracy and eligibility.***
- ***During the hiring process, review candidate credentials, and create credential agreements to ensure compliance for specific roles.***
- ***Follow up on all Credential Agreements throughout the year to ensure completion.***
- ***Audit teaching staff credentials to ensure compliance, and complete/submit audit requests yearly regarding credentials.***
- ***Communicate with the CTC in regard to credential questions and also turning in employee paperwork to ensure credential compliance.***

SHPS Human Resources Manager Job Description, p. 4 (Emphasis added).

In October 2022, SHPS hired Sabrina Jaquez, a teacher credentialing specialist previously employed by SCUSD, to fill the SHPS Human Resource Manager position, which she continues to hold. Ms. Jaquez’s resume is included with the supporting documentation provided. Over the remainder of the 22-23 school year, Ms. Jaquez worked with our back-office provider to transition many of the non-payroll HR functions back to SHPS.

During the onboarding process, and as candidates without clear credentials receive offers of employment, SHPS provides candidates with support in how to navigate the procedures and processes of obtaining a California credential, as well as options for credential programs. SHPS’ HR team meets with every single candidate during onboarding to review the next steps in credential agreements. The HR Manager also schedules individual check-ins with those who do not have a clear credential in order to provide them with an overview of the different credential programs and pathways available to earn a clear credential, as well as the pricing by program so candidates can make informed decisions on their next steps to become a credentialed teacher. For those teachers and candidates with a preliminary credential, SHPS enrolls them into the Sacramento County Office of Education’s (“SCOE”) Induction Program and provides them with

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<sup>1</sup> See SHA+SHPS Statement of Work 2020-21, page 5-6. “Staff Recruitment: SHA manages staff recruitment including job posting, job fairs, opportunities for school leaders to speak at high value candidate venues, candidate resume and phone screening, interview scheduling, candidate qualification checks including credentialing, background compliance, and reference checks if requested by the hiring manager.” The current scope of work has no reference to staff recruitment, hiring or credentialing. Please see the current scope of work for SHA 2024-25. Those functions are now performed by SHPS’s Human Resources department.

a mentor in order for them to earn their clear credential. SCOE Induction is fully paid for by SHPS for our teachers.

In May 2023, SHPS added the position of HR Assistant to support the HR Manager and the Human Resources Department. See the [HR Assistant Job Description](#). The position was expanded from temporary to permanent in Spring 2024 and has been occupied by the same person since it was created.

In July 2023, SHPS created the office of Staff and Student Recruitment and the position of Director of Student and Staff Recruitment. This director level role complements the work of the HR Manager by focusing directly on staff recruitment and allowing the HR Manager to focus on compliance, particularly with respect to credentialing. Please see page 2 of the [Director of Student and Staff Recruitment Job Description](#). SHPS hired Lesley Ezero to fill the position, which she continues to hold. Ms. Ezero has worked with SHPS for over 10 years, served as both a classroom teacher and school principal and holds her clear teaching credential. [Ms. Ezero's resume](#) is also included. Through this office, the recruitment team now attends nearly 30 off site hiring fairs; SHPS held its first onsite hiring fair this summer.

### **New Salary Schedules and Teacher Resources to Support Credentialing**

SHPS has also taken steps to incentivize teachers with emergency permits or waivers to secure their preliminary and clear credentials including the following:

- During Summer of 2023, SHPS increased the starting salary for new teachers to \$60,000 and offered signing bonuses to new candidates. While candidates are not members of Sacramento City Teachers Association (SCTA<sup>2</sup>), upon hire, they become unit members. As a result, we were not able to unilaterally increase the base salary of existing employees.
- In February 2024, SHPS offered credentialing support (\$5,000 per teacher per year up to \$10,000) in exchange for securing their intern credential and remaining with SHPS for a specific period. SCTA rejected this offer and, to date, it has not been implemented as SHPS cannot unilaterally act due to labor laws. [SHPS Proposal to SCTA Dated February 9, 2024](#), p. 2-3. SCTA filed a declaration of impasse less than an hour after receiving the proposal. SHPS remains committed to working with SCTA to assist teachers with the financial costs associated with credentialing.
- SHPS issued 2024-25 offer letters for returning staff in March, 2024 (compared to June as had been the practice). Providing these offer letters earlier in the year is part of a purposeful

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<sup>2</sup> While not referenced in Superintendent Allen's July 26<sup>th</sup> letter, earlier correspondence from SCUSD to SHPS expressed "concerns" about SHPS's "employment practices, including interference with union activities, as well as allegations that SHPS has repeatedly violated labor laws ...." [L. Allen letter to L. Ruda dated May 10, 2024](#), p. 2. As discussed further, SHPS have reached agreements relative to base salary and health benefits over the past 90 days and unfair labor practice charges have been reduced from 14 to 2, one of which was filed by SHPS against SCTA. See [PERB pending case](#), attached.

staffing strategy to retain qualified, well-performing teachers. Representative 2024\_25 offer letter for PS7 and Sac High staff, attached.

- This year, SHPS has purchased curriculum for grades TK-12 in ELA and Math and grades 3-8 in Science in an effort to further support teachers who may be starting their teaching careers and navigating the credentialing process. Outside of a pilot program instituted at PS7 Elementary in December 2023, SHPS had relied exclusively on a teacher-made curriculum for several years, especially during the distance learning required during the COVID-19 pandemic. However after a thoughtful review and analysis of this practice, we have now shifted to a new approach of providing teachers with a commercial curriculum. SHPS believes that by providing these resources, teachers will be better supported and ultimately more likely to continue towards their clear credential and remain at SHPS.
- In June 2024 SHPS reached an agreement with SCTA relative to base salary compensation through which salaries for existing staff were raised for the first time since 2018-2019. Starting salaries for teaching staff are now a function of the type of credential they hold. The preferred credential, incentivized through the salary schedule below, is a “clear” credential, which requires a teacher to be teaching for at least two years and to participate in coursework known as Induction through the Sacramento County Office of Education.

<b>Credential Type</b>	<b>SHPS Current Salary Range/(Average if Range)</b>	<b>New Base Salary 2023-24</b>	<b>New Base Salary 2024-25</b>
Clear	\$62,724-85,486 (\$71,510)	75,000	77,625
Preliminary	\$55,467-79,802 (\$64,725)	67,000	69,345
Intern	\$55,467	63,000	65,205
Emergency (all)	\$55,467-\$70,000 (\$60,026)	62,000	64,170
Psychologist	\$87,416	87,000	90,045

Memorandum of Understanding SHPS Proposal to SCTA, June 5, 2024 (Compensation for 2023-2024 and 2024-2025).

Since the Fall of 2022, SHPS has strategically built its in-house Human Resource team to increase its ability to recruit credentialed staff or to hire staff who will be able to complete the credentialing process. Combined with a new salary schedule, which ties base salary to credential type, as well as investments in curriculum, SHPS will continue to retain and attract teachers who have or will secure an effective credential.



## Going Forward – SHPS’ Action Plan

### **1. SHPS Has And Will Continue To Verify Teacher Credentials As Part Of The Hiring Process.**

The SHPS HR Manager, an experienced credentialing specialist, has ensured that all 2024-25 teachers of record have or can secure effective credentials, or have an application pending and processing before the CTC, which when issued, will be retroactive to August 1, 2024. This fact is evidence of SHPS’ actions working to both address the concerns noted by SCUSD and ensure all students have a teacher authorized to deliver instruction.

The SHPS recruitment process prioritizes and prefers candidates with clear credentials, followed by preliminary credentials. If the most qualified candidate available for a position does not hold an active intern, preliminary or clear credential, the HR Manager executes a credentialing agreement with the candidate and monitors compliance and expected progress towards a clear credential as laid out in the credential agreement. This credentialing agreement is in addition to ensuring the educator has the requisite paperwork to be eligible to be the teacher of record at SHPS.

A list of all SHPS staff members in positions that require a credential for 2022-23, 2023-24 and 2024-25 is attached. The list delineates the following:

1. The type of credential or permit held by the staff member.
2. Whether SHPS has executed a credentialing agreement with the staff member.
3. The staff member’s date of hire.
4. The CTC document number, which allows the reader to look up the staff member’s credential. We have also linked a “screenshot” of the CTC website that documents the specific permit or credential the SHPS staff member possesses.

The list is current as of August 5, 2024 and is summarized in the chart below:

**SHPS Staff by Credential/Permit Type for 2022-23- 2024-25\***

	<b>Credential</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
	Clear	8	10	12
	Preliminary	6	10	12
	Intern	6	4	4
<i>Emergency</i>	PIP	2	6	13
<i>Emergency</i>	STSP	13	17	10
<i>Emergency</i>	SELAP	1	0	0
<i>Emergency</i>	ETK	0	0	1
<i>Emergency</i>	Emergency	1	0	0
	Waiver	0	7	0
	30 Day Sub Permit	2	1	3
		39	55	55

\*2022-23, 2023-24 are current as of the first day of 4th quarter (March) to account for CTC processing delay; 2024-25 is current as of 8/5/2024.

The attached list establishes the following:

- All SHPS teachers possess or have an application pending before the CTC for the certificate, permit or other document as specified in Education Code Section 47605(1).
- All SHPS staff members without an existing intern, preliminary, or clear credential have a credential agreement as part of the SHPS hiring process to ensure they are working towards their clear credential.
- More SHPS teachers have “effective,” “preliminary” and “clear” credentials than in 2022-23.

**2. SHPS Will Continue to Make Efforts To Minimize The Use Of Emergency Credentials.**

As SCUSD acknowledges:

*Education Code section 47605(l) provides that “teachers in charter schools shall hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher’s certificated assignment” and such documents shall be maintained on file at the charter school. A charter school’s governing board may use local assignment options authorized in statute and regulations for the purpose of legally assigning certificated teachers in the same manner as a governing board of a school district. A charter school “shall have the authority to request an emergency permit or a waiver from the Commission on Teacher Credentialing for individuals in the same manner as a school district.”*

Letter from L. Allen to L. Ruda dated July 26, 2024, page 4.

SHPS has focused its efforts on continuing to minimize the use of emergency permits and waivers for credentialed team members.

The table below shows an overview of the SHPS staff with emergency permits or waivers throughout 2022-23, 2023-24 and 2024-25. The list establishes and shows the following:

1. SHPS has had a decrease of six (6) emergency permits or waivers for team members from 2023-24 to 2024-25.
2. This list also includes those team members who only have emergency permits/waivers to ensure SHPS is in compliance while they are teaching and awaiting their recommendation to the CTC from their credential program.
3. This list will thus decrease for 2024-25 by two team members - one in the PIP category and one in the STSP category.

**SHPS Staff with Emergency Permits or Waivers for 2022-23- 2024-25\***

	<b>Credential</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<i>Emergency</i>	PIP	2	6	13
<i>Emergency</i>	STSP	13	17	10
<i>Emergency</i>	SELAP	1	0	0
<i>Emergency</i>	ETK	0	0	1
<i>Emergency</i>	Emergency	1	0	0
	Waiver	0	7	0
		17	30	24

Title 5 of the California Code of Regulations requires local education agencies (“LEA”), including SCUSD and SHPS, to submit to the California Commission on Teacher Credentialing (CTC) an annual Declaration of Need for Fully Qualified Educators (Declaration of Need). The Declaration of Need enables the LEA to request emergency authorizations for positions. The governing board of the LEA must approve the Declaration of Need.

The Declaration of Need includes the following information:

1. The title and number of each type of emergency authorization and limited assignment permit which the LEA estimates based on previous year actual needs and projections of enrollment,
2. A brief description of efforts that the LEA has undertaken to locate and recruit individuals who hold the needed credentials; and
3. Efforts to establish alternative training options shall include the identification of the institutions of higher learning who have co-sponsored internship programs.

Copies of the last two Declaration of Needs filed by SHPS (for PS7 and Sac High), and approved by the SHPS Board, are attached. While SHPS continues to need emergency authorizations for some teachers, the number of teachers who need emergency authorizations has been reduced from 34 to 11 as we opened the current 2024-25 school year<sup>3</sup>. The Declaration of Need for 2024-25 was approved by the SHPS Board for the maximum amount of possible emergency authorizations needed, but as of the submission of this corrective action, SHPS is only utilizing three (3) emergency authorizations.

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<sup>3</sup> Five (5) of the eleven special permits needed are the “CLAD” permit which allows credentialed teachers to teach English Language Learners. In most of these instances, the teacher is already credentialed in the content area they will teach.

Declaration of Need; Emergency Authorizations Requested for 2022-23 and 2024-25

Permit Type	Area	2022-23*	2024-25	Notes
<b>Emergency Authorizations</b>				
	CLAD	3	5	This is NOT a credential to teach.
	Emergency TK	0	2	Added TK room.
	Resource Specialist	5	0	Education specialists
<b>Limited Assignment Permits</b>				
	Single Subject	23	3	
	Special Education	3	1	
		34	11	

**3. SHPS Has and Will Continue to Implement Credential Agreements To Ensure Staff Are Working Towards Appropriate Credentials.**

For clarification only, SHPS’ existing charter petitions do not require SHPS to implement credential agreements. However, SHPS has included credential agreements as part of the hiring process over the past two school years and has memorialized this commitment as part of the renewal charter petitions for the period of July 1, 2025 through June 30, 2030.

As stated previously, all SHPS employed teachers without existing intern, preliminary or clear credentials have credential agreements with SHPS. Copies of the credentialing agreements are attached.

**4. SHPS Provided Data to Demonstrate the Correct Results Regarding the Credential Status for Teachers of Record at Both PS7 and Sac High.**

The number of SHPS teachers with clear credentials has increased from 8 teachers to 12, or by 50%, from 2022-23 to this school year. A list of SHPS staff members with clear credentials, including the CTC document number for their credential and a screenshot of their credential type from the CTC website has been attached.

The number of SHPS teachers with preliminary credentials has doubled since 2022-23 to this school year, increasing from 6 teachers to 12. A list of SHPS staff members with preliminary credentials, including the CTC document number for their credential and a screenshot of their credential type from the CTC website has been attached.

Assuming “regular” or “effective” credential is defined as SHPS staff with clear or preliminary credentials, that number has also increased over the past two years from 14 to 24 teachers as evidenced by the same attached staff list.

If teachers with “intern” credentials are included in any definition of “regular” or “effective,” which is in alignment with CDE’s definition, the total number of teachers with clear, preliminary or intern credentials has continued to increase, although presently only 4 teachers have intern credentials (compared to 6 in 2022-23). The expectation is that teachers with intern credentials progress to a higher level of credential.

In addition and as described below, two teachers who held emergency permits have applications for a higher level credential pending and waiting to be processed by the CTC. Once processed, the number of SHPS staff members with intern credentials will increase from 4 to 6.

Assuming these two final intern credentials are granted, the total number of teachers with effective credentials at SHPS will have increased from 20 to 30 - an increase of 50% from 2022-23 to 2024-25.

**5. SHPS Offers To Meet Quarterly With SCUSD for 2024-25 and 2025-26 To Review SHPS’ Efforts To Reduce the Number of Emergency Permits**

In an effort to help SCUSD monitor SHPS’ work to reduce the number of emergency permits needed, and to ensure SCUSD has the most accurate and current data, SHPS offers to meet quarterly with SCUSD as requested to demonstrate the following:

1. SHPS continues to verify teacher credentials as part of the hiring process;
2. SHPS makes efforts to minimize the use of emergency credentials; and
3. SHPS implements credential agreements for all teaching staff without a preliminary, clear or an existing intern credential to ensure staff are working towards the appropriate credential.

Reporting and monitoring of teacher credentialing was done by SCUSD in the past as part of the annual oversight process. It is SHPS’ desire to restore this practice to ensure any questions or concerns about credentials are handled as they arise and through the annual oversight process.

**6. SHPS Will Continue to Work With its Teachers and SCTA to Identify Ways to Further Support Teachers Who Need to Secure Their Clear Credentials.**

SHPS remains eager to find other ways to help teachers reduce the burden (both financial and otherwise) of the credentialing process. As noted above, SHPS proposed credentialing support (\$5,000 per teacher per year up to \$10,000) in exchange for securing their credential and remaining with SHPS for a specific period. In less than an hour, SCTA rejected this offer and filed a declaration of impasse. To date, the proposal has not been implemented as SHPS cannot unilaterally act due to labor laws. SHPS Proposal to SCTA Dated February 9, 2024, p. 2-3. SHPS will continue to work with SCTA to attempt to reach an agreement that will support teachers working towards their clear credential.

SHPS is also committed, through its own HR Department or through other outside partners, to finding ways to help teachers navigate and continue to move closer to earning their clear credential.

For example, in 2023-24 SHPS became one of two charter school networks to partner with Sac State as a member of the SMSTR Residency program. This program places Special Education teaching residents in schools for a semester at a time. SHPS was able to secure a resident who stayed for the entire 2023-24 school year, and SHPS has secured two (2) residents for the 2024-25 school year - one (1) per semester. The agreement with the SMSTR Residency program identifies one of the residents will be employed with SHPS for a minimum of four (4) years, during which they will hold an effective credential and be an Education Specialist. This partnership supports SHPS' commitment to collaborating and partnering with other organizations to increase the number of teachers with effective credentials. SHPS will look to expand these types of partnerships with credentialing agencies throughout the Sacramento region and Northern California.

### **Data Clarifications**

#### **1. Limitations of "Public Data"**

SCUSD's letter dated July 26, 2024, includes several statements relative to the credentials held by SHPS staff based on "public data" or data that "is not yet available for public access." L. Allen letter to L. Ruda dated July 26, 2024, p. 5-6. As SCUSD is aware, the publicly available data is very different from the access SHPS, and SCUSD, have as employers. In fact, SCUSD, through public data, would not be able to account for changes in last names due to marriage or other reasons, nor would they be able to discern between two people with the same name. A staff member with the current last name of "James" would appear not to have a credential if they cleared their credential under the last name "Williams," which may have been the individual's last name, prior to marriage and at the time they cleared their credential.

In addition, the data presented in Superintendent Allen's letter to SHPS dated July 26, 2024 is limited from 2020-21 through 2022-23. As SCUSD undoubtedly knows, following the COVID-19 pandemic a record number of teachers across the nation left education in favor of other professions. The result was that school districts needed to hire individuals who had not necessarily pursued a teaching career in college. The number of emergency permits for schools like SHPS and across the country increased over the period cited by SCUSD.

Finally, SCUSD notes that there are discrepancies between the staff lists that SHPS provided for review and the data reported by the state in the California Department of Education's (CDE) DataQuest database. L. Allen letter to L. Ruda dated July 26, 2024, p. 6.

SHPS acknowledges these discrepancies are due to the fact these lists were provided at two different points in the school year. DataQuest is based on data that is available as of the first week of October each year. The data SHPS provided to SCUSD was data pulled from the end of the 23-24 school year, so in June of 2024, and we confirm the list accurately reflects the credentialing status of SHPS employees as of June 2024. Again, by meeting quarterly with SCUSD to review staffing and credentialing data, SHPS proposes to ensure SCUSD has the most accurate and up to date data.

## 2. Clarification of Claims Regarding PS7 Staff With Expiring Permits

Superintendent Allen’s July 26th letter states that “16 of the 25 teachers on staff at PS7 (64%) were serving under waivers or permits that expired at the end of June/beginning of July or will expire as of September 1, 2024 – all of which are not renewable.” L. Allen letter to L. Ruda dated July 26, 2024, p. 5-6.

To the extent this statement leads a reader to believe these 16 teachers will not have any waiver or permit once their current waiver or permit expires, SHPS refutes that allegation.

For clarification, 12 out of 19 PS7 teachers held permits or credentials which expired or expire before September 1, 2024. For each of these 12 teachers, SHPS has already applied for new permits, which will be retroactive to August 1, 2024 and will allow them to continue teaching, without interruption, for 2024-25. Those permit applications are pending with the CTC. The CTC processing timelines are lengthy, as SCUSD is aware, and, as a result, to ensure these 12 teachers are in compliance with state law, SHPS has filed Temporary County Certificates (“TCC permits”). The TCC permits were submitted between July 30, 2024 and August 20, 2024 to the credential analyst of SCUSD. SHPS cannot directly submit these permits to SCOE. SCUSD must submit them to SCOE on behalf of SHPS and it has been communicated to SHPS, by SCUSD, that the submissions to SCOE are pending at the time of this response.

SHPS has also communicated with SCUSD and SCOE in order to file TCC permits as an additional safeguard to ensure these SHPS staff members possess the required document to teach while the CTC has caught up with the paperwork and the waivers/permits are posted. These SHPS staff members also have a Credential Agreement with SHPS that includes items they must work to complete to progress to a clear credential. These items will allow the PS7 teachers to continue teaching, without any interruption. The individuals described above, including the permit they held last school year and the permit or credential we expect them to have once the CTC completes processing the pending applications, are reflected below:

	<b>Employee Initials</b>	<b>23-24 Permit/Waiver</b>	<b>24-25 Permit/Waiver</b>
1	M.A.	STSP	PIP
2	R.C.	STSP	PIP
3	J.H.	PIP	NA - now Intern eligible
4	K.K.	Waiver	STSP
5	A.M.	Waiver	STSP
6	B.S.	PIP	ETK



7	R.B.	STSP	NA - now Intern eligible
8	R.H.	STSP	PIP
9	S.H.	STSP	PIP
10	M.H.	STSP	PIP
11	B.H-T.	STSP	PIP
12	L.W.	Waiver	STSP

Please note that of the 12 teachers listed above, two (2) teachers will receive their intern credential, a higher level credential, when the CTC approves their application.

**3. Clarification Around SHPS’ Special Education Program**

Superintendent Allen’s July 26th letter states “It is unclear how PS7 and SCHS were able to appropriately staff their special education classrooms and programs, unless there were additional and unidentified substitute teachers and/or staff who provided instruction at other times during the school year.” L. Allen letter to L. Ruda dated July 26, 2024, p. 6.

SHPS appreciates SCUSD leaves room for the fact that “there may be a plausible explanation for these findings” (L. Allen letter to L. Ruda dated July 26, 2024, p. 6) and believes SCUSD’s allegation is based on a misunderstanding of SHPS’ special education program. SHPS employs a full inclusion model to deliver its Special Education Program at both PS7 and Sac High. Students with special needs are in a general education classroom for the maximum amount of time possible (e.g. a student receiving speech services may receive them outside of the general education classroom, but their academic instruction occurs with the student’s general education peers). This means our Special Education staff co-teach with our General Education staff, but in all cases, our General Education staff serve as the teachers of record for the courses in which SHPS students are enrolled, including students with special needs. Our Education Specialists who manage student IEPs all hold a valid Special Education credential or permit and our Teaching Assistants have proper credentials (they are more qualified than Instructional Aides who work in other districts who are only required to have a high school diploma). As part of our inclusion model, our students with special needs are also taught by General Education staff who also have proper credentials or permits.

Please note, we have purposely chosen to implement an inclusion model because it has been proven to better serve our students with special needs and ensure they are not separated from their peers.

All students enrolled in these classes benefit from the lower student to teacher ratio and additional expertise that comes from having two teachers in one classroom<sup>4</sup>.

### **Conclusion**

SHPS' corrective action plan relative to teacher credentialing will maintain and build upon the structural changes made over the course of the past two years. SHPS has thoughtfully and strategically built its internal Human Resource team and transitioned functions related to credentialing and compliance from a third-party to SHPS, and increased its ability to recruit credentialed staff or to hire staff who will be able to complete the credentialing process. As a result, SHPS Human Resources now verifies teacher credentials as part of the hiring process, and executes and monitors credential agreements when a teacher does not hold an existing intern, preliminary or clear credential.

SHPS remains committed to minimizing the use of emergency credentials. Combined with a new salary schedule which ties base salary to credential type, SHPS believes it will retain and attract teachers who have or will secure an effective credential. SHPS will continue to work with teachers and SCTA to identify ways to further support teachers who need to secure their preliminary or clear credentials.

Finally, SHPS welcomes the opportunity to meet regularly with SCUSD to review its efforts related to teacher credentialing and credential agreements. Through those conversations and the course of annual oversight, we can ensure SCUSD has the most current information which is not available through public databases, as well as partner together to continue to identify best practices to support teachers seeking their preliminary or clear credentials and to support teacher recruitment.

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<sup>4</sup> In addition, to help increase capacity to support all students, we added an Inclusion Coordinator and two credentialed Mental Health and Wellness Coordinators to increase student support and interventions, specifically focused on students with MTSS (Multi-Tiered Systems of Support - which is a framework utilized in education to support data driven decisions and implementation of strategies in order to meet the needs of all students) meetings and review, SST plans, 504 plans, or students receiving Tier 2 interventions, as well as to consult with teachers, families, and staff to support progress. These positions were added to best support increasing student needs following the disruptions to school, and life, caused by the pandemic.



# Action Plan #3

## Addressing Concerns Regarding the Appearance of Conflict of Interests

**SHPS Action Plan #3**  
**Addressing Concerns Regarding the Appearance of Conflicts of Interest**

In this section, SHPS describes the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS’ contracting practices with SHA and SHDC, and the “possible” “appearance” of conflicts of interest related to those relationships. SCUSD states in its Notice to Cure, “While acknowledging SHPS autonomy to seek out services to serve students, the District hopes to see SHPS identify specific actions it will take to unwind, clarify or resolve the interrelatedness of the SHPS-connected entities, any financial interests held by officers/board members, and the holding of incompatible offices (e.g., resignation from position or Board role, establishment of time-accounting records for services provided, etc.).” (p. 9.)

To address these concerns, as further detailed below, SHPS will take the following actions:

1. Ms. Jennings will resign from SHPS Board effective September 30, 2024 and after SCUSD approves SHPS’ requested charter renewals, notwithstanding that Government Code Section 1091 authorizes her continued service. The next regular SHPS Board of Directors meeting is September 12, 2024 at which time, the Board can appoint a new Chairperson and plan appropriately for the transition.
2. SHPS will amend its bylaws to preclude any officer, director, or employee of a vendor or intended vendor from serving on SHPS’ Board.
3. SHPS will ensure that any legal matters involving SHA, SHDC or the St. HOPE Endowment are addressed by outside legal counsel and not by Kevin Heistand. SHPS’ Superintendent shall be responsible for directing legal services accordingly.
4. SHPS will issue public RFP for back-office services and impose contractual terms that ensure increased vendor accountability. Please see SHPS’ response in Action Plan #1 which provides a detailed outline of the forthcoming RFP process.
5. SHPS has updated its 2024-25 LCAPs to reflect how the funds to SHA tie to student outcomes.

While SHPS does not agree with all conclusions drawn by SCUSD, SHPS has and will undertake these significant meaningful operational changes to increase SCUSD’s and the public’s confidence in SHPS’ operations and contracting decisions, as noted above and described in additional detail below. Notwithstanding SHPS’ commitment to implement the changes below, SHPS believes it is important to understand there is and has been no violation of the law, and we ask SCUSD consider the following context and background as relevant to SHPS’ assessment of the appropriate path forward.

## **Background, Context, and Responses to Concerns**

### **SHPS' Operational Approach and Justification for Work To Date With SHA/SHDC**

As an initial matter, SHPS understands and respects that as chartering authority to Sac High and PS7, SCUSD has a duty to review fiscal concerns related to the charter schools it authorizes, including oversight that public funds are appropriately spent. With that said, SHPS is disappointed that throughout this investigative process it does not appear SCUSD has considered that SHPS' charter schools are producing above-average results for students who have historically been left behind while receiving approximately the same level of funding as public schools throughout the state. See Table 1 in the Appendix.

We do not offer this comparison and figures to disparage SCUSD or to take away focus from concerns regarding SHPS – this data is about SHPS and not SCUSD. We all have much work to do to raise achievement for Black and Hispanic/Latino students. We offer these data points because they are part of the important global context that what SHPS is doing is working for Sacramento students, and what is working is that SHPS operates differently than traditional public schools and, for those students who choose SHPS, this different mode of operation is producing results. After all, it stands that if SHPS operated its charter schools the exact same way as traditional public schools, its results would likely be the same as those traditional schools.

We agree wholeheartedly with the principle that program success does not, and would not, excuse the misuse of public funds. SHPS' success *does* validate that its operational approach is benefiting students and is proving the schools' use of public funds is effective and responsible. That approach includes, for example, allowing SHPS administration to focus on the core academic programming while outsourcing non-core functions (e.g., backoffice, facilities, information technology, etc.) to separate mission-aligned nonprofit organizations.

And so, in the absence of evidence of fraud or actual waste (of which there is none) the abstract concern that SHPS may not be prudently using public funds for the benefit of its students is disproven by SHPS' results. However, SCUSD's Notice to Cure does not explain any actual student harm caused by SHPS' expenditures so we are only left to respond to unspecified concerns that are not grounded in any demonstrable, actual evidence that something harmful is happening. It is challenging to prove a negative, and the mere allegation creates public distrust when SHPS' actual results should be a source of trust, credibility and joint celebration.

It is problematic that Christy White's report suggests SHPS' administrative expenditures for its schools should be judged against districts serving similar numbers of students. Respectfully, those schools look nothing like SHPS in the high concentration of socioeconomically disadvantaged Black and Hispanic/Latino students served at PS7 and Sac High, and there is no evidence those schools have supported the same outcomes for their Black and Hispanic/Latino students as SHPS. See Appendix Table 2.

Moreover, it is simply not fair to conclude the cost of SHA's back office services are unreasonable because SHA provides far more than back office services as detailed in the attached SHPS Board memorandum. (*See Attachment S2024-25 SHA + SHPS Statement of Work.*) For example, SHPS'

back office contracts include costs like custodial services for the schoolsites, a cost not reflected in Christy White's analysis. There are other similar flaws, but this is a clear example.

By comparing SHPS to the school districts identified in Table 2, Christy White's report suggests SHPS is paying "excess amounts" by outsourcing administrative functions. This misses the point: of course *insourcing* can save dollars in some instances when adding duties and functions to existing staff - but that is not necessarily a prudent choice when staff should be focusing on other core matters. Outsourcing is often operationally necessary, i.e., recently SHPS had to outsource landscaping because SCUSD would not provide that service going forward as part of a facilities use agreement and SHPS does not have the capacity to employ the staff necessary for such a job.

In many instances, insourcing can actually be more expensive than outsourcing. As described earlier, SHPS made the decision in the Fall of 2022 to transition hiring, recruitment and credentialing to an in-house Human Resource Department due to the fact that SHPS believed it could better recruit and support teacher credentialing through a team of SHPS staff. However, the rebuild of the internal SHPS team ultimately costs SHPS more than outsourcing the function - notwithstanding the fact SHPS reduced the contracted amount for a vendor to reflect this transition of functions back to SHPS.

In the procurement of back office services, we consider dollars well spent where they allow SHPS' administrative team to focus on the core academic program and let others operate the day-to-day non-core functions. Again, SHPS' results underscore that. There has been no suggestion SHPS has violated any laws in how it structures its operations and, to be abundantly clear, SHPS has not violated any law in carrying out its management and operations of the schools. Again, the analysis on the value and effectiveness of our structural operations might be different if SHPS results were different, but SHPS stands by its outcomes for students and the resource allocation that is necessary to achieve those results.

SHPS will continue to decide which, if any, non-core functions it will outsource, as many successful charter networks do, because doing so supports SHPS' students-first, results-focused model. However, in light of SCUSD's identified concerns it seems as though the operative question moving forward is whether SHPS will continue to outsource non-core functions with SHA and SHDC and how those relationships will work. As detailed below, our proposal for the future clearly reflects a significant shift to increase public confidence and trust in how we procure back office services. Specifically, on the issue of whether contracting with SHA and SHDC will continue, it is first important for SCUSD to understand the value SHPS receives in working with SHA and SHDC. To fully understand this value received, it is necessary to first address the foundational conflict of interest issues that brings the propriety of these underlying contracting decisions into question.

### **Cassandra Jennings' Role with SHPS and SHA**

As an initial matter, SCUSD's letter did not actually allege any violations of any conflict of laws, fraud, misappropriation, embezzlement, or anything of that kind, but instead, it stated SCUSD has *concerns* related to the *appearance* of a possible conflict of interest related to Cassandra Jennings,

and suggested concerns that SHPS has entered into contracts with SHA and SHDC that might not maximize the use of public education dollars for the benefit of students.

SCUSD seems to allege that Ms. Jennings, in her dual role as SHPS board chairperson and SHA/SHDC CEO has a conflicting financial interest prohibiting her from effectively serving SHPS. However, SCUSD's notice to cure does not cite, nor address, a clearly defined and broadly accepted legal exception that defines Ms. Jennings' financial interest as "remote" and therefore a non-conflict. See Gov. Code Section 1091.

While SHPS understands SCUSD's concern regarding *appearance* – and seeks to address any concern as proposed below – it is important to recognize that Section 1091 authorizes Ms. Jennings' place on the SHPS Board. As a matter of California public policy, Ms. Jennings' salary interest in the nonprofit context is *remote* and does not create a conflict of interest as a matter of law.

While Section 1091 has been a part of law for more than half a century, the last amendments to Section 1091 has reiterated the underlying public policy of California, i.e., "existing policy that an agency's contractual relationship with a nonprofit doesn't result in a conflict of interest." (*See* California Senate Committee Report on SB 1086 (1/8/2004) [where local voters elected Stanford University's vice provost to the Palo Alto City Council and Standard University is a nonprofit trust, it was deemed prudent for the law to recognize that this does not constitute a conflict of interest for the vice provost where the Palo Alto City Council enters into contracts with Stanford University.]; *see* Senate Floor Report 1/14/2004 ["Palo Alto and Stanford have more than two dozen contracts, covering everything from traffic control for football games to the installation of dark fiber communications" and the statutory exception language is prudent and consistent with California public policy to "avoid" the need for the councilmember to resign, as explained in the legislative analysis.])

Specifically, Government Code Section 1091(b) provides that "[a]n officer," i.e., a board member of SHPS, shall not be deemed to be interested in a contract entered into by a body or board of which the officer is a member within the meaning of this article if the officer has only a remote interest in the contract and if the fact of that interest is disclosed to the body or board of which the officer is a member and noted in its official records, and thereafter the body or board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer or member with the remote interest." "Remote interest" specifically includes "[t]hat of an officer or employee of a nonprofit entity exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3))..."

Ms. Jennings is an officer and employee of SHA, a "nonprofit entity exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code." As the minutes demonstrate, prior to SHPS' approval of any contracts with or involving SHA and SHDC, Ms. Jennings interests as an officer/employee was "disclosed to the ... board ... and noted in its official records, and thereafter the body or board ... approve[d] ... the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer or member with the remote interest."

It is notable that the California Attorney General issued an opinion in response to a request by an Assemblymember that is entirely on-point in affirming the propriety of Ms. Jennings role with respect to SHPS and SHA. (See CAG Opinion No. 02-403.) Specifically, the Assemblymember asked:

*May a city council continue to lease property to a nonprofit corporation under a 40-year lease that will expire in 29 years and grant funds to the corporation if a newly elected council member is the salaried executive director of the corporation?*

From this question, the Attorney General concluded that:

*A city council may continue to lease property to a nonprofit corporation under a 40-year lease that will expire in 29 years even though a newly elected council member is the salaried executive director of the corporation. The city council may also grant funds to the corporation, provided that the newly elected council member does not participate in the making of the grants and discloses her financial interest in the grants to the city council, and the interest is noted in the council's official records.*

While the question related to the lease involved a historical decision that fell outside of Section 1090, the possibility that the city council might approve grants to the nonprofit while the city council remains as a sitting member fell within Section 1090 but was subject to exception under Section 1091. Specifically, the Attorney General explained that:

*[S]ubdivision (b)(1) of section 1091 specifies as a "remote interest" the interest a public officer has as "an officer or employee of a nonprofit corporation." Here, the council member's financial interest meets the test of a remote interest as set forth in section 1091, subdivision (b)(1). Accordingly, grants by the city to the nonprofit corporation may be made as long as the city council member follows the disclosure and other requirements of section 1091. (Cf. 65 Ops.Cal.Atty.Gen. 41, 56 (1982).)*

As the Attorney General opinion demonstrates, the analysis is simple and straightforward: is the board member an employee/officer of a nonprofit, and has the board member complied with the disclosure/recusal requirements? If so, the interest is deemed remote and not in violation of Section 1090. SHPS specifically solicited legal advice from its outside counsel, Young, Minney & Corr, LLP prior to Ms. Jennings assumed the at-issue role in July of 2022, and SHPS received this analysis from its attorneys regarding Section 1090 and the PRA.

SHPS appreciates and understands SCUSD's concern as an authorizer, and presumes SCUSD is not asking SHPS or Ms. Jennings to forgo the rights of boards and officers to remain on boards that enter into contracts with the board member's nonprofit employer, as provided under Section 1091 – rights the Legislature determined to be appropriate because of the important role nonprofits play in the community, and which involve different considerations than for-profit corporations. We presume SCUSD is not asking SHPS or Ms. Jennings to forgo statutory rights that have inured to city council members and Stanford University provosts as indicated by the Attorney General opinion and legislative history materials, and presumably countless other public officials who have relied upon these determinations – just as SHPS did in seeking legal advice from its counsel,



Young, Minney & Corr. We interpret the SCUSD’s request as asking SHPS to take steps to reduce the potential appearance of a conflict of interest notwithstanding what is allowed by the exception.

In addition, we’d be remiss if we did not highlight that Ms. Jennings has served in both roles *since July 2022, for over two years*. Minutes from SHPS BOD Meeting on July 8, 2022. This information is included on SHPS’s website as well as the websites of SHA and SHDC. In addition, SHPS is required annually to submit a list of its SHPS Board members to SCUSD. On a monthly basis, SHPS also submits to SCUSD all new SHPS Board meeting agenda and minutes, which have reflected Ms. Jennings’ role as SHPS Board Chair and her recusal from SHPS Board discussions and votes involving SHA or SHDC. Similarly, SCUSD has regularly engaged with Ms. Jennings as the Executive Director and responsible contact for facilities services. See Agenda and Notes from October 19, 2023 Site Visit with Amanda Goldman. Prior to this investigation, which was launched one month before SHPS submitted its charter renewal petitions, SCUSD never raised Ms. Jennings’ roles as a concern. It was only when this issue was brought to SCUSD by SCTA that a concern was then raised to SHPS by SCUSD.

It is important for SCUSD to recognize that, notwithstanding Ms. Jennings’ employment with SHA and role on the Board of SHPS, the cost of SHA’s services have gone down over time, not up, since Ms. Jennings has assumed the role of SHPS Board Chair. This demonstrates that Ms. Jennings’ role has not precluded SHPS from reducing the contract scope and price, and transitioning services back to SHPS. The result is that SHPS has reduced the fees paid to SHA and SHDC each year since Ms. Jennings has become SHPS Board Chair.

School Year	SHA	SHDC	Total Contract Amount Paid by Year	(Reduction)/Increase from Prior Year	Notes
2021-22	\$ 1,297,104	\$ 514,629	\$ 1,811,733	n/a	
2022-23	\$ 1,321,104	\$ 490,629	\$ 1,811,733	\$ -	
2023-24	\$ 1,121,104	\$ 490,629	\$ 1,611,733	\$ (200,000)	First fiscal year where the contracts were approved while C. Jennings was SHPS Chairperson
2024-25	\$910,000	\$ 585,000	\$ 1,495,000	\$ (116,733)	

### Kevin Hiestand’s Role as Outside Counsel to SHPS

Kevin Hiestand is a member of the California bar in good standing and has been a member in good standing for over 30 years. The notice to cure does not identify any Rule of Professional Conduct that Mr. Hiestand is alleged to have violated by serving his clients and SHPS is aware of none. Of course, lawyers typically have multiple clients and often those clients do business together – this is ubiquitous in law firms, e.g., law firms that represent school districts and county boards of education, or any law firm that represent private enterprises, e.g., Microsoft. It is only in the event that a potential or actual conflict arises *between* clients that a lawyer may be required to recuse themselves from a particular matter as addressed in the Rules of Professional Conduct.

There is no allegation Mr. Hiestand has ever been in a position where he has had to give advice to SHPS that could have been compromised by his ethical duties to SHA, or that Mr. Hiestand has had any role in influencing any financial decision by SHPS in which he had a financial or personal interest - he has not. Without a financial interest in any decision, without the presentation of any facts that constitute a potential or actual conflict within the meaning of the Rules of Professional Conduct, Section 1090, or the Political Reform Act, it is not possible to prove a negative.

Further, Mr. Hiestand is not SHPS' only counsel. SHPS regularly utilizes Young, Minney & Corr LLP which does not serve as counsel for SHA or SHDC or St. HOPE Endowment. On any matter that could potentially put SHPS interests and SHA's interests in conflict, SHPS would look to Young, Minney & Corr for legal advice, not Mr. Hiestand. There is no rule that precludes Mr. Hiestand from working for SHPS and SHA, separately, where there is no adversarial matter between his clients.

Like Ms. Jennings, Mr. Hiestand has served as legal counsel to SHPS for years. Again, prior to this investigation which was launched one month before SHPS submitted its charter renewal petitions, SCUSD never raised Mr. Hiestand's role as a concern.

SHPS does not have an in-house legal department or SHPS employee serving as legal counsel. Again, this is a non-core function that SHPS chooses to discharge via outsourcing. Apart from the fact that SHPS does not have the ability to manage, train or evaluate a staff member in this role, Mr. Hiestand's modest fee of \$4,000 a month is significantly less than even one full-time staff attorney would cost. SHPS administration and the Board considers Mr. Hiestand's services valuable to SHPS and frankly a bargain. His pricing provides budget certainty, even in months where his services are used extensively, e.g., when at the request of SHPS administration he and SHPS' Human Resources Manager performed an investigation that took more than 40 hours.

It is disappointing that Mr. Hiestand's role with St. HOPE Endowment – a nonprofit – is a point of criticism, particularly when there are no allegations or evidence he has done anything wrong beyond unspecified “concerns.” Most importantly, SHPS has no contractual relationship with St. HOPE Endowment. In other words, no public or private funds held by SHPS are paid to the St. HOPE Endowment.

In addition, Mr. Hiestand receives zero compensation from St. HOPE Endowment. St. HOPE Endowment exists solely to support the work of SHA. SHPS has no contractual or legal relationship with St. HOPE Endowment. These are charitable nonprofit public benefit corporations that exist to serve the Oak Park neighborhood of Sacramento. Mr. Hiestand is involved in these organizations because he believes in their mission. In public education, we should be celebrating those who are involved in supporting our communities. We should hold those to account who violate the public trust, but there is nothing beyond unspecified concern here.

The doctrine of incompatible offices under Government Code Sections 1099 and 1126 also do not apply to Mr. Hiestand as outside counsel to SHPS or his role on St. HOPE Endowment - again, a nonprofit organization with not legal or contractual relationship to SHPS. Although Mr. Hiestand is not within the incompatible offices framework, it is notable that Government Code Section 1126

provides that “[s]ervice on an appointed or elected governmental board, commission, committee, or other body **by an attorney** employed by a local agency in a nonelective position shall not, by itself, be deemed to be inconsistent, incompatible, in conflict with, or inimical to the duties of the attorney as an officer or employee of the local agency and shall not result in the automatic vacation of either such office.”

Vague assertions of “concerns” are not fair to the individual and make it challenging for the public to understand and appreciate the facts beyond allegations of “concerns.” Moreover, SHPS perceives it to be inherently unfair for a limit to be imposed on a client’s right to choose legal counsel of their choice. For the reasons set forth above and in the absence of any actual or perceived conflict of interest, SHPS intends to continue its relationship with Mr. Hiestand.

### **Going Forward – SHPS’ Action Plan**

#### **1. Cassandra Jennings’ Role**

As SHPS has outlined above, Ms. Jennings is legally authorized to serve on SHPS’ Board under Section 1091, notwithstanding her role with SHA. SHPS confirmed this fact by requesting advice and counsel from outside legal counsel prior to Ms. Jennings’ appointment as SHPS Board Chairperson over two years ago. Ms. Jennings has properly recused herself from all SHPS Board discussions and votes relative to SHA and SHDC. Ms. Jennings has an impeccable history of public and community service. No allegations have been made, nor could they be made, that Ms. Jennings put her personal interests or those of SHA/SHDC ahead of the students of SHPS. At no time prior to the eve of charter renewal has SCUSD identified Ms. Jennings’ dual role as a cause for concern and/or actual or potential conflict.

However, it has been made clear to SHPS that renewal of its charters for PS7 and Sac High may now be in jeopardy after twenty years of operation due to the fact Ms. Jennings serves as both the CEO of SHA/SHDC as well as the Chairperson of the SHPS Board of Directors. Neither Ms. Jennings nor SHPS will allow SCUSD’s concern relative to Ms. Jennings’ positions to in any way negatively impact the requested charter renewals. In only two years, Ms. Jennings has contributed an incredible amount to SHPS. It is with great sadness, but with appreciation for her service, that SHPS shares that Ms. Jennings steps down from SHPS’ Board effective September 30, 2024 and after SCUSD approves the pending SHPS charter renewals. See Cassandra H.B. Jennings’ letter of resignation from the Board of Directors of SHPS dated August 23, 2024. The next regular meeting of the SHPS Board of Directors is September 12, 2024, at which time the Board will appoint a new Chairperson and plan appropriately for the transition.

#### **2. Amendment of SHPS’ Bylaws**

In further demonstration of SHPS’ commitment to avoiding the appearance of any conflicts of interest on a going-forward basis, at SHPS’ next regular meeting, SHPS’ BOD will hear an action item to amend its bylaws to confirm that officers, directors, and employees of any entities that are contracted with or propose to contract with SHPS shall be ineligible to serve on SHPS’ Board as a board member. Specifically, the amended language provides that:

No individual may be appointed to serve as a Director of the Board or continue as a Director of the Board if they are an officer, director, and/or employee of any entity that is contracted

with SHPS, or was contracted with SHPS in the prior twelve (12) months, or proposes to contract with SHPS. Any member of the Board in violation of this paragraph shall be considered disqualified to serve as a Director and shall be subject to removal consistent with these Bylaws.

As part of the proposed amendment, SHPS will delete any provisions in its bylaws to the extent they conflict with the above prohibition. (See Proposed Redline Amendments to SHPS Bylaws) at its next regular board meeting, which is scheduled for September 12, 2024.

### **3. Kevin Hiestand's Role**

As addressed above, Mr. Hiestand does not work on any matters for SHPS in which he has a potential or actual conflict. For the reasons set forth above and in the absence of any actual or perceived conflict of interest, SHPS intends to continue its relationship with Mr. Hiestand.

Further, SHPS will ensure that any legal matters involving SHA, SHDC or the St. HOPE Endowment are addressed by outside legal counsel and not by Kevin Heistand. SHPS' Superintendent shall be responsible for directing legal services accordingly.

Further, SHPS will require Mr. Hiestand to provide sufficiently detailed monthly invoices to provide accountability, through recordkeeping, that Mr. Hiestand's legal work does not involve any matters that potentially put SHPS adverse to SHA or SHDC.

Further, SHPS has received the enclosed memorandum and assurances from Mr. Hiestand affirming his lack of potential or actual conflicts relative to SHPS. (See Attachment Memorandum and Assurances from Kevin Hiestand.)

If SCUSD's position is that it will not consider SHPS to have cured the SCUSD's concerns unless SHPS terminates its relationship with its lawyer, Mr. Hiestand, please let us know as soon as possible that there is no other option so SHPS may proceed accordingly before the SCUSD posts its findings.

### **4. Amended LCAP To Include Increased Specificity**

The Christy White report suggests that programs operated by SHA related to student involvement in the community might not be appropriate because they are not reflected in the LCAP and/or that they "are not related to a public education purpose." (L. Allen letter to L. Ruda dated July 26, 2024, p. 8.) There is of course no law that provides, nor is there any law cited, that a charter school may engage in expenditures only to the extent that the expenditure is addressed in the LCAP, or that expenditures are not justified unless addressed in the LCAP. At SHPS, the services that SHA provide are foundational schoolwide programs and therefore have not been viewed as necessitating a specific LCAP line-item tracking to a particular state priority or student outcome.

However, to demonstrate SHPS's willingness to address SCUSD's concerns, the SHPS Executive Committee of the Board of Directors authorized SHPS to amend the 2024-25 LCAP at its regular meeting which was held on August 13, 2024. Executive Committee Agenda and Minutes, August

13, 2024, Item III, B. In an effort to further show its willingness to continue to work with SCUSD and address the concerns expressed in Superintendent Allen’s letter, SHPS has amended the 2024-25 LCAP to reflect SCUSD’s concerns. L. Allen letter to L. Ruda dated July 26, 2024, p. 8. The amended LCAP is now posted on SHPS’s website (<https://www.sthopepublicschools.org/our-district/key-documents-policies/>) and enclosed with this response. (See Attachments or linked documents at pp. 16, 18, 19 ).

Again, SHPS wants to underscore that the Secretary of Education in November 2022 specifically encouraged school districts to engage community organizations to provide these student experiences after the COVID-19 pandemic: As noted by the Secretary,

“[T]he pandemic reduced the availability of work-based learning. These impacts have been more pronounced in certain industries, particularly those that have traditionally engaged a youth workforce, in addition to industries that support earn-and-learn educational models like Registered Apprenticeship. Work-based learning is a proven strategy that reinforces academic instruction by giving students opportunities to apply knowledge and skills in real-world situations. Work-based learning also helps young people to generate income, establish future earning potential, and connect with professionals in the labor market. The US Department of Education has encouraged school districts to support new skill-building experiences like internships, cooperative education, pre-apprenticeships, and registered apprenticeship programs that are integrated within school-day instruction and other extended learning models that occur after school or over the summer months.”

Any claim that using public funds to offer these student based work experiences or contracting with an organization to provide the same, is “not related to a public education purpose,” is simply incorrect. St. HOPE Public Schools is rooted in our five pillars, one of which is the “power to lead” and, as a result, we strongly believe that community service helps our scholars develop a strong sense of civic responsibility and establish the foundation for a lifetime of meaningful community involvement. Over the course of their time at Sac High, scholars are expected to complete 110 hours of community service. Each year, students must complete a set number of hours. By their junior and senior years, Sac High scholars must annually complete 40 hours of community service.

Consistent with the Secretary’s direction, SHPS has worked to expose our scholars to various hands-on learning experiences outside the classroom. For 2024-25 we have contracted with SHA to assist SHPS and our scholars to secure experiences to meet their community service requirements as well as to expose them to work-based opportunities. This has ranged from assisting our teachers over spring break with our PS7 Elementary move and construction project (e.g. assembling student desks, packing and unpacking new curriculum) and supporting staff with our Dragon’s Closet which provides our at-risk scholars and their families with free school supplies, clothes, food, toiletries, cleaning products, and other household goods.

## **5. Issue Public RFP for Back-Office Services**

As addressed in SHPS’ response to the concerns raised in Section II (A) *Non-GAAP Accounting Practices*, SHPS has committed to launch a competitive bidding request for proposal process (“RFP”) that will seek proposals for back-office services currently provided by SHA. As part of that response, SHPS committed to implement a number of safeguards and controls to address some

of the conflict of interest concerns outlined in Section III (C) *Potential Conflict(s) of Interest Under Government Code Section 1090 and Political Reform Act of 1974 (Governance Code Section 1000 et seq)*. SHPS believes the RFP process, and controls included in it, further address SCUSD’s concerns in conjunction with the other actions outlined above in this section, and specifically, in response to SCUSD’s concern regarding alleged “fiscal dependence of SHA/SHDC [and] the ability of SHPS to make objective and market-based decisions regarding an array of essential services critical to the operation of a charter school.” (L. Allen letter to L. Ruda dated July 26, 2024, p. 9.)

With respect to contracting with SHDC in particular, we appreciate that SCUSD’s Notice recognized that where “SHDC has contracted to provide facilities management and information technology at a cost of \$575,000” that “[n]either of these amounts seems unreasonable based on the scope of work delineated in the agreements – assuming such services are provided in a manner consistent with such scope.” (L. Allen letter to L. Ruda dated July 26, 2024, p. 9.) SHPS confirms that SHDC provides facilities management and information technology services commensurate with the contracted scope, and SHDC is being required by SHPS to provide detailed monthly invoicing as of the 2024-25 school year that provides time accounting to identify the services rendered in consideration of the fees charged. In addition, SHPS’ steps to measure and assess SHDC’s performance relative to information technology are already underway for 2024-25 and these results will impact how SHPS moves forward. Work relative to facilities changed significantly when SCUSD made the decision to change the facilities support it is providing to independent charter schools, like Sac High and PS7, and moved the full-time staff assigned to SHPS schools. With the ongoing construction and implementation of new plans to fill the void now that the SCUSD staff has been removed, SHPS will have better information upon which to determine next steps with SHDC after the current school year.

Based on the results and lessons learned from structuring and implementing the RFP process in the 2024-25 school year for back-office services currently performed by SHA (again, see Action Plan #1), SHPS will develop and implement a strategy and amend policies as needed during the 2025-26 school year governing RFP processes for vendors more broadly going forward, e.g., vendor contracts for specified service areas based on a reasonable threshold set by the Board, such as vendor contracts in excess of \$200,000.

**Appendix**

Table 1

	<b>Sac High</b>	<b>PS7</b>	<b>SCUSD</b>
<b>ELA (DFS) – African American</b>	-14.2	-62.7	-91.9
<b>Math (DFS)– African American</b>	-130.1	-115.9	-132
<b>%Prepared for College/Career (Dashboard) – African- American</b>	42.9%	N/A	12.6%
<b>A-G Completion Among HS Graduates – African-American</b>	100% as of 22-23 100% as of 23-24	N/A	30% as of 22-23
<b>College-Going Rate – African American</b>	75% as of 21-22	N/A	53.2% as of 21-22

Table 2

	<b><u>% Socioeconomically Disadvantaged</u></b>	<b><u>%Black/African American + Hispanic/Latino</u></b>
<b>Sac High</b>	<b>74.9%</b>	<b>85%</b>
<b>PS7</b>	<b>86.5%</b>	<b>83.7%</b>
Sutter High	30.9%	30.1%
Santa Ynez Valley Union High	31.3%	48.8%
Lassen High	40.4%	25.3%
Upper Lake USD	84.4%	33.4%
Modoc JUSD	65.4%	21.2%

# Sacramento City Unified School District



## Staff Renewal Report

Published September 4, 2024

St. HOPE Public School 7



**Requested Term: July 1, 2025 - June 30, 2030**

On June 28, 2024, St. HOPE Public School 7 (PS7) submitted a petition to renew its charter to the Sacramento City Unified School District (District). If approved, the PS7 would receive a five-year charter term for the period from July 1, 2025, through June 30, 2030.

In compliance with Education Code 47605(b), the District’s Board of Education held a public hearing on August 8, 2024, to consider the level of support for the petition by District teachers, other District employees, and parents/guardians. The Board will conduct a second public hearing and render its decision on the renewal petition on September 19, 2024. This *Staff Report*, including findings of fact, was published on the District’s website and shared with PS7 on September 4, 2024, which was at least fifteen (15) days prior to the public hearing during which the Board will take action on the renewal petition.

Color coding has been used to direct the reader’s attention to the most salient elements of the report.		
Meets all expectations and/or standards; supports the case for renewal	Substantially meets expectations and/or standards; worthy of note but <u>does not indicate</u> a serious issue that would likely inhibit renewal	May not meet expectations and/or standards; should be considered carefully as a potential non-renewal issue

## Criteria For Renewal

Education Code (EC) sections 47605 and 47607 guide the District, as the charter authorizer, in reviewing petitions for the renewal of charter schools. As part of that review, the District is also required to consider the schoolwide performance, and performance of all student groups, on state and local indicators with a greater weight applied to measurements of academic performance (EC 47607(b)(1)).

### Petition Elements

Charter renewals are governed by the standards and criteria described in EC sections 47607(b) and 47605. These shall include, but not be limited to, a reasonably comprehensive description of



any new requirement for charter schools enacted into law after the charter was originally granted or last renewed.

## Performance Levels

Based upon a charter school's performance on the California School Dashboard, academic achievement indicators (CAASPP ELA and math); English Language Proficiency Indicator (ELPI), and the College Career Indicator (CCI) in the two consecutive years immediately preceding the renewal decision, the California Department of Education (CDE) places a charter school in one of the three performance categories: high, middle, or low. For those designated as high or middle-performing, the charter school is presumed to be renewed unless one or more denial criteria are met. More specifically, high-performing charter schools may be renewed for five to seven years, and middle-performing charter schools may be renewed for five years.

For low-performing charter schools, there is a presumption that their renewal petition will be denied. However, such charter schools may receive a maximum two-year renewal based upon a “second look.” As part of this “second look,” the authorizer conducts a deeper evaluation of the charter school’s academic achievement and may renew a charter that meets the following criteria:

1. The charter school is taking meaningful steps to address the underlying cause or causes of its low performance, and those steps are, or will be, reflected in a written plan adopted by the charter school's governing body.
2. There is clear and convincing evidence showing either of the following:
  1. The school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school.
  2. Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to those of similar peers.
  3. Growth shall be demonstrated by verified data.

## Reasons for Denial

The authorizer may deny the renewal of a charter if it makes written factual findings that the charter school failed to meet the standards set forth in EC section 47605:

1. The charter school will provide an unsound educational program for students during the term of its charter;
2. The charter school is demonstrably unlikely to successfully implement the program set forth in the petition;
3. The petition does not contain the necessary affirmations and assurances;
4. The petition does not contain reasonably comprehensive descriptions of the fifteen required elements set forth in the Charter Schools Act.

5. The petition does not declare whether the charter school shall be deemed the exclusive public employer of the charter school’s employees for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.

Notwithstanding EC sections 47607(c), 47607.2(a), and 47607.2(b), pursuant to 47607(e), the board may also deny renewal of any charter school upon a finding that:

- 6. The charter school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors; or
- 7. The charter school is not serving the pupils who wish to attend, as documented by EC 47607(d).

Further, the authorizer must provide 30 days’ notice with a reasonable opportunity to cure the violation(s) and make a finding that either:

- The corrective action proposed by the charter school has been unsuccessful; or
- The violations are sufficiently severe and pervasive as to render a corrective action unviable

### Consideration of Material Revisions

Sacramento City Unified Board Policy 0420.41 on Charter Oversight defines material revisions as proposed changes in charter operations that represent a substantial difference to the charter, including:

- Expansion of education services to include service of additional grade levels
- Expansion of facilities to additional sites
- Fundamental changes to instructional or pedagogical model

In review of the submitted renewal petition for PS7, District staff identified a potentially substantive change, which is detailed below. However, staff has determined that these changes do not require a material revision to the charter requiring separate board approval.

Description of Change	Page #	Material Revision?
Creation/renaming of the position of Superintendent.	multiple	<b>No.</b> Title may impact what is considered comparable compensation but can be appropriately accounted for in the budget.

## Executive Summary

<b>Performance Level assigned by CDE (High, Middle, Low)</b>	<b>MIDDLE</b>
<b>Has a notice to cure an alleged violation been issued?</b>	<b>YES</b>
<b>→ If notice was issued, has a response been submitted?</b>	<b>YES</b>

<b>Did the charter petition meet all primary requirements for renewal?</b>		<b>YES</b>
1	Does this charter present an <u>unsound</u> educational program?	NO
2	Are the petitioners demonstrably <u>unlikely</u> to successfully implement the program set forth in the petition?	SEE ANALYSIS
3	Does the petition contain the necessary affirmations and assurances of the Charter Schools Act?	YES
4	Does the petition contain reasonably comprehensive descriptions of all of the 15 elements described below?	YES
5	Does the petition contain a declaration of whether the charter school shall be deemed the exclusive public employer of the charter school's employees?	YES
<b>Were there any findings that would potentially trigger a notice to cure an alleged violation under either of the following?</b>		<b>YES</b>
6	Is the charter school demonstrably <u>unlikely</u> to successfully implement the program set forth in the petition due to substantial fiscal or governance factors?	SEE ANALYSIS
7	Does the charter school serve the pupils who wish to attend, as documented by E.C. section 47607(d)?	YES

## Review of Elements

<b>REQUIRED ELEMENTS OF THE PETITION</b>			
<b>ELEMENT</b>	<b>TOPIC</b>	<b>MEETS STANDARD</b>	<b>KEY FINDING(S)</b>
Element 1/A	Educational Program	YES	See note below
Element 2/B	Measurable Student Outcomes	YES	
Element 3/C	Student Progress Measurement	YES	
Element 4/D	Governance	YES	With action plan
Element 5/E	Employee Qualifications	YES	With action plan
Element 6/F	Health and Safety	YES	
Element 7/G	Racial/ Ethnic Balance	YES	
Element 8/H	Admissions	YES	
Element 9/I	Independent Audits	YES	With action plan
Element 10/J	Suspension/Expulsion	YES	See note below
Element 11/K	STRS	YES	
Element 12/L	Attendance Alternatives	YES	
Element 13/M	Post-Employment Rights	YES	
Element 14/N	Dispute Resolution	YES	
Element 15/O	Closure Procedures	YES	
<b>REQUIRED SUPPLEMENTAL INFORMATION</b>		<b>MEETS STANDARDS</b>	<b>KEY FINDING(S)</b>
Financial/ Administrative Plan		YES	
Facilities		YES	
Impact Statement		YES	
Special Education		YES	

*\*Completed Review Matrix Attached*

## Detailed Findings of Fact

This section contains greater detail regarding any above-mentioned area that did not meet requirements. **Items not described met requirements.**

**1. Does this charter present an unsound educational program? **NO****

PS7 has served students in grades TK-8 in the Oak Park community since 2003. The program's overarching goal is to, in collaboration with its partners at Sacramento Charter High School (SCHS) and St. HOPE Public Schools (SHPS), offer an education pipeline from elementary school to college. PS7 serves a historically underserved community and for many years has had notably strong academic outcomes, particularly for African American and socio-economically disadvantaged student groups.

PS7 describes its educational approach as focused on developing a strong commitment to academic achievement and work ethic. Their program includes a commitment to rigorous academic standards, character development, and extended learning time. PS7 operates a full-inclusion special education program, supported by the El Dorado Charter SELPA.

Overall, the design and description of the educational program at PS7 are sound and meet renewal criteria. However, triangulating among the educational program described in the petition, observations made during charter oversight in the 2023-24 school year, and available public data, it is clear that there are some gaps between the program as described and the implementation. This is a normal phenomenon—the acknowledgment of which should not detract from past successes but rather be addressed in the spirit of ongoing, continuous improvement. These items are discussed in the section below.

**2. Are the petitioners demonstrably unlikely to successfully implement the program outlined in the petition? **NOT WITH ACTION PLAN / CONDITIONS****

*Academics*

Overall, the design and description of the educational program at PS7 are sound and meet renewal criteria. Based on the school's academic track record in the first years of the most recent charter term, it is likely that it will continue to successfully implement that program and produce successful student outcomes. Based on the California School Dashboard, student performance in English Language Arts at PS7 demonstrated an upward trajectory between 2017 and 2022. PS7's CAASPP English-Language Arts outcomes displayed schoolwide scores that exceeded the state during this period. The African American student group at PS7 outperformed the African American student group statewide in English-Language Arts and Mathematics. The socio-economically disadvantaged (SED) student group outperformed the SED student group statewide in

English-Language Arts and Mathematics. Following the COVID-19 pandemic and with the reintroduction of the California School Dashboard in 2022, PS7's student performance demonstrated higher outcomes than in 2019 for English-Language Arts but lower outcomes than in 2019 for Mathematics.

However, for the 2023 test administration, PS7's schoolwide English-Language Arts outcomes declined by over 50 points and mathematics by over 33 points. During the same test administration, the African American and SED student groups performed below their respective student groups statewide.

In addition, both suspension and chronic absenteeism rates on the California School Dashboard have surpassed both District and State levels since 2017. In 2023, the suspension rate was 20.5% school-wide, 25.7% for African American students, and 28.0% for students with disabilities. In the same year, the chronic absenteeism rate was 53.5% school-wide, 55.7% for African American students, and 56.3% for SED students. While these items were noted, the petition contained limited to no discussion on how they were to be addressed.

There are many possible reasons for this decline. The review team noted that there may be a correlation between the 2023 declines in student outcomes, high suspension rates, and significant increases in what the state calls "ineffective" teachers at PS7.

Concerns about teacher credentialing were identified in the Notice of Alleged Fiscal and Governance Violations (Notice to Cure) issued to SHPS (as the charter operator of PS7) after it submitted the renewal petition. In its corrective action plan, SHPS indicated several steps that it had taken or was prepared to take to address this issue. These are described in the response to the Notice to Cure in the subsequent section.

Based on the review of items submitted with the petition, in conjunction with the identified action plan, PS7 seems likely to succeed with the implementation of its instructional program. District staff encourages PS7 to consider engaging in a deep reflection on its strategic plan regarding suspension and chronic absenteeism, especially for students with disabilities, in the coming years.

### *Fiscal*

To understand PS7's ability to maintain the fiscal resources necessary to implement its program, the review team evaluated financial statements submitted through oversight in the 2023-24 school year (adopted budget, unaudited actuals, first interim report, second interim report, audit report) and multi-year (MYFP) and cash flow projections submitted with the charter petition.

Based on the available materials, the review team made the following observations:

1. **Assumptions:** Submitted financial statements do not include detailed assumptions for enrollment, ADA, FTE, etc. An assumptions list often includes, but is not limited to, assumptions for COLA, grants, one-time grants, health and welfare, and any other major factors that would impact the multi-year fiscal projections (MYFP). The lack of assumptions does not allow for a proper evaluation of the validity of the cash flow projections submitted by PS7.
2. **Enrollment:** No enrollment assumptions were provided regarding financials. Enrollment declined during the term of the most recent charter.
3. **ADA:** ADA assumptions were not provided.
4. **Cash:** The cash flow projections indicate sufficient cash availability, with a projected balance of \$3.3M in June 2026. However, the lack of provided assumptions prevents a thorough assessment of the projections' reasonableness.
5. **Interim Review:** The financial analysis template (completed through District oversight in 2023-24) demonstrates that PS7 is now making period financial adjustments.
6. **Deficit Spending:** The financial analysis template showed slight deficit spending(\$38K) in 2023-24. However, this did not seem to represent a structural deficit.
7. **MYFP:** The MYFP did not align with the Cash Flow Statement. The total revenues and expenditures outlined in the cash flow did not match those in the MYFP. The MYFP lacked supporting documentation, aside from single-line notes within the document.
8. **Ending Fund Balance:** The ending fund balance is healthy at about 29%. However, without the MYFP combined with a reasonable assumption list, it is unclear if the ending fund balance will be maintained in future years.

The Notice to Cure issued to SHPS after it submitted the renewal petition for PS7 identified a lack of generally accepted accounting principles and repeated audit reports listing material weaknesses in internal controls. In its corrective action plan, SHPS indicated several steps that it had taken or was prepared to take to address this issue. Those are described in the response to the Notice to Cure in the subsequent section.

In general, the fiscal review team noted that they had expected to see additional documentation included with the submission. In their experience, typically, the charter school would provide their FCMAT LCFE Calculator and a narrative statement explaining the projections in the MYFP, including details on revenue and expenditures, and account for significant variances between years. This narrative should also include key information such as ADA assumptions, Unduplicated Count assumptions, special education assumptions, etc. Without these sources of information, the review team felt

challenged to speak definitively about all aspects of SHPS's fiscal program. *However, the steps identified in the corrective action plan are likely to resolve any questions or issues.*

Based on the materials reviewed, staff feel that SHPS is not demonstrably unlikely to successfully implement the program based on fiscal considerations. The steps described in the corrective action plan do support the likelihood of successful implementation. Staff would like the opportunity to review a complete packet of fiscal documentation, perhaps as a condition of renewal or a component of ongoing oversight.

### *Governance*

The review team analyzed several governance items submitted with the renewal petition and regular oversight including board bylaws, qualifications, meeting minutes, and agendas. While the review team noted a few areas that may need to be updated, there were no major concerns.

The Notice to Cure issued to SHPS noted a potential conflict of interest. In its corrective action plan, SHPS indicated several steps that it had taken or was prepared to take to address this issue. Those are described in the response to the Notice to Cure in the subsequent section.

Based on the review of items submitted with the renewal petition in conjunction with the identified action plan, PS7 seems likely to succeed with effective and legal charter school governance.

3. **Does the petition contain the necessary affirmations and assurances of the Charter Schools Act? YES**
4. **Does the petition contain reasonably comprehensive descriptions of all the 15 required elements? YES**

Element 4/D: **YES**

The review team noted that the copy of the updated bylaws in the appendix to the renewal petition was not signed or dated. Therefore, the District will require an executed version. In addition, the review team found that the SHPS board's composition does not include any representation specific to PS7, which the District does not consider a best practice as it may call into question the ability of the board to focus on the individual needs of each charter school. Other governance elements were addressed in the corrective action plan and are described below.

Element 5/E: **YES**



As noted above, concerns about teacher credentials/qualifications were identified in the Notice to Cure issued to SHPS after it submitted the renewal petition for PS7. A review of the renewal petition identified all of the necessary elements affirming that teachers will hold appropriate credentials, as well as optional elements regarding staff recruitment and development. The corrective action plan submitted by SHPS on behalf of PS7 includes several additional steps that appear to bridge the gap between the language in the renewal petition and its implementation. The combination of these steps meets the requirements of this element.

Element 9/I: **YES**

As noted above, a lack of generally accepted accounting principles and repeated audit reports listing material weaknesses in internal controls were identified in the Notice to Cure. The review team's analysis of the renewal petition indicated that PS7 included the necessary elements describing how audits would be conducted, assurance of generally accepted accounting principles, and the timing of how audit findings/exceptions would be addressed. The corrective action plan submitted by SHPS includes several additional steps that appear to bridge the gap between the language in the petition and its implementation. The combination of these steps meets the requirements of this element.

Element 10/J: **YES**

The renewal petition's language is comprehensive. However, as addressed in the additional data below, the suspension rate is high, particularly for some subgroups. This may point to a gap between its discipline policies and implementation or a need for PS7 to reexamine its discipline policies.

**5. Does the petition contain a declaration of whether the charter school shall be deemed the exclusive public employer of the charter school employees? **YES****

*Special Note: While the renewal petition does appear to reflect new laws adopted since the original charter was approved, the renewal petition does not call out or identify those new requirements. The District recommends that these be detailed in an executive summary.*

# Response to Notice of Correction

Based on concerns highlighted in the 2023-24 school year, SCUSD issued a Notice to Cure to SHPS, as the charter operator of PS7, on July 26, 2024. SHPS provided a corrective action plan on August 26, 2024, as requested. The Notice to Cure identified three principal areas of concern. Below is a summary (not inclusive of all details) of SHPS's response to the concerns and alleged violations addressed in those three areas and the District staff's corresponding analysis.

## **Concern 1: Lack of Generally Accepted Accounting Practices (GAAP)**

**Action 1:** SHPS's back office provider, St. Hope Academy (SHA), will immediately retain additional staff to ensure GAAP practices are in effect.

**Action 2:** SHPS will retain an audit firm to review concerns raised by the District and verify that SHA has made appropriate changes and is implementing GAAP practices.

**Action 3:** SHPS will require SHA to provide detailed monthly invoices for provided services.

**Action 4:** SHPS will issue a request for proposals and implement an open selection process for back-office service providers.

**District Staff Analysis of Response to Concern 1:** The steps described in the action plan are a reasonable response to the concerns/alleged violations. Working with the audit firm and additional staff strengthens the capacity of both SHPS and SHA to administer public funds and allows for greater transparency and accountability in fiscal reporting. Whether SHA or another entity ultimately takes on the back-office responsibilities, the detailed invoices, request for proposals process, and improved accounting practices establish a stronger foundation for the use of public funds to directly serve the students of PS7.

Should the District's Board vote to renew PS7's charter, District staff will have the capacity to support the above action steps in the following way:

**District Action 1:** Review key financial submissions (i.e., adopted budget, unaudited actuals, first interim financial report, second interim financial report) each year and provide a summary of that review (at minimum) in the annual report as part of regular oversight.

**District Action 2:** Meet with or send feedback to SHPS staff following a review of each key fiscal submission (adopted budget, unaudited actuals, first interim, second interim) to address any concerns or confusion.

**District Action 3:** Set a timetable with defined metrics addressing when each step in this process is expected to be completed and by what criteria the District will deem it complete.

## **Concern 2: Teacher Qualifications/Credentials**

**Action 1:** In its corrective action plan, SHPS commits to continuing to verify teacher credentials as part of hiring, minimizing the use of emergency credentials, implementing

and monitoring credential agreements, and submitting supporting documentation to the California Commission on Teacher Credentialing (CTC).

**Action 2:** In the last two years, SHPS has re-established its internal human resources department and added staff to support it. The action plan indicates that SHPS is committed to continuing this effort.

**Action 3:** SHPS indicated that it has increased base salaries to, in part, increase teacher retention. The action plan indicates that SHPS is committed to continuing this effort.

**Action 4:** SHPS is committed to working with teachers and SCTA to identify ways to further support teachers who need to secure preliminary or clear credentials.

**Action 5:** SHPS has embarked on a two-year curriculum adoption cycle, already having purchased the curriculum for the 2024-25 school year. Maintaining this resource for teachers could support both retention efforts and bridge the gap where there may still be fewer qualified teachers. In the corrective action plan, SHPS is committed to continuing this effort.

**District Staff Analysis of Response to Concern 2:** SHPS's response to this concern contained considerable background and context. In addition, it is worth noting that in recent years, California has seen unprecedented levels of teachers leaving the profession, lengthy backlogs on credential processing, and impacted teacher education programs. The questions of how to recruit and retain qualified teachers are not unique to SHPS. As such, the steps noted in Actions 2-5 appear promising. The steps described in Action 1 seem to be clear extensions of the language in PS7's renewal petition and are consistent with best practices.

However, District staff has two concerns in this area. First, the District does not have a strong mechanism to assess teacher credential status in real-time (most state reporting delays are almost a year). This should not be held against SHPS but rather reflects a challenge in supporting the corrective action. Second, even with the proposed plan in place, there are still some under-qualified individuals serving SHPS students. In the corrective action plan, SHPS (on behalf of PS7) describes how it generally supports those individuals in their professional growth (e.g., partnership with Teach for America, professional development opportunities, etc.). District staff would like to see that described more specifically as it pertains to how SHPS prepares new or under-qualified educators to implement the educational program described in the charter.

Should the Board vote to approve PS7's renewal petition, District staff have the capacity to support the above action steps in the following way:

**District Action 1:** Collaborate with District credential staff, SHPS representatives, and possibly representatives from other charter schools to develop an ongoing, sustainable, and timely model for reviewing charter school teacher credentials.

**District Action 2:** If needed, support SHPS in adding detail to its professional development plans to better support newer and underqualified teachers. If support is not needed or desired, District staff can review and provide feedback on professional development plans.

**District Action 3:** Set a timetable with detailed metrics addressing when each step in this process is expected to be completed and by what criteria the District will deem it complete.

**Concern 3: Governance and Conflict of Interest**

**Action 1:** Cassandra Jennings will resign from the SHPS board effective September 30, 2024, if PS7's and Sacramento Charter High School's respective renewal petitions are approved.

**Action 2:** The SHPS Board will amend its bylaws to preclude any officer, director, or employee of a vendor from serving on the SHPS Board.

**Action 3:** SHPS will ensure that outside legal counsel addresses legal matters as directed by the Superintendent.

**Action 4:** SHPS will issue a request for proposals and implement an open selection process for back-office service providers.

**Action 5:** SHPS has amended PS7's 2024-25 local control and accountability plan (LCAP) to reflect the relationship between the SHA contract and student outcomes.

**District Staff Analysis of Response to Concern 3:** One of the main duties of a charter school's governing board is to ensure the fiscal sustainability and legal compliance of the charter school. Action items 2-4 seem like positive steps toward that goal. Action item 1 addresses issues where there may have been an appearance of a conflict of interest. Action item 5 addresses transparent alignment between the budget and PS7's educational program. This last item has significance as the LCAP is described in the charter petition as the mechanism for establishing and updating the charter school's goals. It also is the metric by which all local educational agencies in California are asked to account for how they spend public dollars.

Should the Board vote to approve PS7's renewal petition, District staff have the capacity to support the above action steps in the following way:

**District Action 1:** Review key governance submissions (i.e., SHPS Board calendar, qualifications, training) each year and provide a summary of that review, at minimum, in the annual report as part of regular oversight.

**District Action 2:** Review PS7's LCAP each year for legal compliance and transparent alignment with goals/education programs. District staff will provide a summary of that review, at minimum, in the annual report as part of regular oversight.

**District Action 3:** Set a timetable with detailed metrics addressing when each step in this process is expected to be completed and by what criteria the District will deem it complete.

## Summary of Available Data

The data below is from the California State Dashboard (Dashboard) for the years 2017-2023. Data from 2024 (i.e., the final year of the charter term) was not publicly available at the time of this report. The Education Code does not expressly require PS7 to share local data from 2024 but may choose to do so to present a more complete picture of student progress in the final year of the charter term.

### Performance Level Determination

To determine a charter school’s performance level for purposes of renewal, CDE reviews the status and color of key Dashboard indicators. The charter school is compared to the state for the two years prior to renewal (i.e., 2022 and 2023). *Importantly, the state does not consider student groups that outperform the state when determining renewal levels, which in these years included the following: White, Two or More Races, Asian, and Filipino.*

CDE uses two criteria for the placement of charter schools in a particular performance level. Criterion 1 reviews the color of all school-wide indicators on the Dashboard for the two years preceding renewal. Charter schools assigned blue or green for all indicators are placed in the high-performing level. Charter schools assigned red or orange for all indicators are placed in the low-performing level. PS7 students were in medium (yellow) for English Language Arts in 2022. As such, neither the high nor low category applied to PS7, placing it on track for the middle-performing level.

### *English Language Arts*

<b>Groups</b>	<b>Charter 2022</b>	<b>Charter 2023</b>
All Students	Medium	Orange
SED	Low	Orange
Student w/ Disabilities	Low	Red
African American	Low	Orange
Hispanic	Medium	Orange

*Math*

<b>Groups</b>	<b>Charter 2022</b>	<b>Charter 2023</b>
All Students	Low	Red
SED	Low	Red
Hispanic	Low	Orange
Student w/ Disabilities	Very Low	Red
African American	Low	Red

*English Learner Progress (ELPI)*

All English Learners	No Performance Color	No Performance Color
----------------------	----------------------	----------------------

*Chronic Absenteeism (K-8) Rate*

<b>Groups</b>	<b>Charter 2022</b>	<b>Charter 2023</b>
All Students	Very High	Red
SED	Very High	Red
Hispanic	Very High	Red
Student w/ Disabilities	Very High	Red
African American	Very High	Red

*Suspension Rate*

<b>Groups</b>	<b>Charter 2022</b>	<b>Charter 2023</b>
All Students	Very High	Red
SED	Very High	Red
Hispanic	Very High	Red
Student w/ Disabilities	Very High	Red
African American	Very High	Red

Using Criterion 2, CDE reviews the charter school’s Dashboard status for the academic indicators for all students and eligible student groups. In 2022 and 2023, PS7 had four eligible student groups. PS7 is placed in the middle-performing level under this criterion because all student groups outperformed the state in 2022 in both English Language Arts and Mathematics. PS7’s English Learner progress surpassed the state in both 2022 and 2023, but there was not a statistically significant number of students in this group to generate a performance level.

*English Language Arts, Distance from Standard (\*outperforms state)*

<b>Groups</b>	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
All Students	-4.6 points*	-12.2 points	-54.8 points	-13.6 points
SED	-10.9 points*	-41.4 points	-58.8 points	-42.6 points
Hispanic	+1.4 points*	-38.6 points	-48.3 points	-40.2 points
Student w/ Disabilities	-48 points*	-97.3 points	-112.5 points	-96.3 points
African American	-11.7 points*	-57.7 points	-62.7 points	-59.6 points

*Mathematics, Distance from Standard (\*outperforms state)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
All Students	-69 points	-51.7 points	-102.4 points	-49.1 points
SED	-75.1 points*	-84 points	-104.2 points	-80.8 points
Hispanic	-52.5 points*	-83.4 points	-80.4 points*	-80.8 points
Student w/ Disabilities	-118.2 points*	-130.8 points	-155.6 points	-127.3 points
African American	-79.5 points*	-106.9 points	-115.9 points	-104.5 points

*English Learner Performance Progress Indicator (\*outperforms state)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
English Learners	56.3%**	50.3%	61.9%**	48.7%

\*Less than 30 students represented in this group for this year

## Local Data

A middle-level charter school may choose (but is not required) to provide verified data aligned to the May 2023 State Board of Education Guidance to further support its case for renewal. When a charter school does provide verified data, authorizers are required to consider it for schools in the middle and low-performance levels.

PS7 submitted a breakdown of students scoring nearly met, met, or above standard on CAASPP ELA and Math as additional data in their petition (pages 43-48). District staff were able to validate this data on the CAASPP website available via DataQuest. Below is a summary of that data for the statistically significant student groups in the two most recent years. As described elsewhere in this report, this data shows PS7 student groups generally outperforming the state in 2022 followed by a decline in outcomes for 2023.

### *English Language Arts, Percent Met or Exceeded Standard (Data Quest/CAASPP)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
<b>All Students</b>	46.6%	47.1%	29%	46.6%
<b>SED</b>	43%*	35.2%	27.3%	65.8%
<b>African American</b>	43.3%*	30.3%	26.9%	29.9%
<b>Hispanic</b>	51.1%*	36.4%	31.7%	36.1%
<b>Student w/ Disabilities</b>	15.4%	15.6%	10.2%	15.8%

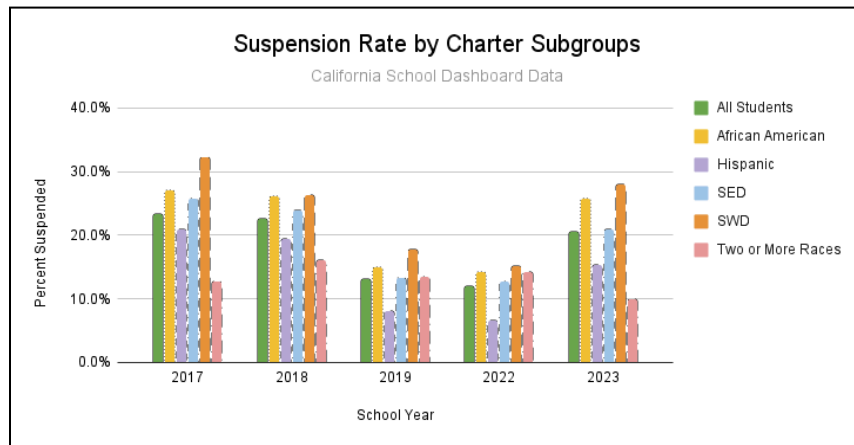
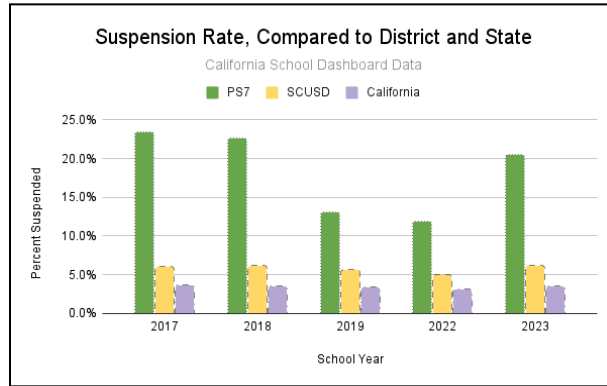
### *Mathematics, Percent Met or Exceeded Standard (Data Quest/CAASPP)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
<b>All Students</b>	24.3%	33.4%	12.7%	34.6%
<b>SED</b>	22%*	21.2%	12.9%	54.3%
<b>African American</b>	19.4%*	15.9%	9.1%	16.9%
<b>Hispanic</b>	32%*	21.2%	16.2%	22.7%
<b>Student w/ Disabilities</b>	9.6%	11.4%	0%	12.3%

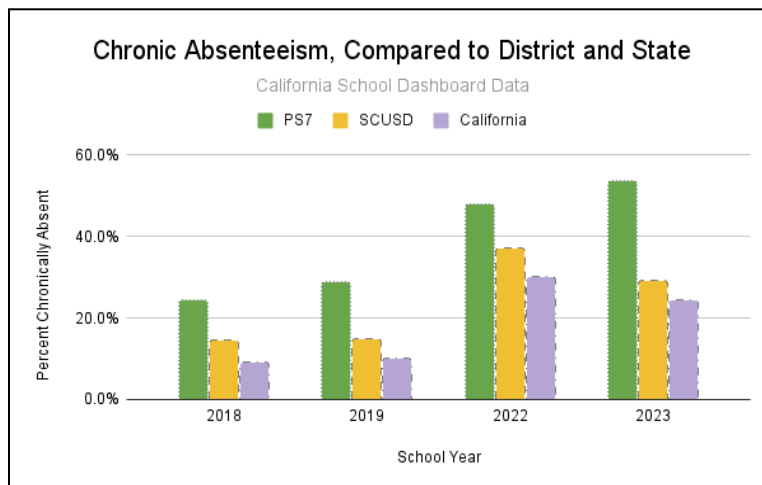


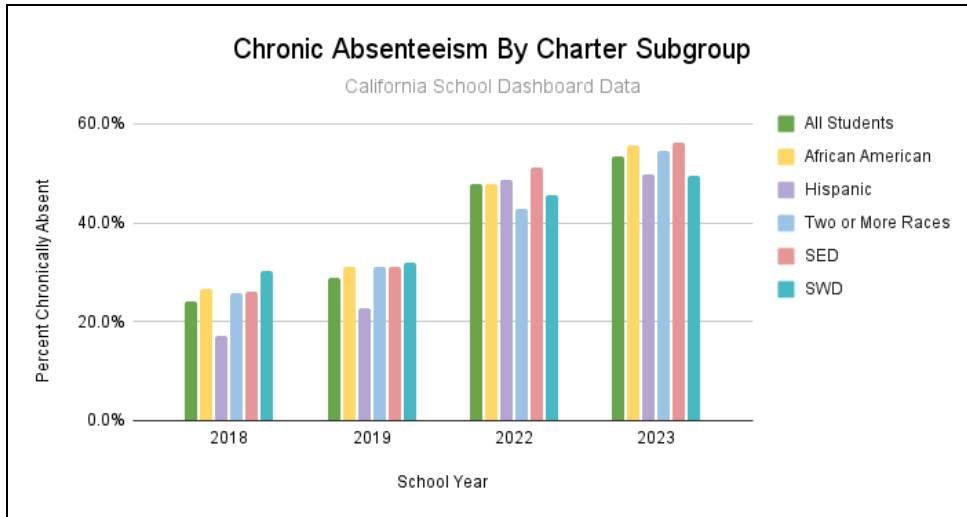
## Other Dashboard Data

### *Suspension Data, California School Dashboard, 2017-2023*



### *Chronic Absenteeism Data, California School Dashboard, 2018-2023*





## CONCLUSION

Based on the above findings of fact and **St. HOPE Public School 7's** designation as a **MIDDLE-PERFORMING** charter school, the District's review team has concluded that the renewal petition, coupled with the corrective action plan submitted in response to the Notice to Cure, **collectively meet the minimum legal standards** under the Education Code **to qualify for approval for the requested five-year term, beginning July 1, 2025, through June 30, 2030.**

If the District's Board takes action to approve the renewal petition, District staff will oversee PS7's full satisfaction of the corrective actions described in the plan and any other conditions or oversight items that the Board may direct.

*The Board will be provided with sample resolution language for all decision options.*



# **CHARTER SCHOOL PETITION EVALUATION**

This document was created in partnership and support of the Charter Accountability and Resource Support Network (CARNet) Advisory Board: L. Karen Monroe, Alameda County Superintendent of Schools, CARNet; Wes Stewart, Executive Director, Association of California School Administrators (ACSA); Molly Magee-Hewitt, CAO/CEO, California Association of School Business Officials (CASBO); Dana Dean, Solano County Board of Education/Immediate Past-President, California County Board of Education (CCBE); Ted Alejandre, San Bernardino County Superintendent of Schools/President, California County Superintendents Educational Services Association (CCSESA); Vernon Billy, CEO/Executive Director, California School Boards Association (CSBA); and Michelle Giacomini, Deputy Executive Director, Fiscal Crisis and Management Assistance Team (FCMAT).

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# Reviewing Charter School Petitions

## Guiding Principles

The Charter School Petition Evaluation Matrix was developed to align with the Education Code (EC), state regulations and other pertinent laws required for reviewing charter school petitions. The purpose of this tool is to help guide the schools and the reviewer through the charter school petition preparation and review process.

## State Guidance

The California Code of Regulations, Title 5, section 11967.5 provides the following guidance for reviewing a charter petition: *"The criteria are intended to require no charter provisions in excess of those that the State Board of Education believes necessary to determine whether each element specified in Education Code section 47605(b) has been satisfactorily addressed. Where the criteria call for judgments to be made, the judgments will be made in such a manner as to be reasonable, rational, and fair to the petitioners and other parties potentially affected by the chartering of the school ..."*

The California Code of Regulations, Title 5, section 11967.5.1(g) states that a "reasonably comprehensive" description shall include, but not be limited to, information that:

- (1) *Is substantive and is not, for example, a listing of topics with little elaboration.*
- (2) *For elements that have multiple aspects, addresses essentially all aspects of the elements, not just selected aspects.*
- (3) *Is specific to the charter petition being proposed, not to charter schools or charter petitions generally.*
- (4) *Describes, as applicable among the different elements, how the charter school will:*
  - A) *Improve pupil learning.*
  - B) *Increase learning opportunities for its pupils, particularly pupils who have been identified as academically low achieving.*
  - C) *Provide parents, guardians, and pupils with expanded educational opportunities.*
  - D) *Hold itself accountable for measurable, performance-based pupil outcomes.*
  - E) *Provide vigorous competition with other public school options available to parents, guardians, and student.*

### Instructions To Charter School Petition Review Team / Evaluation Rubric

1. **Identify your team.** Determine who will be responsible for reviewing which sections of the charter petition document. Record team members' names on the Petition Review Team page to help track responsibilities.
2. **Rate the charter school petition** in the various petition Elements and Supplemental sections of the Evaluation Matrix.
  - a. Mark either "met" or "not met" in the "Evaluation Standard Met" Column for each specific criterion. Criteria in **RED** indicate a description that is required under law to be included in the charter petition. Criteria in **BLACK** are descriptions that are strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.
  - b. Use the state guidance and rating definitions below to guide your assessment.
  - c. At the end of each section, elaborate in the comment section on the areas rated as "not met".
3. **Analyze the results.** At the end of this process, determine whether the petition is reasonably comprehensive or if there are any identified Findings of Fact. This tool should be used as part of the final analysis and report to the district governing board.

#### **Evaluation Standard Met:**

The charter petition demonstrates solid preparation and grasp of key issues that indicate a reasonably comprehensive description. Overall, the charter petition contains many characteristics of concise, specific, and accurate information. The standard may be met if the charter petition requires additional, non-substantive elaboration in places.

#### **Evaluation Standard Not Met:**

The charter petition addresses some of the criteria but lacks meaningful detail. The description requires important or key additional information to be reasonably comprehensive. It demonstrates a lack of preparation, is unclear, and uses generic information, or otherwise raises substantial concerns about the petitioner's understanding of the issue in concept. Additional substantiated information would be required to determine the charter petitioner's ability to implement or meet the requirement in practice.

# The Petition Review Team

**Identify your team and who will be responsible for reviewing which sections of the charter school petition document.**

<b>Area of Review (§47605(c))</b>	<b>Department Responsible</b>	<b>Name of Reviewer</b>
A. Education Program	SCUSD Review Team	Hunt/Goldman/Mandelbaum
B. Measurable Student Outcomes	SCUSD Review Team	Hunt/Goldman/Mandelbaum
C. Student Progress Measurement	SCUSD Review Team	Hunt/Goldman/Mandelbaum
D. Governance Structure	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
E. Employee Qualifications	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
F. Health and Safety	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
G. Racial & Ethnic Balance	SCUSD Review Team	Hunt/Daugherty/Goldman
H. Admissions Policies and Procedures	SCUSD Review Team	Goldman/Mandelbaum
I. Annual Financial Audits	SCUSD Review Team	Deal/Guzman
J. Suspension and Expulsion	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
K. Staff Retirement System	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
L. Attendance Alternatives	SCUSD Review Team	Hunt/Goldman/Mandelbaum
M. Post-Employment Rights of Employees	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
N. Dispute Resolution Process	SCUSD Review Team	Goldman/Mandelbaum
O. Closure Procedures	SCUSD Review Team	Deal/Guzman

## Supplemental Criteria

<b>Areas of Review</b> EC §47605(c), §47605(e), §47605(h), §47641(a), §47646	<b>Department Responsible</b>	<b>Name of Reviewer</b>
Financial/Administrative Plan	SCUSD Review Team	Deal/Guzman
Charter Management Organization (i.e. "entities managing charter schools")	Not Applicable	Not Applicable
Facilities	SCUSD Review Team	Goldman/Mandelbaum
Impact Statement	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
Community Impact	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
Special Education	SCUSD Review Team	Daugherty/Mandelbaum
Required Declarations/Affirmations	SCUSD Review Team	Daugherty/Mandelbaum
Independent Study, if applicable	Not Applicable	Not Applicable
Alternative Charter Schools, if applicable	Not Applicable	Not Applicable

Public School 7

FORM A: Certification of Completion-Renewals & Material Revisions

**RENEWAL/MATERIAL REVISION PETITIONER CERTIFICATION**  
*(must be completed and signed by petitioner)*

**Education Code §47605(b):** A petition is deemed received by the governing board of the school district for purposes of commencing the timelines described in this subdivision on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete.

I hereby certify under the laws of the State of California and the United States that the foregoing petition and cover page(s) are deemed complete, true and correct. I understand and acknowledge that failure to provide accurate or complete information may subject the charter to revocation if later discovered and material to compliance with the Charter Schools Act.

Lisa Marie Ruda

Name of Lead Petitioner

Lisa M. Ruda

Signature

Amanda Goldman

Name of Receiving District Contact

[Signature]

Signature

6/28/24

Date Submitted

6/28/24

Date Received





PS 7  
 AG 6/28/29

## Charter Petition Submission Checklist: Submitting a Complete Petition Package

- ✓ The *Petition Review Matrix* with page numbers identifying the location of legal requirements. - Tab 12, item 4 (Appendix)
- ✓ **Flash Drive:** One (1) organized electronic copy of all documents with clear naming conventions.
- ✓ **Binders:** Two (2) additional binders containing the complete petition submission. Use tabs to separate each section.

Include

- ✓ Table of Contents
- ✓ A cover letter signed by the governing board president, or designee
- ✓ Board meeting minutes authorizing the submission of the charter petition.
- NA **New Petitions:** Articles of Incorporation and By-laws for the non-profit organization
- ✓ **Revisions & Renewals:** An Executive Summary summarizing the proposed substantive changes to the petition
  - Use a two-column table. Include a charter element on the left and a description of revisions on the right.
  - Substantive changes include but are not limited to governance structure/ bylaws, grade levels served, location(s), and any changes to the design or intent of the program as described in the existing petition. Include references to Ed Code.
- ✓ A signed Certification of Completion (Forms A or Form B), E.C. §47605(b).
- A FULLY UPDATED (track-changes (Word) and clean copy (PDF)) charter petition including
  - Include all content required by all newly enacted laws and regulations pertaining to charter schools since the previous authorization.
  - A reasonably comprehensive description of all 15 elements and supplemental sections with legal assurances. It is highly recommended that the lead petitioner review the petition against the *Matrix* before submitting it.
  - A financial plan/proposed budget including reasonable multi-year projections and cash flow for at least 3 subsequent years. Electronic copies must be in Excel format.
  - The Appendix of supporting documents (See FORM D)

The Appendix and supplemental materials will not be reviewed in place of a reasonably comprehensive description of the required charter petition elements, E.C. §47605.

Deliver both binders and the flash drive to Serna Center, Sacramento City Unified School District, 5735 47th Avenue, Sacramento, CA, 95824; Attn: Amanda Goldman		
✓	▶ <b>Form A</b>	<i>Signed Certification of Completion- Renewals &amp; Material Revisions</i>
NA	▶ <b>Form B</b>	<i>Signed Certification of Completion- New Petitions</i>
✓	▶ <b>Form C</b>	<i>Renewal Performance Report</i>
✓	▶ <b>Form D</b>	<i>Suggested Appendix Documents</i>
NA	▶ <b>Form E</b>	<i>Courtesy Copy Only: Charter Petition Process</i>



## CHARTER SCHOOL PETITION EVALUATION MATRIX Intake Information/Cover Sheet

Petitioner Information	Petition Review Timelines (District Use Only)		
<b>Name of Proposed Charter School</b>	<input type="checkbox"/> Initial Petition	<input type="checkbox"/> Material Revision	<input checked="" type="checkbox"/> Renewal
St. HOPE Public School 7 (PS7)	<b>Petition Submitted:</b>	<b>Pubic Hearing</b>	<b>Decision Hearing</b>
<b>Name &amp; Position of Lead Petitioner</b>	<b>6.28.2024</b>	<i>Within 60 days of submission</i>	<i>Within 90 days of submission but may be extended 30 days if mutually agreed</i>
Lisa Ruda, Superintendent			
<b>Phone and Email</b>			
916-649-7850 / 916-649-7856		<b>Due Date</b>	<b>Due Date</b>
<b>Address</b>	<b>Was an Extension Requested / Agreed Upon?</b>	<b>8.27.2024</b>	<b>9.26.2024</b>
5201 Strawberry Lane / 2315 34th Street		<b>Date Held</b>	<b>Date Held</b>
<b>Proposed Grade Span</b>	<input type="checkbox"/> Yes	<b>8.8.2024</b>	<b>9.19.2024</b>
TK-8	<input checked="" type="checkbox"/> No		

Facility Information				
<b>Facilities Have Been Secured (select yes or no)</b>	<u>YES (List proposed address below)</u>		NO (List facilities being considered below)	
Proposed Facility Address	5201 Strawberry Lane / 2315 34th Street	Sacramento	CA	95820/95817
	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Facilities Being Considered (Include any Prop 39 Facility Requests being proposed)	Street	City	State	Zip Code
	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>

Special Education - SELPA Information			
Has Charter School applied for or been approved as LEA member of SELPA?	<u>YES</u> NO	If <b>YES</b> , Provide LEA #, Name of SELPA & Contact	El Dorado Charter SELPA
If <b>NO</b> , explain intent for special education compliance as a charter school in the charter petition. (See <i>Supplemental Criteria</i> section of the Evaluation Matrix)			

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## 15 Charter Elements

Criteria in RED indicate a description that is required under law to be included in the charter petition.

Criteria in BLACK are descriptions strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.

### A. Description of Vision, Mission, and Educational Program

Evaluation Criteria: <a href="#">E.C. §47605(c)(5)(A)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
<b>1. Targeted Student Populations and Community Need</b>		
a. students the charter school will attempt to educate and a demonstration of need for proposed educational program	YES	14-15
b. grade levels and number of students the charter school plans to serve	YES	11
c. a clear, concise school mission and vision statement that aligns with the target population	YES	17, 51
d. the needs and challenges of the student groups to be served	YES	16
<b>2. Attendance</b>		
a. school year/academic calendar, number of school days and instructional minutes	YES	59
b. attendance expectations and requirements, including enrollment projections	YES	Appendix 1
c. master/daily schedule and proposed bell schedule	YES	59, App. 1
<b>3. What It Means to Be an Educated Person in the 21st Century</b>		
a. goals that are consistent with enabling all pupils to become or remain self-motivated, competent, lifelong learners	YES	54
b. list of academic skills and qualities important for an educated person	YES	54
c. list of general non-academic skills and qualities important for an educated person	YES	54
<b>4. How Learning Best Occurs/Instructional Design, including subgroup program (CCR §11967.5.1. (f)(C))</b>		
a. a framework for instructional design that is aligned with the needs of the students that the charter has identified as its target student population	YES	54
b. description of learning setting (e.g., site-based matriculation, independent study, tech-based)	YES	59, App. 1
c. instructional approaches and strategies school will utilize that will enable the school's students, including subgroup populations such as English language learners (ELL), to master the content standards for the core curriculum areas adopted by the SBE	YES	57-58
d. process for developing or adopting curriculum and teaching methods	YES	56-58
e. how the charter school will identify and meet the needs of students with disabilities, ELLs, students achieving substantially above or below grade level expectations, and other special student populations. - the description demonstrates understanding of the likely ELL population - includes sound approach to identify and meet the needs of subgroup populations	YES	58, 64, 76, 78
f. special education plan including, but not limited to, the means by which the charter school will comply with the provisions of EC section 47641	YES	66-70
g. a plan for professional development that aligns with the charter school's proposed program	YES	77, 84
<b>5. Materials, Including Technology</b>		
a. how staff's and students' technology resources are aligned to the instructional program and meet state assessment requirements	YES	57
b. what materials are available to students: student-to-computer ratio appears reasonable	YES	57
c. a description or plan for providing adaptive technology for SPED students	YES	70
d. Common Core technology standards, digital assessments, and professional learning	YES	57

# CHARTER SCHOOL PETITION EVALUATION MATRIX

6. Annual Goals		
a. annual goals for all pupils and for each subgroup of pupils identified pursuant to section 52052 that apply to the grade levels served	YES	LCAP
<u>b. goals tied to state priorities listed in EC section 52060(d) and LCAP, as appropriate.</u> <u>- Additional priorities related to unique aspects of the proposed charter school program include goals and specific annual actions</u>	YES	LCAP, 87
c. specific annual actions designed to achieve the stated goals	YES	87
7. Description Requirements for Charter Schools Serving High School Students		
a. how parents will be informed about the transferability of courses to other public high schools	NA	
b. how parents will be informed about the eligibility of courses to meet college entrance requirements	NA	
c. how each student will receive information on how to complete and submit a FAFSA or California Dream Act Application at least once before the student enters grade 12	NA	
d. how the exit outcomes will align to mission, curriculum, and assessments	NA	
e. affirmation that all students will have the opportunity to take courses that meet the 'A-G' requirements	NA	
f. planned graduation requirements and WASC accreditation are defined	NA	
<b>Comments by review team:</b>		
B. Measurable Student Outcomes		
Evaluation Criteria: E.C. §47605(c)(5)(B) <i>THE PETITION DESCRIBES, AT MINIMUM</i>	Evaluation Standard Met YES / NO	Located on Page(s)
1. Measurable pupil outcomes for all groups, and for each numerically significant subgroup, including specific assessment methods or tools listed for each outcome	YES	LCAP
2. A description of how pupil outcomes align with the state priorities consistent with LCAP, as described in EC 52060(d), that apply for the grade levels served or the nature of the program	YES	89
3. Specific annual actions designed to achieve the stated goals	YES	LCAP
4. Additional school priorities related to unique aspects of the proposed charter school program, with goals and specific annual actions	YES	LCAP
5. Description of how pupil outcomes will address state content and performance standards in core academic areas	YES	93
6. Description of how exit outcomes align to the mission and instructional design of the program	YES	91-93
7. Description or affirmation that "benchmark" skills and specific classroom-level skills will be developed	YES	93, App 2-3
8. School-wide student performance goals students will achieve over a given period of time, including projected attendance levels, dropout percentage, and graduation rate goals	YES	LCAP
<b>Comments by review team:</b>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## C. Student Progress Measurement

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(C.)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. Assessment tools that include all required state and federal assessment (SBAC, ELPAC, etc.) for purposes of accountability	YES	91-92
2. At least one assessment method or tool listed for each of the exit assessments	YES	91-91, App 2
3. A variety of alternative assessment tools, including tools that employ objective means of assessment consistent with the measurable pupil outcomes	YES	91-92
4. Chosen assessments are appropriate for standards and skills the charter school seeks to measure	YES	91-92
5. A plan for collecting, analyzing/utilizing and reporting student/school performance to charter school staff and to students' parents and guardians, and for utilizing the data continuously to monitor and improve the charter school's educational program	YES	91-93

**Comments by review team:**

## D. Governance Structure

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(D)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. Evidence of the charter school's incorporation as a nonprofit benefit corporation	YES	95, App 4
a. provides the names and relevant qualifications of all persons whom the petitioner nominates to serve on the governing body of the charter school.	YES	App 4
b. includes a set of bylaws and basic policies	YES	App 4
2. Evidence that the organizational technical designs of the governance structure reflect: - a seriousness of purpose to ensure that the charter will become and remain a viable enterprise - understanding and assurance of compliance with open meeting requirements	YES	95-100
3. Key features of governing structure including, but not limited to:	YES	
a. delineation of roles and responsibilities of the governing board and staff	YES	95-99
b. a clear description of the flexibility and level of autonomy the charter school has from the charter management organization over budget, expenditures, personnel, and daily operations	YES	95
c. size/composition of board, board committees and/or advisory councils	YES	App 4
d. method for selecting initial board members and election/appointment for board member replacement	YES	App 4, Bylaws
4. A process for involvement or input of parents/guardians in the governance of the charter school including:	YES	99-100
a. a clear delineation of roles and responsibilities of parent councils, advisory committee or other supporting groups	YES	95-100
b. a description how it shall notify the parents and guardians of applicant pupils and currently enrolled pupils that parental involvement is not a requirement for acceptance to or continuation at, the charter school	YES	7, app 4 (parent involvement policy)
5. Specific policies and internal controls that will prevent fraud, embezzlement, and conflict of interest and ensures the implementation and monitoring of those policies	YES	app 4
6. A description and frequency of board trainings/workshops		
7. Other important legal or operational relationships between the charter school and granting agency	YES	95

# CHARTER SCHOOL PETITION EVALUATION MATRIX

**Comments by review team:**

- Included board by-laws that have been amended but do not include date of approval and signature
- Review team noted that the board does not have representation specific to PS7 (compared to SHPS or SCHS)

## E. Employee Qualifications

<u>Evaluation Criteria: E.C. §47605(c)(5)(E)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. Core and college preparatory teachers, and affirms all teachers will hold appropriate Commission on Teacher Credentialing certificates (new on July 1, 2020)	YES	7, 109, 110
2. Those positions that the charter school regards as key, and specifies the additional qualifications expected of individuals assigned to those positions, their responsibilities and accountability	YES	104-110
3. General qualifications for the various categories of employees (e.g., other administrative, instructional support, non-instructional support). These qualifications shall be sufficient to ensure the health and safety of the charter school's faculty, staff, and students.	YES	104-111
4. A clear plan for recruitment, selection, development and evaluation of staff and charter school leader	YES	109-111
5. Roles and lines of authority for board and management positions	YES	98-99
6. Qualifications for non-core, non-college prep teaching positions staffed by non-certified teachers		
7. Proposed teacher to student ratio		

**Comments by review team:**

- Team teaching was identified throughout but no ratios were stated
- Professional development plans from 22-23, while petition content suggests that this is an example of the kind of PD that happens on an annual basis, that is not 100% clear.

## F. Health and Safety Procedures

<u>Evaluation Criteria: §47605(c)(5)(F)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. A comprehensive charter school safety plan and assurance that all charter school staff will be trained on this plan and that the plan will be updated annually	YES	114, App 7
2. Assurances that the charter school will require a criminal background clearance report, and proof of tuberculosis examination prior to employment	YES	115, 116, App 7 Safe School Plan
3. Assurances that the charter school will adopt procedures to prevent acts of bullying and cyberbullying, and make the CDE online training module available to all employees who interact with students	YES	120, App 7, Safe School Plan
4. Affirmation that charter schools with grades 7-12 will adopt a suicide prevention policy	YES	119, App 7, Safe School Plan, Staff Handbook
5. Health and safety practices for students and staff	YES	119, App 7, Safe School Plan, Staff Handbook
a. references include health and safety related policies/procedures or the date by which they will be adopted and submitted to the authorizer	YES	App 7, Safe School Plan
7. Assurances on the compliance with ADA (Americans with Disabilities Act)	YES	114, 115

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Comments by review team:

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## G. Racial and Ethnic Balance

<u>Evaluation Criteria: E.C. §47605(c)(5)(G)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. Specific practices/policies the charter school will design and implement to attract a diverse applicant pool/enrollment that is reflective of the general population, including special populations residing within the territorial jurisdiction of the district	YES	123-130
2. Practices and policies appear likely to achieve racial and ethnic balance	YES	123-130
3. The outreach strategies, identifying specifically who the targeted groups will be, including developed or planned benchmarks for achieving balance	YES	123-130*
4. Types of supports that will be provided to maintain enrollment balance (counselors, support staff, medical-related staff, etc.)	YES	58

**Comments by review team:**

## H. Admissions Requirements, If Applicable

<u>Evaluation Criteria: §47605(c)(5)(H)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. The following assurances: The charter school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against a pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, equal rights, and opportunities in the educational institutions of the state	YES	6, 132
2. A clear description of admission policies that meet the state and federal permissive preferences	YES	132-134
3. A clear description of how students in the community will be informed and given an equal opportunity to attend the charter school. All promotional material must clearly state the charter school will serve ALL students.	YES	App. 7
4. Proposed admissions and enrollment requirements, process, and timeline, and includes:	YES	App. 7
a. information to be collected through the interest form, application form, and/or enrollment form		
b. assures enrollment preferences will not require mandatory parent volunteer hours as a criteria for admission	YES	132
5. Description of the public random drawing processes that coincide with state and federal laws	YES	136
6. Assurances that preferences, if given, are not likely to negatively impact the racial, ethnic, and unduplicated balance the charter school strives to reflect	YES	136

**Comments by review team:**



# CHARTER SCHOOL PETITION EVALUATION MATRIX

## I. Annual Independent Financial Audits

<u>Evaluation Criteria: §47605(c)(5)(I)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. The manner in which the audit will be conducted	Yes	139-140
2. Procedures to select and retain an independent auditor including: - qualifications that will be used for the selection of an independent auditor - assurance that the auditor will have experience in education finance	Yes	139-140
3. Assurance that the annual audit will employ generally accepted accounting principles	Yes	139-140
4. Scope and timing of audit, as well as distribution of completed audit to authorizer, county office, State Controller, California Department of Education, and/or other agencies required under law	Yes	139-140
5. A process and timeline that the charter school will follow to address any audit findings and/or resolve audit exceptions	Yes	139-140
6. Assurance that the charter school will satisfy any audit deficiencies to the satisfaction of the authorizer	Yes	139-140
7. Who is responsible for contracting with and overseeing the independent audit	Yes	139-140
<p><b>Comments by review team:</b> The petition describes a standard process of contracting with an audit firm and complying with the appropriate Ed Code requirements. However, significant concern remains given the repeated audit findings pointed out in the previous two years. These findings are serious in that they call into question internal control issues for the charters financial statements and processes. Another issue of note is the failure to provide timely bank reconciliations, which was also noted during the audit process.</p>		

## J. Suspension and Expulsion Procedures

<u>Evaluation Criteria: E.C. §47605(c)(5)(J)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. A process for suspensions of fewer than 10 days, including	YES	155-157
a. oral or written notice of the charges against the pupil	YES	155-157
b. if the pupil denies the charges, an explanation of the evidence that supports the charges	YES	155-157
c. how an opportunity will be provided for the pupil to present his/her rebuttal to the charges	YES	155-157
2. A process for suspensions of 10 days or more and all other expulsions for disciplinary reasons, including	YES	157-162
a. timely, written notice of the charges against the pupil and an explanation of the pupil's basic rights	YES	157-162
b. a process of hearing adjudicated by a neutral officer within a reasonable number of days, and at which the pupil has the right to bring legal counsel or an advocate	YES	157-162
3. A clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice and that ensures the written notice shall be in the native language of the pupil or the pupil's parent or guardian	YES	145
4. Understanding of relevant laws protecting constitutional rights of students	YES	145-167
a. provides for due process for all students and demonstrates understanding of the rights of students with disabilities in regard to suspension, expulsion, and involuntary dismissal	YES	145-167
b. explanation of how authorizer may be involved in disciplinary matters	YES	163
<p><b>Comments by review team:</b> Although suspension/expulsion policies/processes are up to date, suspension rates based on the 2022 and 2023 Dashboard is increasing and high. There may be a disconnect between policy and practice.</p>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## K. California State Teacher Retirement System

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(K)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. A statement of what retirement options will be offered to employees	YES	169
a. STRS (if STRS, then all teachers must participate)	YES	169
b. PERS		
c. Social Security	YES	169
2. Whether retirement will be offered with language clearly reflecting one of the following choices for each retirement system - coverage will be offered to eligible employees - the charter school retains the option to elect the coverage at a future date - the charter school will not offer coverage	YES	169
3. Who is responsible for ensuring that the appropriate arrangements for coverage have been made	YES	169
<b>Comments by review team:</b> Certificated employees are covered by STRS. All other employees are covered by a 401(k) and social security.		

## L. Public School Attendance Alternatives

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(L)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. Attendance alternatives for students residing within the county who choose not to attend the charter school	YES	170
<b>Comments by review team:</b>		

## M. Post-employment Rights of Employees

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(M)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. School district employee's return employment rights, including	YES	173
a. whether, and how staff may resume employment within the district or authorizer	YES	173
b. the ability to transfer sick/vacation leave to and from charter and another LEA	YES	173
c. whether staff will continue to earn service credit (tenure) in district while employed at charter	YES	173
2. Whether collective bargaining contracts of charter authorizer will be a controlling document		
<b>Comments by review team:</b>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## N. Dispute Resolution Procedures

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(N)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. A process for the charter and the authorizer to settle disputes relating to the provisions of the charter	YES	176
2. The process by which charter will resolve internal complaints and disputes	YES	177
a. includes Uniform Complaint procedures and description of how this process is communicated to parents, staff, and the community	YES	Appendix
3. Acknowledgement that except those disputes between the chartering authority and the charter school, all disputes involving the charter school shall be resolved by the charter school according to the charter school's own internal policies		
4. Statement that if any such dispute concerns facts or circumstances that may be cause for revocation of the charter, the authorizer shall not be obligated by the terms of the dispute resolution process as a precondition to revocation		
<b>Comments by review team:</b>		

## O. Closure Procedures

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(O)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. The procedures to be used if the charter school closes, including:	YES	179
a. who is the responsible entity/person that will conduct closure-related activities		
b. process for submission of final financial reports, expenditure reports for entitlement grants, and the filing of any required final expenditure and performance reports		
2. The maintenance plan for pupil records and the manner in which parents/guardians may obtain copies of pupil records if the charter school closes, including how information will be preserved and transferred.	YES	180
3. A process of how charter will ensure a final audit of the charter school	YES	180
a. an assurance it will be conducted within six months of closure	YES	180
b. the disposition of the charter school's assets	YES	181
c. plans for disposing net assets	YES	181
4. The transfer and maintenance of personnel records in accordance with applicable law	YES	181
<b>Comments by review team:</b>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Required Supplemental Criteria

**Criteria in RED indicate a description that is required under law to be included in the charter petition.**

**Criteria in BLACK are strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.**

Financial/Administrative Plan		
Evaluation Criteria: <a href="#">E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
<b>1. A One Year Operational Budget (current year or first year)</b>		
a. annual revenues and expenditures clearly identified by source	Yes	Supplemental MYFP
b. revenue assumptions in alignment with applicable state and federal funding formulas	No	Assumptions not Provided
c. expenditure assumptions that reflect the school design plan	No	Assumptions not Provided
d. expenditure assumptions that reflect market costs	No	Assumptions not Provided
e. revenues from grants or other proposed fundraising that are not critical to fiscal solvency	No	Assumptions not Provided
f. minimum reserve level and projected positive ending fund balance (the larger of 3% of expenditures, or \$25,000)	Yes	Supplemental MYFP
g. if expenditures exceed revenues in first year of operations, identifies sources of capital sufficient to cover deficits until the budget is projected to balance	N/A	
h. expenditures for property and liability insurance that name the district/authorizer as additional insured (and/or a hold harmless agreement)	No	Not provided
i. expenditures for reasonably expected legal services	Yes	Assumptions not provided
j. expenditures for special education excess costs consistent with current experiences in the school district/county office	No	Assumptions not provided
k. expenditures for facilities – if specific facilities not secured, reasonable projected cost	Yes	Assumptions not provided
l. expenditures for required student meals that meet federal nutritional requirements	No	Assumptions not provided
m. the alignment of LCAP expenditures with the charter's budget	No	Assumptions not provided
<b>2. Financial Projections Include a Clear Description of Planning Assumptions</b>		
a. revenues and expenditures correlate with the number/types of students by grade level in budget	No	Assumptions not provided
b. expenditure assumptions correlate with the amount of staff in budget	No	Assumptions not provided
c. expenditure assumptions correlate with the facility needs in budget	No	Assumptions not provided
d. expenditure assumptions in alignment with overall school design plan	No	Assumptions not provided
e. revenues based on state and federal funding guidelines	No	Assumptions not provided
f. revenues based on reasonable potential growth in local, state and federal categories	No	Assumptions not provided
g. revenues based on reasonable student growth projections	No	Assumptions not provided
h. revenue from sources such as grants, loans, donations and other non-guaranteed funds not necessary for the charter to maintain fiscal solvency	Yes	Assumptions unclear
i. timeline for any referenced grant applications to be submitted and funded	No	Assumptions not provided
j. positive reserves are maintained in all three years	Yes	Assumptions unclear
k. fund balances are positive, or sources of supplemental working capital are identified	Yes	Assumptions unclear

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Financial/Administrative Plan		
<a href="#">Evaluation Criteria: E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	<b>Evaluation Standard Met</b> Yes / No	<b>Located on Page(s)</b>
<b>3. Start-Up Costs – Initial Petition Only</b>		
a. <b>reasonable allocation for all major start-up costs</b> including: - staffing - facilities - equipment and supplies - professional services (i.e., food services, etc.) - technology materials - assessment systems/materials - legal costs	N/A	
b. in alignment with overall school design plan	N/A	
c. potential funding sources	N/A	
d. timeline allows for grant applications and fundraising efforts to be completed in time, if included in start-up costs	N/A	
<b>4. Cash Flow Projections for 3 Years</b>		
a. <b>monthly projection of revenue receipts in line with local/state/federal funding disbursements</b>	Yes	Appendix B
b. expenditures projected by month and corresponds with typical/reasonable schedules	Yes	Appendix B
c. balance sheet accounts projected by month	Yes	Appendix B
d. shows positive cash balance each month and/or identify sources of working capital	Yes	Appendix B
<b>5. Structure for Administrative Services and Operations</b>		
a. outline or process for how personnel transactions will be conducted, (i.e., hiring, payroll, leaves and retirement)	No	
b. accounting and payroll processes that reflect an understanding of school business practices and expertise to carry out the necessary functions	No	
c. plan and timeline to develop and assemble school business practices and expertise	No	
d. explanation of how school intends to manage risk, including any policies and procedures	No	
d. if operated by a non-profit organization, affirms will provide additional 501(c)(3) fiscal reports	N/A	
<p>Comments by review team:                      The charter initially provided only a cash flow statement projecting for fiscal years 2025-2026 through 2027-2028. However, a cash flow statement alone is insufficient for the team to assess fiscal health or make reasonable assumptions about fiscal solvency. Later, the charter submitted a Multi-Year Financial Projection (MYFP), but there were several issues with it. For instance:</p> <ul style="list-style-type: none"> <li>- The MYFP did not align with the Cash Flow Statement. The total revenues and expenditures outlined in the cash flow did not match those in the MYFP.</li> <li>- The MYFP lacked supporting documentation, aside from single-line notes within the document. Typically, when providing an MYFP, the charter should include, at a minimum:                             <ul style="list-style-type: none"> <li>- Narrative: A narrative statement should explain the projections in the MYFP, including details on revenue and expenditures, and account for significant variances between years. This narrative should also include key information such as ADA assumptions, Unduplicated Count assumptions, special education assumptions, etc.</li> <li>- FCMAT LCFF Calculator: The calculator should be included to verify that ADA and Unduplicated Count figures are projected correctly. Without the LCFF calculator, along with ADA and Unduplicated Count information, a proper analysis cannot be conducted.</li> </ul> </li> </ul> <p>Without these fundamental sources of information, it is challenging to place full reliance on the financial statements provided.</p>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

<b>Charter Management Organization, i.e. Entities Managing Charter Schools</b>		
<a href="#">Evaluation Criteria: E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	<b>Evaluation Standard Met</b> <b>Yes / No</b>	<b>Located on Page(s)</b>
1. <b>Name and relationship of CMO to charter school, including</b> - roles - responsibilities - payment structure - conditions for renewal/termination - investment disclosure	N/A	
2. CMO's role in the financial management of the charter and the associated internal controls		
3. Other schools and/or companies managed by the CMO		
4. CMO's history, philosophy, and past results operating other schools and/or companies		
5. CMO's Form 990s for up to prior three years		
6. Back-office provider and description of support utilized by the charter		
7. Affirmation that the CMO/back-office provider will provide timely submissions of calendar of due date items		
8. Affirmation that the CMO/back-office provider will provide timely submissions of request for information items		
Comments by review team:		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Facilities		
<a href="#">Evaluation Criteria: E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
<b>1. Location of Facility</b>		
a. the types and the location of the charter school facility that the petitioner proposes to operate, including <ul style="list-style-type: none"> <li>- size and resources</li> <li>- safety</li> <li>- educational suitability</li> </ul>	YES	185
b. the address of the facility or a schedule for securing the facility, including the person responsible for securing the location	YES	185
c. assessment and analysis of anticipated facilities needs and viability of potential sites		
<b>2. Current and Projected Availability</b>		
a. current and projected availability of each charter school site, and schedule for securing the facility		
b. assurances of all legal compliance with health and safety, ADA, and applicable building codes		
c. adequate budget for anticipated costs, including renovation, rent, maintenance and utilities		
d. statement whether a request will be made for use of authorizer-owned facilities		
e. lease or occupation agreement for privately obtained facilities, and/or provides a copy of the lease agreement		
Comments by review team:		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Impact Statement		
<u>Evaluation Criteria: E.C. §47605(h)</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. Number of students anticipated to enroll		
2. Identification of whether charter will request to purchase support services from authorizer	YES	186
3. Affirmation there will be a Memorandum of Understanding between the authorizer and charter school	YES	186
4. Processes and policies between charter and authorizer		
a. includes process, activities and associated fees for oversight of charter		
b. includes processes, timelines, and evaluation criteria for annual review and site visits		
c. includes regular, ongoing fiscal and programmatic performance monitoring and reporting	YES	184
d. includes process, timelines and evaluation criteria for charter renewal		
e. outlines other important legal or operational relationships between authorizer and charter school	YES	183-186
5. Criteria and procedure for the selection of a contractor, if applicable, including - process for determining necessary expertise - selection of the contractor or contractors, if applicable	YES	66, App 1
6. Potential civil liability effects, if any, upon the school and the authorizer	YES	186
Community Impact		
<u>Evaluation Criteria: E.C. §47605(c)(7)</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. How the charter school will not substantially undermine existing school district services, academic offerings, or programmatic offerings	NA	
2. Whether the charter school petition duplicates a program currently offered by the district, and the existing program has sufficient capacity for the pupils proposed to be served within reasonable proximity to where the charter school intends to locate	NA	
<p>Comments by review team:</p> <p>Community Impact is only relevant to new petitions.</p>		



# CHARTER SCHOOL PETITION EVALUATION MATRIX

Special Education		
Evaluation Criteria: <a href="#">E.C. §47641(a)</a> and <a href="#">E.C. §47646</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. The school's special education structure (3 options) a. charter school will be an independent LEA for special education purposes, or b. charter school will be a school within the district, or c. the charter school will be a SELPA	YES (A)	66-76, App 1
2. How special education services will be provided consistent with SELPA Plan and/or policies and procedures. a. includes a fiscal allocation plan in alignment with the SELPA the charter plans to join	YES	65-76, App 1, SELPA MOU
3. Affirmation that the charter school will assume full responsibility for appropriate accommodations to address the needs of any student	YES	65-66
4. Acknowledgment that the charter is responsible for providing special education, instruction and related services to the students enrolled in the school regardless of students' district of residence	YES	65
5. The process for notifying district of residence and authorizing LEA when a special education student enrolls, becomes eligible, ineligible and/or leaves the charter	YES	69, 70
6. The transition to and from a district when a student with an IEP enrolls in or transfers out of the charter	YES	69, 70
7. Evidence that the school has consulted with a SELPA, such as a letter from SELPA confirming receipt of application	YES	Appendix, MOU
8. Includes the following assurances	YES	66-76
a. the charter will comply with all provisions of IDEA	YES	6
b. no student will be denied admission based on disability or lack of available services	YES	66-71, 132
c. a Student Study Team process will be implemented	YES	51, 62, 68
d. any student potentially in need of Section 504 services will receive such services	YES	76, 77
<b>If the charter will not be an independent LEA</b>		
1. Clarifies in charter petition or a Memorandum of Understanding the responsibilities of each party for service delivery, including Referral, Assessment, Instruction, Due Process, Agreements describing allocation of actual excess costs	NA	
2. An assertion that the charter will be fiscally responsible for its fair share of any encroachment on general funds	NA	
<b>If the charter school is an independent LEA within a SELPA</b>		
1. Notifies SELPA Director of intent to participate prior to February 1 of the preceding school year	YES*	6
2. Includes current operating budget in accordance with <a href="#">E.C. §42130</a> and <a href="#">E.C. §42131</a>	YES	Budget
3. Understands that the charter school is fiscally responsible for fair share of any encroachment on general funds	NO	
4. Asserts responsibility for any legal fees relating to the application and assurances process	YES	SELPA MOU
5. Demonstrates it is located within SELPA's geographical boundaries	YES	SELPA MOU
6. Asserts all instruction will be in a safe environment	YES	65-71
7. Affirms the terms of the Agreement will be met regarding the organization, implementation, administration and operation of the SELPA	YES	71, SELPA MOU

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Comments by review team:

Though nothing on encroachment/contribution could be located for item #3 above, the charter assumes all responsibilities for special education costs as identified in pages 65-76.

The review team noted that while the description of the special education program is comprehensive, dashboard data for suspension and chronic absenteeism among special education students is high and increasing.

## Required Declarations

<u>Evaluation Criteria: E.C. §47605(c)(6)</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. Declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.	YES	6

## Required Affirmations

<u>Evaluation Criteria: E.C. §47605(e)</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. Affirmation that the school will be nonsectarian in its <ul style="list-style-type: none"> <li>- programs</li> <li>- admission policies</li> <li>- employment practices</li> <li>- and all other operations</li> </ul>	YES	6
2. Affirmation that the school shall not charge tuition	YES	6
3. Affirmation that the school shall not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code	YES	6, 132
4. Affirmation that the admission to a charter school shall not be determined according to the place of residence of the pupil, or of the pupil's parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that public school	YES	6, 132
5. <u>Affirmation that the charter school shall admit all pupils who wish to attend the charter school</u>	YES	6, 7, 132
6. Affirmation that the school will comply with federal, state and local laws as required for charter schools	YES	6, 7

Comments by review team:

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Alternative Education Charter School Criteria

Criteria in RED indicate a description that is required under law to be included in the charter petition.

Criteria in BLACK are strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.

For Alternative Education Charter Schools, If Applicable		
<u>Evaluation Criteria: E.C. §58500 - 58512</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. Acknowledgement that the charter school will maintain an unduplicated count of at least 70% of the school's total enrollment composed of the required high-risk student groups	NA	
2. Assurance that the school will maintain documentation that 70% of students will be reflected on Part 1 of their DASS Participation Form	NA	
4. Clearly articulated mission and purpose to recruit and educate high-risk students	NA	
5. Performance plan that include specific measures and goals for success, including one or two attainable norm references and/or verifiable alternative measures that support the school's mission and vision	NA	
6. Required assurances	NA	
a. the school will maintain documentation that 70% of students will be reflected on Part 1 of their DASS Participation Form, as defined in item 1, above	NA	
b. when applying for other alternative school status, ONLY the school's current enrollment will be used (in accordance with the DASS Eligibility Criteria and examples) to determine a school's percentage of high-risk student for DASS eligibility.	NA	
Comments by review team:		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Independent Study Supplemental Criteria

Independent Study/Non - Classroom based Instruction - For Renewals Only (There is a moratorium on the approval of new petitions effective January 1, 2020)		
Evaluation Criteria: <a href="#">E.C. §51745</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. an assurance that the K-12 public school guidelines for independent study will be evident in the annual audit per Education Code 47612.5(b)	NA	
2. an assurance that the charter will meet the requirement related to the ratio of ADA to FTE certificated employees as prescribed under Education Code 51745.6(a)	NA	
3. an acknowledgement that independent study will be supervised by an appropriately credentialed teacher per EC 51747.5(a)	NA	
4. an acknowledgement that the charter may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certified teacher per EC 51747.5(b)	NA	
5. the maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work	NA	
6. the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in independent study, or whether he/she should return to a regular school program	NA	
7. an assurance that each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil	NA	
8. a description of how the required Written Agreement for each pupil will be processed and maintained, including at a minimum the following:	NA	
a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his/her progress	NA	
b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work	NA	
c. The specific resources, including materials and personnel that will be made available to the pupil	NA	
d. A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study	NA	
e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one semester, or one-half year for a school on a year-round calendar	NA	
f. A statement of the number of course credits, or, for elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion	NA	
g. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate	NA	

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Charter School Petition Review Findings of Fact -

### Education Code 47605(c)

In reviewing petitions for the establishment of charter schools pursuant to this section, the chartering authority shall be guided by the intent of the Legislature that charter schools are and should become an integral part of the California educational system and that the establishment of charter schools should be encouraged. The governing board of the school district shall grant a charter for the operation of a school under this part if it is satisfied that granting the charter is consistent with sound educational practice and with the interests of the community in which the school is proposing to locate. The governing board of the school district shall consider the academic needs of the pupils the school proposes to serve. The governing board of the school district shall not deny a petition for the establishment of a charter school unless it makes written factual findings, specific to the particular petition, setting forth specific facts to support one or more of the following findings:

(1) The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.

(2) The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

(3) The petition does not contain the number of signatures required by subdivision (a).

(4) The petition does not contain an affirmation of each of the conditions described in subdivision (e).

(5) The petition does not contain reasonably comprehensive descriptions of all of the following: [A-O requirements]

(6) The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.

(7) The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding under this paragraph shall detail specific facts and circumstances that analyze and consider the following factors:

(A) The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings.

(B) Whether the proposed charter school would duplicate a program currently offered within the school district and the existing program has sufficient capacity for the pupils proposed to be served within reasonable proximity to where the charter school intends to locate.

(8) The school district is not positioned to absorb the fiscal impact of the proposed charter school. A school district satisfies this paragraph if it has a qualified interim certification pursuant to Section 1240 and the county superintendent of schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the school district having a negative interim certification pursuant to Section 1240, has a negative interim certification pursuant to Section 1240, or is under state receivership. Charter schools proposed in a school district satisfying one of these conditions shall be subject to a rebuttable presumption of denial



## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.2

**Meeting Date:** September 19, 2024

**Subject:** **Determination Hearing for Charter Renewal for Sacramento Charter High School**

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

**Division:** Deputy Superintendent's Office

**Recommendation:** Based on Sacramento Charter High School's (SCHS) status in the California Department of Education's middle-performing renewal level, a comprehensive review of the charter renewal petition, an evaluation of its program over the most recent charter term, and response to the District's Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (Notice to Cure) pursuant to E.C. section 47607(e), the District's review team has concluded that the renewal petition, coupled with the corrective action plan submitted in response to the Notice to Cure, **collectively meet the minimum legal standards under the Education Code to qualify for approval for the requested five-year term, beginning July 1, 2025, through June 30, 2030.**

If the District's Board takes action to approve the renewal petition, District staff will oversee SCHS's full satisfaction of the corrective actions described in the plan and any other conditions or oversight items that the Board may direct.

**Background/Rationale:** On June 28, 2024, SCHS submitted a petition to renew its charter. It is requesting to renew the term of its charter, which expires on June 30, 2025. On August 8, 2024, the District held an initial public hearing to consider the level of support for the petition from the district's teachers, other employees, and parents/guardians. The governing board of the school district shall either grant or deny the renewal of the charter within 90 days of receipt of the petition. At the hearing in which the governing board votes on the renewal of the charter, the charter petitioners

must be provided with equal time and procedures as district staff to address the board on the proposed recommendation and findings on the petition.

District staff, in collaboration with an external review team, reviewed the submitted petition, artifacts from the SCHS's most recent charter term, and publicly-available student outcome data. District staff also reviewed SCHS's corrective action plan submitted in response to the District's Notice to Cure. Findings from that process were compiled into the Staff Renewal Report, which was posted on the district's website on September 4, 2024. The Staff Renewal Report (attached) also includes an overview of the legal guidance on the criteria for renewal.

Education Code sets out specific procedures that must be followed as part of the petition review process. One of these procedures is for District staff to propose written factual findings concerning the petition, which could support either a reauthorization or a denial of the charter. This were done in the form of the Staff Renewal Report. They are based on staff's evaluation, and the Board is not required to adopt the findings in that report in whole or in part. If there are specific findings of fact that the Board desires to make concerning the petition, which may include findings supporting a denial, that is its prerogative and such action is consistent with the statutory language of The Charter Schools Act.

Ultimately, the Board is the decisionmaker on whether to approve, conditionally approve, or deny the charter. The attached sample resolutions are designed to provide the Board with draft language around which to formalize that decision.

**Financial Considerations:** Review of the fiscal portions of the petition did not reveal any fiscal concerns that would likely result in a change of financial position for either the charter or the district.

**LCAP Goal(s):** Goal 2: Improving Academic Outcomes

**Documents Attached:**

1. Sample Resolution Language for Board Consideration
2. Exhibit A: Notice to Cure, dated July 26, 2024
3. Exhibit B: Response and Corrective Action Plan, dated August 26, 2024
4. Exhibit C: Staff Renewal Report, posted September 4, 2024

**Estimated Time of Presentation:** 15 minutes (Charter School must be allotted equal time to district staff)

**Submitted by:** Mary Hardin Young, Deputy Superintendent  
Amanda Goldman, Director, Innovative Schools

**Approved by:** Lisa Allen, Superintendent



## **Sample Resolutions**

Sacramento Charter High School

September 19, 2024

The following are sample resolutions that the board may use in their decision on the renewal of the charter. Where sections have been left blank, the board should include additional findings from the Staff Renewal Report to support the resolution.

They include:

1. An approval resolution, which references the charter school's agreement/affirmation to negotiate and enter into an MOU;
2. A conditional approval resolution, which requires the Board to articulate specific conditions that will need to be met by the charter school before it is effectively reauthorized; and
3. A denial resolution, which requires the Board to provide written factual findings supporting one or more legal grounds for denial, all of which are described in the resolution's recitals.

All three sample resolutions mention 3 attached exhibits. All of which follow at the end of this document.

- Exhibit A: Notice to Cure, dated July 26, 2024
- Exhibit B: Response and Corrective Action Plan, dated August 26, 2024
- Exhibit C: Staff Renewal Report, posted September 4, 2024



**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Resolution No. 3440**

**Resolution to Approve the Renewal Petition for  
Sacramento Charter High School**

**WHEREAS**, the approval of charter schools is governed by the Charter Schools Act of 1992, as subsequently amended, codified in Education Code section 47600 *et seq.*, and the implementing regulations of Title 5 of the California Code of Regulations (5 C.C.R. § 11960 *et seq.*);

**WHEREAS**, on June 28, 2024, the Sacramento City Unified School District (“District”) received the petition (“Renewal Petition”) for Sacramento Charter High School (“Charter School”).

**WHEREAS**, on July 26, 2024, the District issued a Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice to Cure”) to St. Hope Public Schools (“SHPS”), as the operator of the Charter School, due to concerns regarding the Charter School’s fiscal and governance practices, which needed to be remedied, refuted, or include a corrective action plan on or before August 26, 2024, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference;

**WHEREAS**, a public hearing on the Renewal Petition was held on August 8, 2024, at which time the District’s Board of Education (“Board”) considered the level of support for the Renewal Petition by teachers employed by the District, other employees of the District, and parents/guardians;

**WHEREAS**, on August 26, 2024, SHPS, on behalf of the Charter School, submitted its written response to the Notice to Cure (“Response”), a copy of which (excluding exhibits due to size) is attached hereto as **Exhibit B** and incorporated herein by reference, which included a corrective action plan to address the fiscal and governance concerns addressed in the Notice to Cure;

**WHEREAS**, the Board published District’s *Staff Renewal Report* on September 4, 2024, which includes staff’s proposed findings of fact based on its evaluation of the Renewal Petition, information from the Charter School’s last charter term, available student outcome data, and SHPS’s Response and corrective action plan;

**WHEREAS**, the Board has convened on September 19, 2024, to consider whether to grant or deny the Renewal Petition;

**WHEREAS**, renewals of charters are governed by the standards and criteria set forth in Education Code sections 47605, 47607, and 47607.2;

**WHEREAS**, the consideration of a renewal petition requires the District to (1) determine whether the charter school meets applicable eligibility requirements using the new accountability criteria under the law and reflected in the California School Dashboard, and (2) evaluate whether the renewal petition meets the standards and criteria set forth in Education Code section 47605;

**WHEREAS**, Education Code section 47607 describes a three-tiered system that categorizes a charter school as a high-performing, middle-performing, or low-performing charter school. The designation of a charter school in a particular tier determines the level of review that the chartering authority must conduct to evaluate whether the charter school is eligible for renewal of its charter;

**WHEREAS**, for charter schools designated as middle-performing, the District must evaluate the following: (1) the charter school's performance on the state and local indicators on the California School Dashboard, both on a schoolwide basis and for all student subgroups served by the charter school, giving greater weight to the charter school's performance on measurements of academic performance, and (2) clear and convincing evidence, as demonstrated by verified data, which shows that the charter school has either (a) achieved measurable increases in student academic achievement, as defined by at least one year's progress for each year in school, or (b) strong post-secondary outcomes (e.g., college enrollment, persistence, and completion rates equal to similar peers). If a charter school satisfies such criteria, the Board may grant a renewal term of five years;

**WHEREAS**, the governing board of a school district shall not deny a petition unless it makes written factual findings specific to the particular petition, setting forth specific facts to support one or more of the following findings:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by subdivision (a) of Education Code section 47605. (*The signature requirement is not applicable to a renewal petition.*)
4. The petition does not contain an affirmation of each of the required conditions.
5. The petition does not contain reasonably comprehensive descriptions of all required elements.
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act.

7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. *(This finding is not applicable to a renewal petition.)*
8. The school district is not positioned to absorb the fiscal impact of the proposed charter school. *(This finding is not applicable to a renewal petition.)*

**WHEREAS**, the governing board of a school district may deny renewal of a charter school in the middle-performing tier only upon making the following specific written findings:

1. The school has failed to make sufficient progress toward meeting standards that provide a benefit to the school's students; and
2. Closure of the school is in the students' best interests; and
3. The decision provided greater weight to performance on "measurements of academic performance"—the test-based indicators in English-Language Arts and mathematics, the English Learner Progress Indicator, and the Career and College Indicator.

**WHEREAS**, the Charter School is designated as a "middle-performing" charter school by the California Department of Education;

**WHEREAS**, the District has reviewed, evaluated, and considered the academic performance data provided by the Charter School as part of its Renewal Petition; and

**WHEREAS**, in considering the academic performance of the Charter School's students, the District has determined that the Charter School has met the applicable criteria to be eligible for renewal, a summary of which is included in the *Staff Renewal Report* published on September 4, 2024, which is attached hereto as **Exhibit C** and incorporated herein by reference.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education of the Sacramento City Unified School District does resolve, determine, and order the following:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has considered the Renewal Petition of the Charter School, including its academics, finances, operations, and other components, in addition to the criteria for renewal set out in the Education Code.
3. The Board has considered the Response to the Notice to Cure, including the proposed corrective action plan to address the identified fiscal and governance concerns.
4. The Board has considered, and approves of, the admissions preferences described in the Renewal Petition.

5. The Board hereby approves the Renewal Petition for a five-year term, beginning on July 1, 2025 and ending on June 30, 2030, subject to the findings of fact set forth in the *Staff Renewal Report* published on September 4, 2024, and included in Exhibit C to this Resolution.
  
6. Consistent with the affirmation contained in the Charter School’s Renewal Petition on page 225, the Board directs District staff and the Charter School to negotiate a memorandum of understanding addressing the respective rights and obligations of the parties consistent with the authorizer-charter relationship, which shall be approved by the respective governing boards of the parties prior to the commencement of the Charter School’s renewal term on July 1, 2025.
  
7. The Superintendent or her designee is authorized and directed to take such action as may be reasonably necessary to effectuate the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Board of Education on September 19, 2024 at a duly noticed meeting by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Lisa Allen, Superintendent

\_\_\_\_\_  
Lavinia Phillips, Board President

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Resolution No. 3440**

**Resolution to Conditionally Approve the Renewal Petition for  
Sacramento Charter High School**

**WHEREAS**, the approval of charter schools is governed by the Charter Schools Act of 1992, as subsequently amended, codified in Education Code section 47600 *et seq.*, and the implementing regulations of Title 5 of the California Code of Regulations (5 C.C.R. § 11960 *et seq.*);

**WHEREAS**, on June 28, 2024, the Sacramento City Unified School District (“District”) received the petition (“Renewal Petition”) for Sacramento Charter High School (“Charter School”).

**WHEREAS**, on July 26, 2024, the District issued a Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice to Cure”) to St. Hope Public Schools (“SHPS”), as the operator of the Charter School, due to concerns regarding the Charter School’s fiscal and governance practices, which needed to be remedied, refuted, or include a corrective action plan on or before August 26, 2024, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference;

**WHEREAS**, a public hearing on the Renewal Petition was held on August 8, 2024, at which time the District’s Board of Education (“Board”) considered the level of support for the Renewal Petition by teachers employed by the District, other employees of the District, and parents/guardians;

**WHEREAS**, on August 26, 2024, SHPS, on behalf of the Charter School, submitted its written response to the Notice to Cure (“Response”), a copy of which (excluding exhibits due to size) is attached hereto as **Exhibit B** and incorporated herein by reference, which included a corrective action plan to address the fiscal and governance concerns addressed in the Notice to Cure;

**WHEREAS**, the Board published District’s *Staff Renewal Report* on September 4, 2024, which includes staff’s proposed findings of fact based on its evaluation of the Renewal Petition, information from the Charter School’s last charter term, available student outcome data, and SHPS’s Response and corrective action plan;

**WHEREAS**, the Board has convened on September 19, 2024, to consider whether to grant or deny the Renewal Petition;

**WHEREAS**, renewals of charters are governed by the standards and criteria set forth in Education Code sections 47605, 47607, and 47607.2;

**WHEREAS**, the consideration of a renewal petition requires the District to (1) determine whether the charter school meets applicable eligibility requirements using the new accountability criteria under the law and reflected in the California School Dashboard, and (2) evaluate whether the renewal petition meets the standards and criteria set forth in Education Code section 47605;

**WHEREAS**, Education Code section 47607 describes a three-tiered system that categorizes a charter school as a high-performing, middle-performing, or low-performing charter school. The designation of a charter school in a particular tier determines the level of review that the chartering authority must conduct to evaluate whether the charter school is eligible for renewal of its charter;

**WHEREAS**, for charter schools designated as middle-performing, the District must evaluate the following: (1) the charter school's performance on the state and local indicators on the California School Dashboard, both on a schoolwide basis and for all student subgroups served by the charter school, giving greater weight to the charter school's performance on measurements of academic performance, and (2) clear and convincing evidence, as demonstrated by verified data, which shows that the charter school has either (a) achieved measurable increases in student academic achievement, as defined by at least one year's progress for each year in school, or (b) strong post-secondary outcomes (e.g., college enrollment, persistence, and completion rates equal to similar peers). If a charter school satisfies such criteria, the Board may grant a renewal term of five years;

**WHEREAS**, the governing board of a school district shall not deny a petition unless it makes written factual findings specific to the particular petition, setting forth specific facts to support one or more of the following findings:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by subdivision (a) of Education Code section 47605. (*The signature requirement is not applicable to a renewal petition.*)
4. The petition does not contain an affirmation of each of the required conditions.
5. The petition does not contain reasonably comprehensive descriptions of all required elements.
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act.

7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. (*This finding is not applicable to a renewal petition.*)
8. The school district is not positioned to absorb the fiscal impact of the proposed charter school. (*This finding is not applicable to a renewal petition.*)

**WHEREAS**, the governing board of a school district may deny renewal of a charter school in the middle-performing tier only upon making the following specific written findings:

1. The school has failed to make sufficient progress toward meeting standards that provide a benefit to the school's students; and
2. Closure of the school is in the students' best interests; and
3. The decision provided greater weight to performance on "measurements of academic performance"—the test-based indicators in English-Language Arts and mathematics, the English Learner Progress Indicator, and the Career and College Indicator.

**WHEREAS**, the Charter School is designated as a "middle-performing" charter school by the California Department of Education;

**WHEREAS**, the District has reviewed, evaluated, and considered the academic performance data provided by the Charter School as part of its Renewal Petition;

**WHEREAS**, in considering the academic performance of the Charter School's students, the District has determined that the Charter School has met the applicable criteria to be eligible for renewal, a summary of which is included in the *Staff Renewal Report* published on September 4, 2024, which is attached hereto as **Exhibit C** and incorporated herein by reference; and

**WHEREAS**, the District has also reviewed the Renewal Petition and, although the District had identified certain concerns and issues, which are noted in the *Staff Renewal Report*, the District believes that such matters can be effectively addressed as part of the charter oversight and monitoring process.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education of the Sacramento City Unified School District does resolve, determine, and order the following:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has considered the Renewal Petition of the Charter School, including its academics, finances, operations, and other components, in addition to the criteria for renewal set out in the Education Code.

3. The Board has considered the Response to the Notice to Cure, including the proposed corrective action plan to address the identified fiscal and governance concerns.
4. The Board has considered, and approves of, the admissions preferences described in the Renewal Petition.
5. The Board hereby approves the Renewal Petition for a five-year term, beginning on July 1, 2025, and ending on June 30, 2030, subject to the findings of fact set forth in the *Staff Renewal Report* published on September 4, 2024, and included in Exhibit C to this Resolution, and also subject to full satisfaction of the following conditions which must be met by the Charter School no later than the corresponding deadlines specified below.
  - a. District staff and the Charter School shall negotiate a memorandum of understanding addressing the respective rights and obligations of the parties consistent with the authorizer-charter relationship, which shall be approved by the respective governing boards of the parties prior to the commencement of the Charter School’s renewal term on July 1, 2025.
  - b. [insert additional condition]
  - c. [insert additional condition, if applicable]
  - d. [insert additional condition, if applicable]
6. The Superintendent or her designee shall have authority to determine whether the conditions specified above have been effectively met by the Charter School.
7. The Superintendent or her designee is authorized and directed to take all other such actions as may be reasonably necessary to effectuate the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Board of Education on September 19, 2024, at a duly noticed meeting by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Lisa Allen, Superintendent

\_\_\_\_\_  
Lavinia Phillips, Board President



**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Resolution No. 3440**

**Resolution to Deny the Renewal Petition for  
Sacramento Charter High School**

**WHEREAS**, the approval of charter schools is governed by the Charter Schools Act of 1992, as subsequently amended, codified in Education Code section 47600 *et seq.*, and the implementing regulations of Title 5 of the California Code of Regulations (5 C.C.R. § 11960 *et seq.*);

**WHEREAS**, on June 28, 2024, the Sacramento City Unified School District (“District”) received the petition (“Renewal Petition”) for Sacramento Charter High School (“Charter School”).

**WHEREAS**, on July 26, 2024, the District issued a Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice to Cure”) to St. Hope Public Schools (“SHPS”), as the operator of the Charter School, due to concerns regarding the Charter School’s fiscal and governance practices, which needed to be remedied, refuted, or include a corrective action plan on or before August 26, 2024, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference;

**WHEREAS**, a public hearing on the Renewal Petition was held on August 8, 2024, at which time the District’s Board of Education (“Board”) considered the level of support for the Renewal Petition by teachers employed by the District, other employees of the District, and parents/guardians;

**WHEREAS**, on August 26, 2024, SHPS, on behalf of the Charter School, submitted its written response to the Notice to Cure (“Response”), a copy of which (excluding exhibits due to size) is attached hereto as **Exhibit B** and incorporated herein by reference, which included a corrective action plan to address the fiscal and governance concerns addressed in the Notice to Cure;

**WHEREAS**, the Board published District’s *Staff Renewal Report* on September 4, 2024, which includes staff’s proposed findings of fact based on its evaluation of the Renewal Petition, information from the Charter School’s last charter term, available student outcome data, and SHPS’s Response and corrective action plan;

**WHEREAS**, the Board has convened on September 19, 2024, to consider whether to grant or deny the Renewal Petition;

**WHEREAS**, renewals of charters are governed by the standards and criteria set forth in Education Code sections 47605, 47607, and 47607.2;

**WHEREAS**, the consideration of a renewal petition requires the District to (1) determine whether the charter school meets applicable eligibility requirements using the new accountability criteria under the law and reflected in the California School Dashboard, and (2) evaluate whether the renewal petition meets the standards and criteria set forth in Education Code section 47605;

**WHEREAS**, Education Code section 47607 describes a three-tiered system that categorizes a charter school as a high-performing, middle-performing, or low-performing charter school. The designation of a charter school in a particular tier determines the level of review that the chartering authority must conduct to evaluate whether the charter school is eligible for renewal of its charter;

**WHEREAS**, for charter schools designated as middle-performing, the District must evaluate the following: (1) the charter school's performance on the state and local indicators on the California School Dashboard, both on a schoolwide basis and for all student subgroups served by the charter school, giving greater weight to the charter school's performance on measurements of academic performance, and (2) clear and convincing evidence, as demonstrated by verified data, which shows that the charter school has either (a) achieved measurable increases in student academic achievement, as defined by at least one year's progress for each year in school, or (b) strong post-secondary outcomes (e.g., college enrollment, persistence, and completion rates equal to similar peers). If a charter school satisfies such criteria, the Board may grant a renewal term of five years;

**WHEREAS**, the governing board of a school district shall not deny a petition unless it makes written factual findings specific to the particular petition, setting forth specific facts to support one or more of the following findings:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by subdivision (a) of Education Code section 47605. (*The signature requirement is not applicable to a renewal petition.*)
4. The petition does not contain an affirmation of each of the required conditions.
5. The petition does not contain reasonably comprehensive descriptions of all required elements.
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act.

7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. *(This finding is not applicable to a renewal petition.)*
8. The school district is not positioned to absorb the fiscal impact of the proposed charter school. *(This finding is not applicable to a renewal petition.)*

**WHEREAS**, the governing board of a school district may deny renewal of a charter school in the middle-performing tier only upon making the following specific written findings:

1. The school has failed to make sufficient progress toward meeting standards that provide a benefit to the school's students; and
2. Closure of the school is in the students' best interests; and
3. The decision provided greater weight to performance on "measurements of academic performance"—the test-based indicators in English-Language Arts and mathematics, the English Learner Progress Indicator, and the Career and College Indicator.

**WHEREAS**, the Charter School is designated as a "middle-performing" charter school by the California Department of Education;

**WHEREAS**, the District has reviewed, evaluated, and considered the academic performance data provided by the Charter School as part of its Renewal Petition; and

**WHEREAS**, in considering the academic performance of the Charter School's students, in addition to information from the Charter School's most recent charter term and the content of the Renewal Petition, the District has determined that the Charter School does not meet the applicable criteria to be eligible for renewal due to certain deficiencies and concerns, as described in the *Staff Renewal Report* published on September 4, 2024, which is attached hereto as **Exhibit C** and incorporated herein by reference, and the findings of fact described below.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education of the Sacramento City Unified School District does resolve, determine, and order the following:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has considered the Renewal Petition of the Charter School, including its academics, finances, operations, and other components, in addition to the criteria for renewal set out in the Education Code.
3. The Board has considered the Response to the Notice to Cure, including the proposed corrective action plan to address the identified fiscal and governance concerns.
4. The Board has considered the admissions preferences described in the Renewal Petition.

5. The Board has determined that specific findings of fact support one or more legal grounds to deny the Renewal Petition. These findings include the following:
  - a. [Describe finding of fact and corresponding legal ground for denial.]
  - b. [Describe finding of fact and corresponding legal ground for denial.]
  - c. [Describe finding of fact and corresponding legal ground for denial.]
6. Based on the findings of fact articulated above, the Board hereby denies the Renewal Petition for the Charter School.
7. The Superintendent or her designee is authorized and directed to take such action as may be reasonably necessary to effectuate the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Board of Education on September 19, 2024, at a duly noticed meeting by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Lisa Allen, Superintendent

\_\_\_\_\_  
Lavinia Phillips, Board President



BOARD OF EDUCATION

July 26, 2024

*Lavinia Grace Phillips  
President  
Trustee Area 7*

***Via U.S. Mail and E-Mail:***

*Jasjit Singh  
Vice President  
Trustee Area 2*

Lisa Ruda, Superintendent  
Members of the Board of Directors  
St. Hope Public Schools  
2315 34th Street  
Sacramento, CA 95817

*Chinua Rhodes  
2<sup>nd</sup> Vice President  
Trustee Area 5*

**Re: Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure Pursuant to Education Code section 47607(e)**

*Tara Jeane  
Trustee Area 1*

Dear Superintendent Ruda and Members of the Board of Directors:

*Christina Pritchett  
Trustee Area 3*

This letter serves as the Sacramento City Unified School District’s (“District”) Notice of Alleged Fiscal and Governance Violations and Reasonable Opportunity to Cure (“Notice”) to St. Hope Public Schools (“SHPS”), which operates St. Hope Public School 7 (“PS7”) and Sacramento Charter High School (“SCHS”), pursuant to Education Code section 47607(e).

*Jamee Villa  
Trustee Area 4*

SHPS and the District have been partners in serving the students of Sacramento for over two decades. Though recently that partnership has become strained, it is the sincere hope of all parties involved in sending this Notice, that we can work together to craft a path forward. It is the shared interest of both the District and SHPS to ensure that students are provided opportunities to learn, grow and reach their greatness so that they may graduate with the greatest number of postsecondary choices from the widest array of options. The fiscal management and governance areas discussed in this Notice are both foundational and critical to this goal. Therefore, the District, as the authorizer responsible for the oversight of PS7 and SCHS, must be reasonably assured of the strength of those foundations.

*Taylor Kayatta  
Trustee Area 6*

On June 28, 2024, SHPS submitted a petition to renew the PS7 and SCHS charters for a term of five years (“Renewal Petitions”). Section 47607(e) provides that a chartering authority may deny the renewal of a charter school upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors after the chartering authority has provided at least 30 days’ notice to the charter school of the alleged violation(s) and provided the charter school with a reasonable opportunity to cure the violation(s), including a corrective action plan proposed by the charter school. Given the intertwined nature of the shared operations, leadership and governance of PS7 and SCHS, we have provided this Notice, which is equally applicable to both charter schools, to SHPS.

*Justine Chueh-Griffith  
Student Board Member*

Pursuant to Education Code section 47607(e), the District shall give SHPS a reasonable period of time to remedy or refute the fiscal and governance violations<sup>1</sup> described in this Notice. The District has determined that the violations identified below need to be remedied, refuted or meaningfully addressed in a plan of action on or before **Monday, August 26, 2024, at 5:00 p.m.**

## **I. CONTEXT OF NOTICE AND INVESTIGATION**

In the spring of the 2023-24 school year, several concerns were raised about SHPS. Some of these concerns arose during the District's annual oversight process, others were shared with the District by California Teacher Association ("CTA") staff representing PS7 and SCHS educators, and others were brought by parents and teachers (former and current) of PS7 and SCHS. The District takes all concerns regarding the charter schools it authorizes seriously; however, at the same time, it recognizes that not all areas of a charter school's operations fall within its purview as an authorizer. As such, the District focused its investigation on the concerns falling within the scope of its oversight responsibilities, as well as those impacting the renewal of PS7's and SCHS's charters.

On May 10, 2024, the District notified SHPS of its intention to perform an investigation of these concerns. To ensure the investigation was implemented as objectively, independently and quickly as possible due to the anticipated submission of PS7's and SCHS's renewal petitions, the District contracted with Christy White Accountancy Corporation ("CW") to review items related to SHPS's governance and fiscal practices. The District's legal counsel, F3 Law, was also tasked to review the governance concerns, as well as other non-fiscal issues spanning the curriculum and instruction, special education, student discipline and chronic absenteeism, declining enrollment, employee complaints and other areas raised as concerns. A summary of the investigations is attached to this Notice.

It is important to note that this Notice pertains only to alleged fiscal and governance violations, including related staffing concerns. All other issues that were raised (and subsequently reviewed or investigated by F3 Law and District staff) shall be addressed, if substantiated, as part of the renewal process or pursuant to the District's oversight and monitoring of PS7 and SCHS during the remainder of their respective charter terms and any renewal terms.

On May 30, 2024, District staff requested a series of documents and other information from SHPS for purposes of the investigation. On June 20, 2024, SHPS provided an initial set of responsive records. SHPS provided additional records and clarification of those records in the subsequent weeks. CW and F3 Law completed their respective reviews on July 17, 2024.

There are two other entities described in this Notice: St. Hope Academy ("SHA") and St. Hope Development Center ("SHDC"). SHA was founded in July 1989 as an after-school program, but SHA now provides back-office services to SHPS. SHDC is described as a community and economic development organization under GuideStar and has the stated mission of fostering "the betterment of the community through real estate development and an increased quality of life through job training and employment opportunities." SHDC contracts with SHPS to provide property management and information technology services.

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<sup>1</sup> The term "violation" in this Notice is used in alignment with the statutory language of Education Code section 47607(e).

## II. ALLEGED FISCAL/GOVERNANCE VIOLATIONS

This section contains a description of the three areas identified by the District as alleged fiscal/governance violations. To add transparency and clarity, the District has summarized what it believes to be relevant law or charter provisions, the alleged violation with supporting detail, and encouraged corrective options. The District hopes that SHPS will consider this information supportive.

### A. Non-GAAP Accounting Practices

#### *Relevant Law/Charter Provisions*

Charter schools – just like public school districts – are entrusted with the responsibility of managing public taxpayer funds in a fiscally-responsible and legally-compliant manner. Specifically, charter schools are required to meet generally accepted accounting principles (“GAAP”) and prudently oversee their finances. Failure to do so can result in the non-renewal or revocation of the charter school’s charter. (See Education Code sections 47605(c)(2) and 47607(f)(3).) The District, as the chartering authority, therefore, has an affirmative obligation to monitor the fiscal condition of the charter school to verify, at a minimum, that the charter school is meeting its financial reporting obligations under Education Code sections 47604.33 and 47605(m) and is engaging in GAAP-compliant practices.

Page 65 of PS7’s current charter states unequivocally that “the books and records of the Charter School will be kept in accordance with generally accepted accounting procedures, and as required by applicable law and the audit will employ generally accepted accounting procedures.” PS7 also affirms that it will resolve audit exceptions and deficiencies with its auditor, and “PS7, through SHPS Home Office Staff, will resolve any outstanding issues prior to the completion of the auditor’s final report. SHPS is confident this relationship with the district will be maintained and resolve any audit exceptions and deficiencies, if they so arise, to the satisfaction of the District.”

SCHS includes these same affirmations in its charter under Element I: Financial Audit. (See SCHS Charter, page 78.)

#### *Alleged Violations*

The District has significant concerns about SHPS keeping and providing adequate and accurate financial reports. SHPS contracts with SHA for its back-office services, which include budget preparation, fiscal and audit support. The most recent independent financial audits of SHPS reported a material weakness in its financial reporting internal controls for at least two years (i.e., the auditor’s 2021-22 and 2022-23 reported findings). According to the auditor, the books were not kept on a GAAP-compliant basis. The auditor made numerous adjustments, effectively closing the books that should have been closed by SHA. In addition, bank reconciliations were not being performed in a timely manner or properly reviewed, and SHA had difficulty locating records for the auditor, thus creating a need for an extension of the audit report due date. These concerns are reflected on page 12 in CW’s Agreed Upon Procedures Report (“CW Report”), which is enclosed with this Notice.

A material weakness is the most serious of internal control deficiencies. According to CW, it is defined as “a deficiency such that there is a reasonable possibility that a material misstatement of the School’s financial statements will not be prevented, or detected and corrected, on a timely basis.” GAAP accounting is expected of a back-office provider and is an integral part of any basic service.

It appears that SHA was keeping a basic checking account record, but not full financials. In addition, CW identified issues with the timely review of bank statements and locating accounting records. Given these deficiencies, CW concluded that the quality of the accounting and financial reporting services provided by SHA appears inferior to industry norms (See CW Report page 12).

Both the PS7 and SCHS charters affirmatively state that the organizational model of each charter school “represents fiscal conservatism and allocation of resources towards the Charter School’s mission.” (See PS7 Charter, page 46; SCHS Charter, page 59.) The CW Report, however, casts serious doubt on SHPS’s ability to prudently manage the public funds it has been entrusted for the operation of PS7 and SCHS based on its current structure and contract with SHA for back-office services. The failure to follow GAAP procedures, implementation of unsound fiscal practices, and lack of internal controls call into question whether PS7 and SCHS can meet their financial obligations in a sound and legally compliant manner, consistent with the law and their respective charters. The District further questions whether the charter schools’ use of SHA as a back-office service provider, including the employment of a CFO with a probationary status on his accountancy license, is a prudent choice given the deficiencies identified above and in the CW Report. The District expects SHPS to thoughtfully and carefully consider whether SHA possesses the requisite background, knowledge and expertise in education finance to carry out these critically important functions.

In light of these concerns, the District would hope to see PS7 and SCHS develop a corrective action plan that includes specific, measurable and focused actions to address the fiscal irregularities, lack of internal controls and lack of GAAP-compliant procedures based on the concerns articulated in this Notice and the enclosed CW Report. A plan of this nature would engender confidence in SHPS’s ability to successfully implement the charter school programs.

## B. Employment of Qualified/Credentialed Educators

### *Relevant Law/Charter Provisions*

Education Code section 47605(1) provides that “teachers in charter schools shall hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher’s certificated assignment” and such documents shall be maintained on file at the charter school. A charter school’s governing board may use local assignment options authorized in statute and regulations for the purpose of legally assigning certificated teachers in the same manner as a governing board of a school district. A charter school “shall have the authority to request an emergency permit or a waiver from the Commission on Teacher Credentialing for individuals in the same manner as a school district.” In addition, by July 1, 2020, all teachers in charter schools shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Education Code sections 44339, 44340 and 44341.

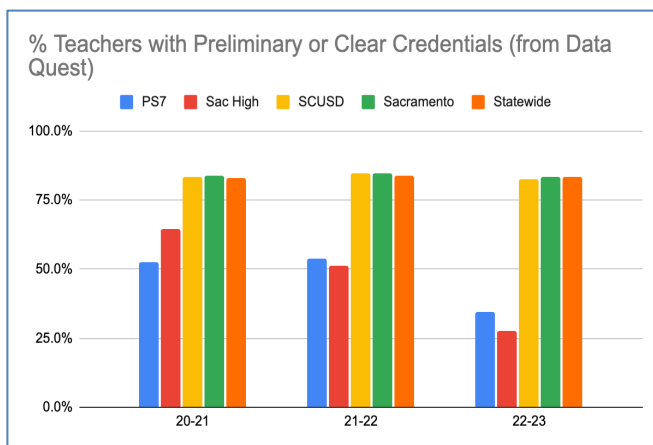


PS7 makes assurances in its charter that it “shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary.” PS7 further promises to “ensure that teachers in the Charter School hold a Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools are required to hold.” (See PS7 Charter, pages 6 and 50.) With respect to the provision of special education and related services, PS7 states that it will utilize experienced and certified special education staff to ensure it meets the unique needs and learning styles of its students, or it “may also provide related services by hiring credentialed or licensed providers through private agencies or independent contractors.” (See PS7 Charter, pages 22 and 37.)

These assurances are also included in SCHS’s charter. (See SCHS Charter, pages 5, 6, 37, 63.)

### *Alleged Violations*

Both charters for PS7 and SCHS, as well as the submitted renewal petitions, include language that SHPS will verify teacher credentials as part of the hiring process, make efforts to minimize the use of emergency credentials through recruitment and retention efforts, and implement credential agreements to ensure staff are working towards the appropriate credential. Despite these assurances, however, both the number and decreasing trend of teachers with a “regular” credential (specifically preliminary and clear credentials) create significant concerns for the District. This is shown in the chart below.



Based on public data (available for school years 2020-23), the percentage of staff at PS7 with “Ineffective” (i.e., sub-permit, Provisional Intern Permit (PIP), Short Term Staff Permit (STSP), or no credential) status was 8.8% in 2020-21, 19.8% in 2021-22 and 48% in 2022-23. At SCHS, those percentages were 6.4% in 2020-21, 14.4% in 2021-22 and 63% in 2022-23. SHPS leadership has been forthcoming in acknowledging that the change of leadership at the start of the 2022-23 school year left the organization with an unprecedented number of vacant positions. This change in leadership may account for the teacher vacancies that school year; however, it does not account for the rates in prior years.

As 2023-24 data is not yet available for public access, District legal counsel reviewed staff lists provided by SHPS against information in the Commission for Teacher Credentialing’s (“CTC”) publicly accessible database. With respect to PS7, only 3 out of 29 teachers listed (10.3%), including special education staff, could be verified as possessing clear teaching credentials. All other teachers held only preliminary or provisional credentials, or sub-permits. In addition, 16 of

the 25 teachers on staff at PS7 (64%) were serving under waivers or permits that expired at the end of June/beginning of July or will expire as of September 1, 2024 – all of which are not renewable. For SCHS, not one of the 19 teachers listed, including special education staff, could be verified on the CTC public lookup as possessing clear teaching credentials (0%). All the listed SCHS teachers held only preliminary, provisional or sub credentials.

There are also discrepancies between the staff lists that SHPS provided for review and the data reported by the state in the California Department of Education’s (“CDE”) DataQuest database. For example, in 2022-23, DataQuest shows PS7 as having 23.1 teaching FTE (i.e., full-time equivalent); however, the credential information provided by SHPS lists 16 teaching staff, and the master schedule suggests at least 26 teaching staff. Also in 2022-23, DataQuest shows SCHS as having 10.0 teaching FTE, while staff lists from SHPS suggest that there were anywhere between 6 and 13 teachers.

For special education, SHPS provided a staff list that identified 15 staff members providing specialized academic instruction (“SAI”) services to students enrolled in both PS7 and SCHS. Based on that review, 2 of those individuals had valid special education teaching credentials, 2 could not be found on the CTC public lookup, 7 had been serving under 30-day emergency sub-permits, and 3 were working under non-renewable STSPs. For those who only possessed a substitute teaching permit, they would have been permitted to substitute teach for no more than 20 days for any one teacher during the school year. Consequently, given these restrictions, it is unclear how PS7 and SCHS were able to appropriately staff their special education classrooms and programs, unless there were additional and unidentified substitute teachers and/or staff who provided instruction at other times during the school year.

While there may be a plausible explanation for these findings, taken collectively, they underscore the District’s concerns regarding whether SHPS can successfully implement the respective programs of PS7 and SCHS with regard to staff qualifications and the accurate reporting of data to the authorizer and state agencies. This is critical to ensure students enrolled in PS7 and SCHS receive a high-quality education as promised in the respective charters, and as mandated by the law. Employing and retaining qualified teaching staff is critical to fostering a sound educational program for students and essential to improving student outcomes.

The District understands that SHPS has recently removed human resource functions from its services agreements with SHA and brought these functions back to SHPS, but it remains unclear as to specifically how this change will resolve these staffing issues. Therefore, the District would hope to see SHPS develop a comprehensive corrective action plan detailing the manner in which it will remedy the staffing, credentialing and vacancy issues above.

### C. Potential Conflict(s) of Interest Under Government Code Section 1090 and Political Reform Act of 1974 (Government Code sections 81000 *et seq.*)

#### *Relevant Law/Charter Provisions*

The District has concerns regarding SHPS’s governance structure and fiscal practices, which appear to violate conflict of interest rules applicable to charter schools, including Government Code sections 1090 *et seq.* (“Section 1090”) and the Political Reform Act of 1974 (Government Code sections 81000 *et seq.*) (“PRA”).

Education Code sections 47604.1(b)(3) and (4) provide that a charter school and an entity managing a charter school are subject to the requirements of Section 1090 and the PRA. Section 1090 strictly prohibits officers, employees and other members of a local agency from making any contract in their official capacity in which they are financially interested. Importantly, the “making” of a contract is not limited to the technical signing of a contract. Rather, it can also include participation in negotiations, discussions, reasoning or planning regarding the contract. (*Stigall v. City of Taft*, 58 Cal.2d 565, 569 (1962).) Similarly, the PRA prohibits public officials from using their official position to influence decisions in which they have a personal financial interest. This is significantly more broad than Section 1090 because it prohibits not only the “making of a contract” but also *any participation in or influence on any governmental decision*. (*See* 2 C.C.R. § 18700.)

One of the overarching purposes of the conflict of interest rules is to prevent self-dealing and ensure that every public officer “be guided solely by the public interest, rather than by personal interest when dealing with contracts in an official capacity.” (*Thomson v. Call* (1985) 38 Cal.3d 633, 650; 101 Ops.Cal.Atty.Gen. 92.)

California courts have construed the term “financially interested” broadly and have professed that Section 1090 “cannot be interpreted in a restricted and technical manner.” (*See People v. Honig* (1996) 48 Cal.App.4th 289, 315; *Stigall v. City of Taft* (1962) 58 Cal.2d 565, 569.) Section 1090 is “concerned with *any* interest, other than perhaps a remote or minimal interest, which would prevent public officials from exercising absolute loyalty and undivided allegiance to the entity they serve.” (*Finnegan v. Schrader* (2001) Cal.App.4th 572, 579.) Further, Section 1090 is intended “to remove or limit the possibility of any personal influence, either directly, or indirectly, which might bear on an official’s decision.” (*Stigall*, 58 Cal.2d at 569.) The defining characteristic of a financial interest for Section 1090 is “whether it has the potential to divide an official’s loyalties and compromise the undivided representation of the public interest.” (*Eden Twp. Healthcare Dist. v. Sutter Health* (2011) 202 Cal.App.4th 208, 211.)

Similarly, under the PRA, an official must not have a disqualifying financial interest in an entity. A disqualifying financial interest occurs where the government decision will have a reasonably foreseeable material financial effect on the official or that individual’s family, which is distinguishable from the effect on the public generally. (*See* 2 C.C.R. §18701.) Whether a decision is material depends on the type of interest involved. For instance, a government decision will have a material effect on a business if the business is explicitly involved in the governmental decision, if the business offers to sell a product or service to the agency, or bids/enters a contract with the agency. (2 C.C.R. §18702.1.) To that end, an official may not make, participate in, or influence a governmental decision in which the official has a disqualifying interest. (2 C.C.R. §18704.) Importantly, this rule does not require a financial benefit directly to the official. Rather, the focus is on whether there is a material financial effect on the entity in which the official has an interest.

#### *Alleged Violation: Financial Interest Among SHPS, SHA, and SHDC / Potential Gift of Public Funds*

Though SHPS has maintained that SHPS, SHA and SHDC are independent entities, findings from CW’s and F3 Law’s investigations, in addition to the findings of SHPS’s own audit firm, speak to the fiscal interrelatedness of the three entities. Financial documents were not provided by SHA or SHDC. However, CW located public records which showed that SHPS’s payments to

SHA and SHDC for back office and other services amounted to between 51-66% of combined revenue to these entities between 2019-2023. Based on this information, CW concluded that the level of activity between the organizations could cloud the decisions and diminish transparency and market competition for services (See CW Report, page 9).

As part of its review, CW analyzed the 2023-24 service agreements and the recently approved 2024-25 consultant agreements between SHPS and SHA/SHDC using market data to determine if the costs reflected in these agreements appeared to be above, at, or below industry costs for similar services. CW also reviewed publicly accessible financial records for all three entities dating back to 2019-20. SHPS, however, was not able to provide formulas, time accounting or other documentation supporting how the rates for these services were calculated.

Overall, the total costs charged by SHA and SHDC under the respective service agreements between SHPS and SHA/SHDC have declined in recent years as SHPS has shifted more services in house. However, when considering that the costs for services still represent approximately 60% of combined revenue, this suggests that SHA/SHDC maintain a significant financial reliance on the agreements with SHPS.

In the recently approved 2024-25 consultant agreements for services between SHPS and SHA/SHDC, there are three broad categories of services. Specifically, SHA has contracted to provide back-office financial services to SHS at a cost of \$300,000. Additionally, SHDC has contracted to provide facilities management and information technology at a cost of \$575,000. Neither of these amounts seems unreasonable based on the scope of work delineated in the agreements – assuming such services are provided in a manner consistent with such scope. The third category of services includes community engagement, internships and community service, parent education and management of the student store. These non-back-office services total \$610,000 annually, representing two-thirds of the total back-office costs charged by SHA to SHPS.

As reflected in the CW Report, CW conducted a “What-If” analysis which evaluated the range of costs that back-office providers in the private sector charge, as well as a comparative analysis of the general administrative costs of small similarly sized school districts. Based on that analysis, CW concluded that the total package of fees charged by SHA/SHDC for services appear above market, even up to \$1.1M higher.

During a joint meeting with representatives from CW, SHPS and the District, SHPS Superintendent Ruda stated that there are the additional “community service” type activities that SHA provides to the students and parents of SHPS. However, these services are not included in the Local Control and Accountability Plans (“LCAPs”) for PS7 or SCHS and, therefore, are not directly tied to measurable student outcomes in a transparent way. This is particularly concerning if public funds were used for charitable or other activities not related to a public education purpose. No matter how worthy the cause, such expenditures could constitute an impermissible gift of public funds in violation of Article XVI, Section 6, of the California Constitution.

Lastly, CW found that the overall costs of SHA/SHDC employee salaries, benefits and other expenses seem reasonable when reviewing the Form 990s. Nevertheless, CW recommended that SHA/SHDC use more formula-driven methods to allocate costs between SHPS and SHA/SHDC,

and to justify the service charges and their nexus to PS7's and SCHS's educational programs and student outcomes (See CW Report, page 21).

The fiscal dependence of SHA/SHDC on SHPS raises concerns about the ability of SHPS to make objective and market-based decisions regarding an array of essential services critical to the operation of a charter school. The District will address this point further in the following section.

*Alleged Violation: Interrelated Roles Within SHPS, SHA, and SHDC*

The analysis completed by CW, as reflected in the CW Report, showed several individuals holding interrelated roles within SHPS, SHA/SHDC. At the start of the 2022-23 school year, Cassandra Jennings became the Board Chair of the SHPS Board of Directors. Mrs. Jennings also holds the role of CEO for both SHA and SHDC. As CEO of SHA/SHDC, Mrs. Jennings signed the service agreements between SHPS and SHA/SHDC, though the minutes of SHPS's Board of Directors reflect that she recused herself from the vote. As Board Chair for SHPS, Mrs. Jennings is responsible for leading the Board through review of financial statements being prepared by the agency and staff she oversees in her role as CEO. Given that SHPS is a significant source of revenue for SHA/SHDC, coupled with the concerns described above regarding SHA/SHDC's failure to follow GAAP, these interrelated roles appear to constitute an impermissible financial conflict of interest.

In addition, Kevin Hiestand appears to be a former or current governing board member of the St. Hope Endowment (a fourth entity). The Law Offices of Fred and Kevin Hiestand is listed as a tenant of the SHA-owned property at 3418 3rd Avenue ("the Huey P. Newton House"). Mr. Hiestand has served as legal counsel to SHPS on some matters, which included investigating staff allegations of other staff providing alcohol to students. While the redacted records of the investigation provided for review suggest a reasonable and thorough investigation of the matter was performed, leading to a determination that the allegations were unfounded, it is a further example of the interrelatedness between and among the multiple SHPS entities.

At the very least, Mrs. Jennings' and Mr. Hiestand's personal financial interests have the potential to create divided loyalties between SHPS and the other SHPS-connected entities that are directly compensated by SHPS for the services they provide. Taken in conjunction with the fiscal reliance of SHA/SHDC on SHPS described above, the potential for conflict of interest is heightened. The district still finds this structure to be concerning and vulnerable to financial abuse by those managing and serving in leadership positions within the various entities.

SHPS has expressed that its current contractual arrangements with SHA and SHDC are beneficial to PS7 and SCHS because of the unique set of services provided by SHA/SHDC to effectuate charter school operations. While acknowledging SHPS autonomy to seek out services to serve students, the District hopes to see SHPS identify specific actions it will take to unwind, clarify or resolve the interrelatedness of the SHPS-connected entities, any financial interests held by officers/board members, and the holding of incompatible offices (e.g., resignation from position or Board role, establishment of time-accounting records for services provided, etc.).

### III. OPPORTUNITY TO CURE

As detailed above, the District has serious concerns regarding the governance, fiscal and operational aspects of PS7's and SCHS's charter schools. The District hopes that SHPS will take the issues raised in this Notice seriously and make a concerted and thoughtful effort to address those concerns in a meaningful way. To that end, SHPS shall have a reasonable opportunity to remedy or refute the above-described violations/concerns. Please provide a detailed, written response to the District addressing each of the identified violations/concerns by no later than **Monday, August 26, 2024, at 5:00 p.m.** SHPS is encouraged to enclose a corrective action plan and supporting documentation evidencing any actions it has taken to address and/or to refute the violations. Please submit SHPS's response to the following:

Sacramento City Unified School District  
Attn: Lisa Allen, Superintendent  
5735 47th Avenue, Sacramento, CA 95824  
Superintendent@scusd.edu

After the conclusion of the reasonable opportunity to remedy or refute the violations/concerns, the District will evaluate SHPS's response to the Notice and supporting evidence, if submitted. If SHPS does not successfully correct, establish a viable corrective action plan or otherwise refute the violations/concerns described herein, the District may use this information to support one or more denial findings that SHPS is demonstrably unlikely to successfully implement the program(s) set forth in the PS7 and SCHS Renewal Petitions.

To reiterate, it is the shared interest of both the District and SHPS to ensure that students are provided opportunities to learn, grow and reach their greatness so that they may graduate with the greatest number of postsecondary choices from the widest array of options. Fiscal management and governance, such as the areas described in this Notice, are foundational to this goal. The District is hopeful that this process will result in a collaborative opportunity to restore a strong foundation for serving students.

The District appreciates SHPS's immediate attention to this matter.

Sincerely,



Lisa Allen  
Superintendent

cc: Board of Trustees, Sacramento City Unified School District

Enclosed:

- Final AUP Report completed by Christy White Accountancy Corporation and Supporting Documents/Exhibits
- Summary Report of Investigation prepared by SCUSD Staff



Certified Public Accountants serving  
K-12 School Districts and Charter  
Schools throughout California

July 17, 2024

Sacramento City Unified School District  
5735 47<sup>th</sup> Ave.  
Sacramento, CA 95824

**Re: Agreed-Upon Procedures over St. Hope Public Schools, on behalf of Sacramento City Unified School District**

Christy White, Inc. (CW) has performed the agreed-upon procedures enumerated below for Sacramento City Unified School District (SCUSD). The agreed-upon procedures were to be performed solely to assist you in **reviewing the administrative structure and reasonableness of Back-Office Services (Charter Management) costs charged by St. Hope Academy (SHA) and St. Hope Development Corporation (SHDC) for services provided to St. Hope Public Schools (SHPS)**. SHPS operates two charter schools, St. HOPE Public School 7 and Sacramento Charter High School. SCUSD has sponsoring agency oversight responsibilities for both charters.

The agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Public Accountants and the Association of Certified Fraud Examiners. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

**Agreed Upon Procedures (AUP) Results**

**About the Data:** CW requested organizational and accounting records for all St. Hope affiliated organizations (as listed at St. Hope.org website) from Supt. Lisa Ruda of SHPS. We were provided with the requested organization documents for SHPS but not for the back-office and management services of SHA, nor the facilities/procurement and information technology arm that is SHDC. CW was able to find data from publicly available documents, and combined with the data provided by the district was able to complete the AUP analyses that follows.

Publicly available data included the most recently published Form 990 for the 2022-23 fiscal year (and prior years), the California Secretary of State's Office, the California Department of Education, audit reports for SHPS, and the organizations' website.

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92103

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**Executive Summary:** Based on the agreed-upon procedures performed in this report, below is a summarization of the key results:

1. **AUP#1 Governance, Inter-Related Roles:** There are inter-related roles that individuals hold amongst the four St. Hope organizations, most notable is Cassandra Jennings as the CEO of SHA, SHDC, the St. Hope Endowment and at the same time Board Chair of SHPS. SHA does not have obvious board control over SHPS, but CEO Jennings likely has a role developing the back-office Agreements for Services and chairs the SHPS board. She recused herself on the back-office services agreement vote but signed the contracts. The fact that over 50% of SHA's revenues and 100% of SHDC's revenues (in 2022-23) are from these agreements might create conflicts of interest and lack of marketplace competition for similar services.
2. **AUP#1 Governance, Board Minutes:** There may be an Education Code Section 35145 violation because SHPS had no minutes of meetings posted for the 2023-24 fiscal year (as of July 13, 2024, per SHPS website), and minutes were not included with the posted agenda.
3. **AUP#1 Governance, SHDC's Community Development Mission:** SHDC's mission is "the betterment of the community through real estate development and an increased quality of life through job training and employment opportunities." The mission does not mention charter schools or K-12 education, and over 100% of the SHDC operating expenses in 2022-23 were charged back to SHPS ostensibly for IT services, facilities management and procurement (per the 2023-24 SHDC contract.)
4. **AUP#2 Financial Reporting/Audits:** The most recent independent audit of SHPS reported a material weakness in financial reporting internal controls for at least two years (the auditor's 2022-23 finding and prior year finding). According to the auditor, the books were not kept on a Generally Accepted Accounting Principle (GAAP) compliant basis. The auditor made numerous adjustments, effectively closing the books that should have been closed by SHA. In addition, bank reconciliations were not being done in a timely manner or reviewed, and SHA had difficulty locating records for the auditor, creating a need for an extended audit report due date.

A back-office provider is at its core an accounting and finance operation and to not be able to prepare GAAP compliant financial statements, prepare timely bank reconciliations and locate accounting records is a major deficiency. This is especially true when compounded by the appearance of above market back-office fees found in AUP#4. CW observes that the SHPS could competitively bid out these accounting services to private sector back-office providers with an objective of finding significant cost savings and improved service quality.

5. **AUP#3 Tests of SHPS' Direct Charged Payroll Expenses:** We found two employees paid on warrants for stipend activities and not through payroll. Also, one former employee is now an independent contractor but appears to be doing similar work as done as an employee. These instances could result in a payroll tax issue for the SHPS organization.



**Agreed Upon Procedures (AUP) Results, Cont'd**

**Executive Summary, Cont'd:**

6. **AUP#3 Tests of SHPS' Direct Charges Vendor Expenses:** We found two vendors on retainers for services that, in our experience, are not frequently needed and would not warrant a retainer relationship by charter schools. The retainers were:
  - a. One was for a public relations firm for \$5,000 per month or \$60,000 per year.
  - b. The second was a photography and videography firm for \$6,000 per month or \$72,000 per year. This firm then charges \$100 per hour beyond the retainer, so the retainer of \$6,000 a month implies that 60 hours of work is done, on average, per month for 12 months. This is a lot of photography and videography for SHPS with less than 900 students.
  
7. **AUP#4 Justification of Back-Office and Management Services Charges:** There was no detailed justification provided to CW's request to SHA/SHDC for the \$1.8M in the service agreements charged to SHPS in 2022-23. The service charges are significant to SHA/SHDC's revenue stream. SHA/SHDC has charged varying amounts annually, during the first Covid year of 2019-20 SHPS funded 66% of their total revenue, and today it's 51%. Agreements for the new fiscal year, 2024-25, were just approved and had more details as to what categories of services would be provided and for how much. But the new agreements still lacked specificity on estimated hours of service, how performance would be measured and a "right to audit clause" which would be typical for a major service contract such as this. Also, SHPS did not get quotes for the contracts' sizeable non-fiscal services to test the marketplace cost of the services or assess the educational value.
  
8. **AUP#4 Market Comparison of Back-office and Management Services Charges:** CW compared market value of back-office service costs to a "What If" analysis for reasonableness, to other charter back-off providers and to small similarly sized school districts. In all analyses, the results showed the above market charges, even as high as \$1M. And SHDC charged SHPS more operational costs (111%) than reported in 2022-23 (per the Form 990), which indicates a lack of formulas to justify the costs and possibly poor inter-agency accounting. It appears that the \$1.8M charged by both SHA and SHDC may be helping to subsidize the non-charter school community development activities of these organizations. In response, Supt. Ruda pointed out these community activities do provide educational content and value.
  
9. **AUP#4 Nature of Contracted SHA Services:** In the newly executed 2024-25 Consultant Agreements for services between SHA/SHDC and SHPS, there are services being purchased by SHPS such as community engagement, internships and community service, parent education, and management of the student store. These non-back-office services totaled \$610K annually, 2/3rds of the total back-office costs charged by SHA to SHPS. The amounts, for the nature of the services, seem high for SHPS with less than 900 pupils. Demonstration of the past and future delivery on the contracts and the nexus to educational programs and outcomes are key. According to SCUSD's records these community services were not included in the Local Control and Accountability Plans (LCAP) for either of the SHPS charters, and therefore are not tied to measurable student outcomes.

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1: Document the organizational structures and relationships between St. Hope Academy (SHA), St. Hope Development Corporation (SHDC), and St. Hope Public Schools (SHPS).**

- a. Obtain organizational documents and recent tax filings for all entities.
- b. Identify corporate officers, board members, and any overlapping roles between entities.
- c. Document the compensation of each entity's corporate officers and board members.
- d. Document the nature and amounts of transactions between the entities.

**AUP #1 Results:**

There are five affiliated organizations, as shown in the table below. The appendix includes supporting documentation.

Entity	St Hope Public Schools	St. Hope Academy	St. Hope Development Corp.	St. Hope Endowment	Stand Up for Sacramento Schools
<b>EIN</b>	01-0582508	68-0193050	68-0474831	94-3297342	27-1384265
<b>Tax Status</b>	501(c)(3)	501(c)(3)	501(c)(3)	501(c)(3)	501(c)(3)
<b>Date Established</b>	12/19/2001	7/12/1989	3/26/2001	3/26/1998	11/24/2009 (suspended)
<b>Gross Revenues</b>					
<b>2022 Form 990</b>	\$ 13,605,349	\$ 2,482,107	\$ 514,629	\$ 104,611	\$ 98

**St. Hope Public Schools (SHPS)** is a California Nonprofit Public Benefit Corporation that operates two charter schools: St. HOPE Public School 7 and Sacramento Charter High School. Two district-owned facilities are used. The elementary school operates at 5201 Strawberry Lane, Sacramento, CA 95820, and the middle and high schools operate at 2315 34<sup>th</sup> St., Sacramento, CA 95817.

**St. Hope Academy:** SHA was founded by Kevin Johnson in July 1989 as an after-school program. The main office is located at 3033 Martin Luther King Jr Blvd, Sacramento, CA 95617. In reviewing the Form 990:

- ✓ SHA provides back-office services like a Charter Management Organization to SHPS. SHPS paid SHA a total of \$1.32M in FY22-23 according to tax-exempt organization Form 990 and the audit report. Back-office service fees account for about 43% of SHA's revenues. (Plus, SHDC received about \$500K in fees from SHPS for property management, IT, and purchasing services – this is 100% of SHDC's revenue.) Total revenue from SHPS for SHA/SHDC was 51%.
- ✓ The balance of SHA revenues is comprised of rents from business-leased properties, inventory sales, grants, contributions, and gifts. Management, community development, maintenance, and event planning activities (for example) for SHA's operations are likely to require significant staffing resources and volunteer coordination.
- ✓ SHA had a \$685,238 due from related parties' assets on its books as of June 30, 2023. However, there was no corresponding due to related parties' liability on either SHPS or SHDC's Form 990. Without more detail and inability to verify, the amount on SHA's Form 990 could be mischaracterized or not properly recorded on the related entity.

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd**

**St. Hope Academy, cont'd:**

Total wages of \$1,052,864 were reported by SHA on the 2021-22 Form 990, in which \$847,947 was for compensation of officers and directors and \$205,023 listed as "other salary." In 2022-23, key salaries were reduced to \$448K and all other salaries increased to \$503K. No board members reported receiving compensation.

The table below shows the key executive salaries reported for each year by name and position. SHA is charging back-office services amounting to \$1.3M according to Form 990, which would presumably include covering costs of certain salaries. The back-office fees cover 58% of SHA's total expenses of \$2.3M. Under AUP#4, CW analyzed further whether the allocation of cost is reasonable for the services provided to SHPS.

**Reported Compensation of Key Executives in Fiscal Years 2021-22 and 2022-23**

<b>Names</b>	<b>Positions</b>	<b>SHA Salaries Reported on Form 990 in 2021-22</b>	<b>SHA Salaries Reported on Form 990 in 2022-23</b>	<b>Comments</b>
Jacob Mossawir	CEO	\$ 324,908	\$ -	Mossawir stepped down in 2021-22, pay in 2021-22 was \$237,600 and in 2020 about \$250,000
Cassandra Jennings	CEO	90,107	191,074	21-22 was partial year moved from CPO to COO
Adrienne Hall	CPO/COO	124,442	139,718	position position may have been eliminated
Riley Hyeck	COO	109,429	-	
Theodore Reitermain	CFO	88,561	117,331	
Tiffany Fraizer	Recruitment (Independent Contractor)	110,500	none listed	activity maybe expensed under SHPS or under \$100K and not reportable
<b>Total Key Executive Salaries</b>		<b>\$ 847,947</b>	<b>\$ 448,123</b>	
Other Salaries		205,023	503,419	
<b>Total Salaries (exc. Benefits and Payroll Taxes)</b>		<b>\$ 1,052,970</b>	<b>\$ 951,542</b>	

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

From the SHA website, there are six real property locations in addition to the main office and excluding the charter school facilities:

- ✓ **"40 Acres"** in Oak Park on Broadway and 35<sup>th</sup> St., Sacramento. Underground Books and The Guild Theater operate on the property, which offers special events and speaker series for the benefit of the Oak Park neighborhood. Year-round events appear to be held at the complex, which celebrates students, hosts teachers, provides block parties, hosts film festivals, and invites notable speakers.
  - Tenant space is leased out and is the home to Fixins Soul Kitchen, World Class Faders, and The Upper Rooms. (Note: SHDC is an investor in Fixins Restaurants.)
  - The bookstore appears to have had net sales of \$535K in 2022-23. The theater reported no income in 20-21 but may have resumed operations post-Covid.
- ✓ A separate property at 3418 3<sup>rd</sup> Ave., Sacramento, the **Huey P. Newton House** is leased out to tenants as office space to the Law Offices of Fred Hiestand and Kevin Hiestand, former and current board members, and Munay Accounting.
- ✓ SHA also operates the **St. Hope Business Complex** at 3428 Alhambra Blvd in Oak Park and rent space to the Asian Chamber of Commerce, City Year, and the Urban League.
- ✓ The **St. Hope Education Complex** was purchased by the SHDC and renovated. Teach for America and College Track occupy this building.
- ✓ **The Oak Park Victorian** was renovated by SHDC and is leased out. It is located at 3734 Broadway, Sacramento, CA.
- ✓ **The St. Hope Academy Building**, the original after-school center, is now occupied by the Triumph Center for Early Childhood Education. Located at 4104 MLK Jr. Blvd., Sacramento, CA.

Rents reported on the leased properties on the 22-23 Form 990 were \$259,177. This amount appears low compared to the number of properties seemingly leased to outside organizations but there is no data to support the collections, as the general ledger was not provided to CW, when requested.

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

**St. Hope Development Corporation (SHDC)** is listed as a community and economic development organization under GuideStar. Its mission is “the betterment of the community through real estate development and an increased quality of life through job training and employment opportunities.” **\$490K of its revenue (it appears nearly 100%) comes from SHPS charters, but charter schools are not mentioned as part of its mission.**

SHDC lists in 22-23 an \$8.9M building and land asset (with related accumulated depreciation of \$2.4M). There is a \$3.8M mortgage and \$5M in other liabilities described as federal income taxes. This could be New Market Credits, a loan forgiveness program and possibly related to the opening of a new business and education complex in 2018.

As of June 30, 2022, net assets were negative \$1.3M. There is an asset for “Fixins Investment” of \$300,300 plus “Tenant Incentives” of \$127,435. Fixins Sacramento is the founder Kevin Johnson’s owned LLC, which operates soul food kitchen restaurants. There is also an outstanding loan of \$1.6M to Kevin Johnson, described as capital.

SHPS pays SHDC about \$500K annually for property management, procurement, and IT services; there is no other reported income source. In SHA, \$253,000 in rent was reported. CW knows from SHA’s website that six properties plus the headquarters are operated in the community development area and are unrelated to the charter school properties. To charge all SHDC operating costs (ex. depreciation), to SHPS does not make sense. Some, perhaps even the majority, of the costs would be attributable to the community properties, many of which are under lease from tenants. (Note: no current financials were provided to CW for either SHA or SHDC, and the Form 990’s were publicly available and used for this analysis.)

CW noticed in the 23-24 budget for SHPS that IT Services are budgeted as a separate line item for each school, which totals \$100K. SHPS said that their line-item was for specific infrastructure separate from SHDC IT services.

**Governance Structure:** The table on the following page has the most currently available list of key administrators and board members for each organization and identification of the inter-related organization roles.

**Note on Data:** The St. Hope website data does not provide board officer information but the Form 990s do provide information. St. Hope Endowment’s information is from the filed Form 990 and the SHA website does not mention the endowment board.

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd**

**Governance Structure:**

<b>Current Key Administrators and Board Members</b>	<b>Title</b>	<b>Related Organization Roles</b>
<b>St. Hope Public Schools</b>		
Lisa Ruda	Chief of Schools	
Elisha Ferguson	Director of Operations	CEO SHA and SHDC, Board Chair
Cassandra Jennings	Board Chair	SHPS
Janet Rice	Vice-Chairperson	
Dr. Stephanie Walton	Board Secretary	
Carolyn Veal-Hunter	Board Member	
Ronald West	Board Member	
Angelia Dickens	Board Member	
Dr. Ron Tom	Board Member	
Gladys Mitchell	Board Member	
Kathy McKim	Board Member	
<b>St Hope Academy</b>		
Cassandra Jennings	CEO	
Adrienne Hall	COO	On the board of SHDC
David Chavez	CFO	
Milutin Backovich	Board President	
Denise Merano	Board Secretary	
F. Frederick Brown	Board Member	
Jake Mossawir	Board Member	Former CEO SHA
Deborah C. Jackson	Board Member	
<b>St. Hope Development Company</b>		
Cassandra Jennings	CEO	
Sam Reed	Properties Manager	
Vijay Pegany	Director of IT	
F. Frederick Brown	Board President	
Brian Williams	Board - role not disclosed	
Jake Mossawir	Board - role not disclosed	Former CEO SHA
Adrienne Hall	Board - role not disclosed	COO of SHA
<b>Stand up for Sacramento (suspended by SOS office)</b>		
Adrienne Hall	Director	COO of SHA, Board SHDC
<b>St. Hope Endowment</b>		
Cassandra Jennings	CEO	CEO SHA, SHDC and SHPS Board Chair
Adrienne Hall	Secretary	COO of SHA, Board SHDC, Board/Director Stand Up
Fred Hiestand	Board President	(father of board member Kevin Hiestand, now deceased)
Kevin Hiestand	Board Member	Law office tenant of SHDC
Patricia Burke	Board Member	

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd**

**Governance Structure, Cont'd:**

In review of the governance, CW observed that:

- ✓ **Relationships Between the Entities:** Whether the entities are related depends on many factors and there could be differing standards and opinions. The Form 990's, Schedule R for SHA and SHDC do not list SHPS as a related entity, but the SHPS audited financial statements do. In one instance, Schedule R, there is no board control but in the other, GAAP financial statements, there are significant business transactions between SHA and SHDC to warrant related party disclosure. To elaborate:
  - SHPS's payments for back-office and other services to both SHA and SHDC amounted to 51% of combined revenue in 2022-23. And the CEO Cassandra Jennings is board chair of SHPS and CEO of SHA and SHDC.
    - \* Note: SHDC lists \$514K in "rents" as the sole source of revenue and the agreement for services provided to SHPS is \$490,629. If the \$490K is not included in the "rent" number on Form 990, then it must be recorded under Contributions on SHA's books. Either way, the amounts are collected and significant to SHA/SHDC.
  - **While there might not be "legal" control, the level of activity between the organizations can cloud educational and financial decisions, diminish public transparency and market competition for services.**
  - In addition, on SHA's website they List "Our Schools" on the front page with descriptions and links to SHPS. From an outsiders' perspective, there is one central entity.
- ✓ **Posting of Board Minutes:** No board minutes for the 2023-24 fiscal year have been posted to SHPS' website as of June 12, 2024, only board agendas. While there might not be a Brown Act violation, ED Code Section 35145(a) below requires that minutes be taken and made available to the public. CW also noticed that SHPS only calendared three board meetings in 2023-24. By comparison there were 6 regular and 1 special board meeting in the 2022-23 fiscal year.
  - Education Code Section 35145
    - a) All meetings of the governing board of any school district shall be open to the public and shall be conducted in accordance with Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code. All actions authorized or required by law of the governing board shall be taken at the meetings and shall be subject to the following requirements:
    - b) Minutes shall be taken at all of those meetings, recording all actions taken by the governing board. The minutes are public records and shall be available to the public.
    - c) An agenda shall be posted by the governing board, or its designee, in accordance with the requirements of Section 54954.2 of the Government Code. Any interested person may commence an action by mandamus or injunction pursuant to Section 54960.1 of the Government Code for the purpose of obtaining a judicial determination that any action taken by the governing board in violation of this subdivision or Section 35144 is null and void.
- ✓ **Turnover in Board Seats:** There has been a majority turnover in the SHPS board seats between the 2021-22 Form 990 reports and 2022-23, seven of the nine members. Cassandra Jennings the CEO of SHA and SHCD was added with the new members and became Chair in Year 1 of being on the board.

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

**Administrative Structure:** The following administrative positions are on the website for all organizations. CW indicated the assumed role (in whole or part) that such a position would play within SHPS.

<b>Key Executives</b>	<b>Titles</b>	<b>Website Assignment</b>	<b>Assumed Role with SHPS*</b>
Cassandra Jennings	Chief Executive Officer	SHA	Governance None Likely: Manages Economic Development and the theater/bookstore operations
Adrienne Hall	Chief Operations Officer	SHA	HR services
Johanna Harris	Human Resources	SHA	IT support
Vijay Pegany	IT Director	SHDC	IT support
Raul Barrios	IT Manager	SHDC	Facilities Support
Sam Reed	Properties Manager	SHDC	Back-office Accounting
Dru Burks	Guild Manager/Esther's Park Manager	SHA/SHDC	Back-office Accounting
Ricardo Alcauter-Perez	Accounting Specialist	SHA/SHDC	Back-office Accounting
David Chavez	Chief Financial Officer	SHA/SHDC	Back-office Accounting
Lakhvir Singh	Senior Accountant Financial Statements and Audits	SHA/SHDC	Back-office Accounting None Likely:
Brandy Dean	Special Projects Coordinator	SHA/SHDC	Community Events
Lisa Ruda	Chief of Schools	SHPS	School Administrator
Elisha Parsons	Director of Operations	SHPS	School Administrator
Christina Williams-James	High School Site Lead	SHPS	School Administrator
Kristen Meyer	Middle School Site Lead	SHPS	School Administrator
Lesley Ezero	Elementary Site Lead	SHPS	School Administrator
Sarah Trapp	Special Education Director	SHPS	School Administrator
Sheeana Cahill	Elementary Instructional Coach	SHPS	School Administrator
Ken Powell	Dean of Students	SHPS	School Administrator
Jade Locke	Exec. Asst. and Special Projects Coordinator	SHPS	School Administrator

*Source: SHA website*



**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #1 Results, Cont'd:**

**Significant inter-related roles include:**

- Cassandra Jennings, the current SHA and SHDC CEO (replacing J. Mossawir) is also the Board Chair of SHPS charters.
- Jake Mossawir (also known as Jacob Mossawir) is the former CEO of SHA and SHDC and now is on their board of directors. He was also listed as CEO of St. Hope Endowment when he was CEO of SHA.
- Adrienne Hall has multiple roles as Chief Operating Officer of SHA, and a board member of SHDC, the SH Endowment and Stand-up Sacramento (now listed as suspended by the Secretary of State's office).

SHPS bylaws are included in the exhibits. No other corporate documentation was provided for this study by SHPS, SHA or SPDC.

### **Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #2: Obtain the administrative services agreement between SHA and SHDC, the prior independent auditor's report and the backup general ledger detail of costs charged to the SHPS charters for general and administrative costs.**

**AUP #2 Results:** SHPS provided a general ledger detail, but not SHA and SHDC. Testing of expenses is done in AUP#3. An administrative Statement of Work agreement between SHPS and SHA and SHDC was provided and the independent auditors' report. Copies are included in the attachment and are summarized here:

**Service Agreements between SHPS and SHA and SHDC:** The 2023-24 SHA/SHPS agreement calls for SHA to provide budget, fiscal, audit support, governance support, HR services, grant reporting, community relations and limited food service contract support. The agreement for SHDC is for facilities management, procurement and information technology services. See AUP#4 for additional work performed.

At the June 22, 2023, SHPS board meeting, the board chairperson Cassandra Jennings (who is also the SHA and SHDC CEO) had signed the statement of work contracts between SHA and SHDC and SHPS. Jennings did abstain from the vote that approved the contracts.

**Independent Auditors' Report:** CW was provided with the 2022-23 audit report of SHPS, dated March 4, 2024. No audit reports were provided for the SHA/SHDC organizations.

- ✓ The auditor had a **material weakness audit finding** for at least the last two audit years (2021-22 and 2022-23), stating that the books were not being kept on a Generally Accepted Accounting Principles (GAAP) basis, revenue was not recognized on a GAAP basis and bank statements were not reconciled timely with proper review.
- ✓ A material weakness is the most serious of internal control deficiencies. It is defined as "a deficiency such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis." From our experience as auditors, material internal control weaknesses increase the risk of fraud, as well.
- ✓ The auditor made numerous audit adjustments that were needed to create full-accrual GAAP-compliant financial statements. The number of audit adjustments is **exceptionally high, based on our experience as auditors.**
- ✓ The audit release due date was extended beyond Dec. 15, 2023, due to complications in completing the audit. The Interim SHA CFO Sandra Moorman said in the extension request: "We are requesting additional time to locate specific documents..." CW notes that this was an audit of the recently closed fiscal year; all accounting records should have been organized and available for audit.

GAAP accounting is expected of a back-office provider and part of any basic service. It appears that SHA was keeping a basic checking account record but not full financials. And there were issues with timely review of bank statements and locating accounting records. Given this, **the quality of the accounting and financial reporting services provided by SHA appears inferior to industry norms, plus SHPS paid premium rates** (see AUP#4).

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #3: Through sampling, obtain reasonable assurance that the administrative services costs are supported by documentation and reasonable internal controls exist, testing:**

- a) Schedules for the cost of services are based on actual monthly postings charged to SHPS.
- b) Non-personnel charges are supported by actual invoices, purchase orders, and shipping documentation, as applicable.
- c) Personnel charges are supported by employment records and payroll records.
- d) Use of independent contractors is documented by approved contracts and tax documentation, and the fees appear reasonable within the charter school industry.

**AUP #3 Results:** SHPS is invoiced for back-office services according to the agreements described in AUP#2. CW asked for any formulas, time accounting or other reasonable and documented basis for the back-office services fees and was not provided with any justification to support the charges.

- ✓ **SHA and SHDC are not independent of SHPS in any practical way** since a majority of each organization's revenues come from SHPS and there are long-standing interorganizational relationships. To justify the back-office services fees charged, provide public transparency and accountability, and be efficient with educational dollars, it would be best practice that justification be done to establish the necessity and reasonableness of fees to be charged to SHPS each fiscal year.

**Testing of SHPS Expenses:** CW pulled payment check disbursement samples (two months selected to test) and requested the invoice and contracts for the following checks. We were looking to see if payments were supported by invoices, purchase orders and contracts where applicable.

- ✓ KP Public Affairs \$5,000 paid 2/7/24
- ✓ James Scheible, \$28,000 paid 8/8/23
- ✓ Nicole Michalik, paid \$7,220 2/1/24
- ✓ Nicole Michalik, paid \$9,722.50 8/2/24
- ✓ Kevin Hiestand, paid \$4,000 8/2/24
- ✓ Bains, Kirandeep, paid \$3,165.42 8/2/24
- ✓ Arrows Digital Media, paid \$6,000 8/2/23
  - ✓ Fantasia Hilliard, paid \$925 8/2/23
- ✓ Renaissance Learning, paid \$6,000 8/2/23
  - ✓ Lisa Ruda, paid \$1,602.1 8/25/23
  - ✓ Tessa Kelly, Paid \$2,478.49 8/15/23
  - ✓ James Smith, paid \$2,720 2/1/24
  - ✓ Jordan Graves, paid \$4,000 2/7/24
  - ✓ Nnamdi LeBlanc, paid \$3,000 2/7/24
  - ✓ Champs 4 Life, paid \$30,000 2/12/24

**Expense testing results:** The SHPS was able to provide the invoices and contracts. But some of the services might be atypical for a charter school with under 900 students. For example, public affairs monthly retainer of \$5,000 or \$60K annually. A digital media company hired at \$6,000 per month, also on retainer for \$72K annually. And SHPS contracted out for after-school programs to Champs 4 Life for \$286K for 131 days of operation, or \$2,183 per day. While it is common for charter schools to contract out for after-school programs, the costs appear high for the size of the SHPS charters.

## **Agreed Upon Procedures (AUP) Results, Cont'd**

### **AUP #3 Results, Cont'd:**

#### **Expense testing results, cont'd:**

**Employee vs Independent Contractor Concerns:** We found a few examples in our sample tests where either former employees or current employees were paid as independent contractors instead of employees. SHPS might be out of compliance and at risk for payroll tax and penalty assessments by the IRS or State Franchise Tax Board. For example:

- ✓ Vendor Nicole Michalik is a former employee, the Chief Operating Officer of SHPS, leaving in 2014 to become an independent consultant and was paid for services at about .5 of a would-be FTE position in 23-24, based on the two months tested. Ms. Michalik's former job at SHPS mirrors her current business, and yet she was made an independent contractor. And its not evident that she offers services to other organizations.
- ✓ We noted in our test of accounts payable checks that Jordan Graves and Nnamdi LeBlanc are employees of SHPS and were paid stipends of \$4,000 and \$3,000 each in Feb. 2024 through a commercial warrant and not payroll.

All payments to employees should run through payroll and not accounts payable. And careful consideration of the IRS rules on employee vs independent contractor should be considered by the organization.

**Payroll Review:** CW reviewed two payroll registers for the months of Aug. 2023 and Feb. 2024. Nothing stood out as unusual in total monthly pay. The pay seemed reasonable for the following individuals selected and their position with SHPS:

- ✓ Lisa Ruda, monthly salary \$10,000 – Supt.
- ✓ Betty Jo Anzaldua, monthly salary \$2,558.73 – Special Education
- ✓ Sydney Burgess, monthly salary \$3,125 – Exec. Assistant
- ✓ William Davis, monthly salary \$2,400 – HS Administrator
- ✓ Jordan Graves, monthly salary \$3,140 – Substitute

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4: Using market data, determine whether SHPS's costs of services reflected in the administrative services agreement, and billed to SHPS, appear to be above, at, or below average industry costs for similar services provided within the charter school industry.**

**AUP #4 Results:** Total expenses SHA reported on Form 990 for fiscal year 22-23 was \$2,296,614, and the total expenses for SHDC, excluding depreciation, was \$443,631. The table below compares these expenses to the back-office services and SHDC costs charged to SHPS (source: 22-23 audit report). SHA allocated 58% of expenses, and SHDC charged 111%, in other words, more costs than incurred to SHPS. Note that SHA and SHDC also own and lease office space in a number of properties, organizes community events, operates a bookstore and theater, and offers speaker series. As such, there would be significant non-charter costs associated with these operations.

**Percentage of SHA and SHDC Expenses Allocated to SHPS**

<b>Description of Expenses</b>	<b>2022-23 Costs Allocated to SHPS (source: Audit Report, Footnote 10)</b>	<b>Total SHA and SHDC Expenses, exc. Depreciation (Source: Forms 990)</b>	<b>% of Expenses Allocated to SHPS</b>
SHA: CMO Fees - financial, business, HR and board support	\$ 1,321,104	\$ 2,296,614	58%
SHDC - IT, facilities, procurement and property management	490,629	\$ 443,631	111%
	\$ 1,811,733	\$ 2,740,245	

Below is a prior trend schedule of charges by SHA/SHDC to SHPS. Note that the fees were higher in the early years as compared to 2022-23. At the same time, SHPS enrollment has declined by about 11% over this same period.

**Trend in the Percentage of SHA/SHDC's Revenues and Expenses Charge to SHPS**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Total Fees Charged to SHPS</b>	\$ 2,329,776	\$ 2,329,776	\$ 1,811,733	\$ 1,811,733
Total SHA and SHDC Revenues	\$ 3,539,663	\$ 4,165,769	\$ 2,996,736	\$ 3,558,335
<b>Fees as a % of Revenues</b>	<b>66%</b>	<b>56%</b>	<b>60%</b>	<b>51%</b>
Total SHA and SHDC Expenses	\$ 4,020,101	\$ 3,915,932	\$ 3,104,866	\$ 2,999,510
<b>Fees as a % of Expenses</b>	<b>58%</b>	<b>59%</b>	<b>58%</b>	<b>60%</b>

## **Agreed Upon Procedures (AUP) Results, Cont'd**

### **AUP #4 Results, Cont'd:**

#### **Agreement for Services Contracts with SHA/SHDC and SHPS**

**For the 2023-24 year**, CW was provided with the 2023-24 agreements which listed services to be provided and a grand total of costs. CW was not provided with SHA/SHDC financials nor any justification for the total cost amounts. For example, what positions were included, how much of their time was spent on the charter schools as opposed to community activities, and how the cost broke down by service area. While this might not be expected of an arms-length vendor, SHPS did not shop the prices for reasonableness and the relationship between the organizations does not appear at arms-length. Specifically, because all organizations are operated publicly under the St.Hope.org website, the inter-related roles and the significance of the SHPS revenues to SHA and SHDC's budgets.

**For the 2024-25 year**, SHA/SHDC and SHPS just approved new agreements for services, included in the attachments, that are more detailed than previous contracts. In a meeting with Lisa Ruda, Supt. of SHPS, they shopped for the first time at other back-office providers to obtain comparable fees. But the fiscal portion of the agreement is only 1/3<sup>rd</sup> of the total SHA services to be paid.

In the newly executed 2024-25 Consultant Agreements for services between SHA/SHDC and SHPS, there are services being purchased by SHPS such as community engagement, internships and community service, parent education, and management of the student store. These non-back-office services totaled \$610K annually, 2/3<sup>rds</sup> of the total back-office costs charged by SHA to SHPS. While these types of costs might be spent by other charter schools, the amounts seem high for SHPS with less than 900 pupils. Demonstrating good delivery results on the contracts, the nexus to educational programs and educational outcomes would be a good practice for the SHPS.

**The What If** To help evaluate what is reasonable for back-office services and maintenance/procurement/IT costs billed by SHA and SHDC, CW did a "what if" based on positions within the SHA/SHDC organizations and looked at other charters and small school districts for their costs of similar services.

On the next page, CW uses broad assumptions based on available data, CW's industry expertise and researching the nature of the SHA and SHDC work.

In the 2024-25 service agreements, there were amounts charged for "community activities" that are described as having an educational benefit to students and parents. The market and educational values of these relationships were not evaluated nor included by CW in the analysis. These added services could be educational priorities which justify associated costs but, in our experience, these are not typical costs of charter schools.

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**"What If" Allocation of SHA Back-Office Costs with SHPS**

<b>Expenditure Description</b>	<b>SHA Expenses Reported on Form 990 in 2022-23</b>	<b>SHPS Allocation %</b>	<b>Dollars Allocated</b>	<b>SHA Allocation %</b>	<b>Dollars Allocated</b>	<b>Assumptions &amp; Comments</b>
<b>Key Executives (22-23 Form 990)</b>						
Cassandra Jennings, CEO	191,074	20%	38,215	80%	152,859	SHPS has a Supt. and site level administrators Manages the economic development, theater and book store
Adrienne Hall, CPO	139,718	10%	13,972	90%	125,746	more time on SHPS
Theodore Reitermain, CFO	117,331	70%	82,132	30%	35,199	
<b>Total Key Executive Salaries</b>	<b>\$ 448,123</b>		<b>\$ 134,318</b>		<b>\$ 313,805</b>	
Other Salaries	\$ 503,419	60%	302,051	40%	201,368	split between back-office accountants, HR and community projects
Benefits	74,972	50%	37,486	50%	37,486	
Payroll tax	72,665	50%	36,333	50%	36,333	
Grants assistance	6,704	0%	-	100%	6,704	SHA has grant income
Legal	1,228	0%	-	100%	1,228	SHA legal
Accounting	36,544	50%	18,272	50%	18,272	not defined
Investment management fees	3,513	0%	-	100%	3,513	SHA costs
Other	385,790	0%	-	100%	385,790	not defined - SHA assumed separate direct charged
Advertising and promotion	113,744	0%	-	100%	113,744	SHPS
Occupancy	197,714	0%	-	100%	197,714	not defined
Travel	32,711	20%	6,542	80%	26,169	mostly SHA
Interest	51,703	0%	-	100%	51,703	SHA home office
Depreciation	120,961	0%	-	100%	120,961	SHA home office
Insurance	46,799	0%	-	100%	46,799	This is a direct charge cost category to SHPS
Books and Supplies	90,515	30%	27,155	70%	63,361	mostly SHA
Misc. Expenses	47,709	0%	-	100%	47,709	not defined separate direct charged
Communications	21,158	0%	-	100%	21,158	SHPS
Other Service Fees	13,531	0%	-	100%	13,531	not defined - SHA
All Other	27,111	0%	-	100%	27,111	not defined - SHA
<b>Total Reported Expenditures</b>	<b>\$ 2,296,614</b>		<b>\$ 562,157</b>		<b>\$ 1,734,457</b>	
			<b>\$ 562,157</b>			
			<b>1,297,104</b>			
			<b>\$ 734,947</b>			

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**"What If" Allocation of SHDC Costs with SHPS**

<b>Name</b>	<b>SHDC Expenses Reported on Form 990 in 2022-23</b>	<b>SHPS Allocation %</b>	<b>Dollars Allocated</b>	<b>SHA Allocation %</b>	<b>Dollars Allocated</b>	<b>Comments</b>
Other Salaries (IT and Facilities Management)	\$ 338,616	50%	\$ 169,308.00	50%	\$ 169,308.00	SHA has community properties to manage, and an assumed role in school properties (IT services direct charged to SHPS)
Benefits	48,820	50%	24,410	50%	24,410	
Payroll tax	25,013	50%	12,507	50%	12,507	
Accounting	163	0%	-	100%	163	
Office Expense	80	50%	40	50%	40	
Insurance	26,687	0%	-	100%	26,687	separate direct charge SHPS
Janitorial	4,060	0%	-	100%	4,060	separate direct charge SHPS
Payroll Fees	154	50%	77	50%	77	
Travel	38	50%	-	100%	38	
Depreciation	259,265	0%	-	100%	259,265	non-charter properties
	<b>\$ 702,896</b>		<b>\$ 206,342</b>		<b>\$ 496,555</b>	
	Total "What If" Allocation to SHPS		\$ 206,342			
	Development Corp. Costs Charged		514,629			
	<b>Excess Charges over What If</b>		<b>\$ 308,288</b>			

**What If Key Assumptions:** Most salary costs in SHA and SHDC organizations are for management-level positions. The salaries do not look unreasonable for the type of position. But the charter school sites have their own Superintendent and educational leaders.

SHA provides back-office services primarily in finance, budget, accounting and HR. As SHPS has a Superintendent and site-level administrators there would be less governance and management time spent by SHA on the charter proportionate to time spent on community development activities. SHPS is directly charged for items like insurance, maintenance, advertising, information technology, communications, space rental/lease expense, utilities, operations and custodians, travel and conferences and dues/memberships. None of SHA's costs in these categories would be a part of back-office services.

For SHDC, CW allowed for procurement services, IT services and facilities planning. But SHDC charges 100% of their operating costs to SHPS. It would be reasonable that at a minimum 50% of their time is spent on community development which is in their mission statement.

The What If is an estimation as no formulas or time accountings were provided to CW to support the back-office and SHDC charges. But even with the estimation it appears that excess charges are being charged against SHPS, especially when evaluated with the following additional analyses on known back-office provider fees and comparisons to a small school district, analyzed later in this report.



**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**What-If Results:** CW found about \$735K in back-office excess charges and \$308K in development corporation charges, for a total of \$1.1M. But there could be community activities that benefit the students outside of the regular classroom and are being charged by SHA/SHDC. These have been described in the new 2024-25 services agreements.

At the same time, the individual salaries, benefits and other expenses in all the St. Hope corporations do not look unreasonable. One conclusion might be that SHPS is subsidizing the community development project costs with the higher-than-expected back-office and development corp. service fees.

Had SHA and SHDC kept contemporaneous time records on the proportional cost spent between the organizations, they would be able to justify the allocated costs to SHPS.

**Comparisons to Other Back-Office Providers**

CW compared the management fees (excluding facilities, purchasing and IT) to other back-office providers. SHPS is spending between \$1M and \$647K over back-office provider. And this does not include the SHDC charges for IT, purchasing and facilities management. The difference is being attributed to community activities that benefit students and parents, as delineated in the newly approved 2024-25 service agreements.

**Comparison of Fiscal Services Costs to Back-Office Providers**

SHPS Cost of Shared Fiscal Services (per 22-23 audit)	\$ 1,321,104
Total Revenues SHPS	\$ 16,855,571
<b>Percentage of Revenues</b>	<b>7.8%</b>
<b>Range of Costs for Fiscal Services</b>	<b>1.5-4% of revenues</b>
4% of SHPS Revenues	\$ 674,223
3% of SHPS Revenues	\$ 505,667
2% of SHPS Revenues	\$ 337,111
1.5% of SHPS Revenues	\$ 252,834

**Agreed-Upon Procedures over St. Hope Public Schools,  
on behalf of Sacramento City Unified School District**

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**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**Comparisons of SHPS to a Small Like-Size School District\***

In the comparison below to similar size small school districts on functional expenses, SHPS is spending \$563K more on general administrative services, compared to the average similar sized school district. And this excess is conservatively small since there are direct charges for clerical staff in SHPS's budget and additional SHDC costs charged for some IT and purchasing. It is of interest that the fiscal amounts for the two reporting school districts were about 1.5% of average revenues (on the low but reasonable range that back-office providers charge, see prior page).

\* Note: comparisons to charter schools are not available due to the lack of detailed reporting to the State. But a small school district operates like a charter school.

<b>* Comparative Schools</b>	<b>Enrollment</b>	<b>ADA</b>	<b>General Fund Revenues</b>	<b>General Admin** (7200)</b>	<b>Fiscal Only, if Reported Separately</b>
Modoc JUSD	889	750	\$ 16,848,582	\$ 756,288	
Upper Lake USD	1,056	822	21,697,566	1,099,398	
Lassen HSD	922	780	14,737,397	726,823	154,845
Sutter HSD	832	744	12,851,931	497,824	
Santa Ynez HSD	881	805	17,899,039	709,558	338,311
<b>Averages</b>	<b>916</b>	<b>780</b>	<b>\$ 16,806,903.0</b>	<b>\$ 757,978</b>	<b>\$ 246,578</b>
<b>SHA Back Office Costs</b>	<b>872</b>	<b>812</b>	<b>\$ 16,855,571.0</b>	<b>\$ 1,321,104</b>	
<b>Excess Costs of Back Office Compared to the Average for General Administration</b>				<b>\$ 563,126</b>	

\* Source: Ed Data Partnership, 22-23 Data

\*\* Includes fiscal , HR, attendance reporting, purchasing, warehousing and district office clerical staff

**Agreed Upon Procedures (AUP) Results, Cont'd**

**AUP #4 Results, Cont'd:**

**Overall Back-Office Services Fee Conclusion:** Based on the What-If analysis, the range of costs private sector back-office providers charge and the comparison of general administrative costs of small similar sized school districts, the back-office services fees charged by SHA appear above market, even up to \$1.1M higher. One reason put forth in a meeting with SHPS Supt. Ruda are the additional "community service" type activities that SHA is providing to the students and parents of SHPS. However, according to SCUSD's records these services were not included in the Local Control and Accountability Plans (LCAP) for either of the SHPS charters, and therefore are not tied to measurable student outcomes.

But overall costs of individual SHA and SHDC salaries, benefits and other expenses seem reasonable when looking at the Form 990 reporting. One conclusion might be that the community development activities of SHA are subsidized by the charter revenue. We would recommend that SHA/SHDC consider using more formula-driven methods to allocate costs between SHPS and SHA/SHDC, and to justify the agreement for service charges. SHPS might save costs by contracting with an outside back-office provider and shopping the market for other services SHA/SHDC provide.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on whether losses have occurred as identified by a forensic loss investigation. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the SCUSD's management and the governing board and should not be used by anyone other than these specified parties unless authorized by those parties.



Christy White Brook, CPA, CFE  
President  
Christy White, Inc.  
San Diego, California



Staff Summary of Investigative Findings  
Re: St. Hope Public Schools  
May-July 2024

**Abbreviations:**

CW = Christy White Accountancy Corporation

F3 = Fagen, Friedman & Fulfroost Law

PS7 = Public School 7 (TK-8 Charter under the umbrella of SHPS)

SCHS = Sacramento Charter High School (9-12 Charter under the umbrella of SHPS)

SCUSD = Sacramento City Unified School District = “the District”

SHA = St. Hope Academy

SHDC = St. Hope Development Corporation

SHPS = St. Hope Public Schools

**Menu of Suggested Actions**

*No Action* = Expressed allegations were not substantiated by the investigative process or SHPS was found to be compliant with applicable law or charter provision.

*Out of Purview* = Areas that are allowed within the autonomy of the charter school and under their current petition. Not in the purview of the authorizer to address.

*Notice* = Raises significant fiscal or governance concerns and will be included in a formal Notice to Cure

*Address at Renewal* = May be considered as part of the renewal process but does not fall under fiscal or governance concerns

*Monitor with Oversight* = Can be addressed through the ongoing and regular annual oversight process

### Student and Staff Safety

Allegation	Records Requested	Records Received/ Reviewed	Findings	Suggested Action
SHPS is not adequately ensure the safety of students and staff.	<ul style="list-style-type: none"> <li>- School Safety Plans for PS7 and SCHS (23-24)</li> <li>- Evidence of Board Review of Safety Plans</li> <li>- Copy of Procedures for addressing threats on campus</li> <li>- Evidence of Training of Staff</li> </ul>	Requested records were received and reviewed.	<p>Not substantiated.</p> <p>SHPS was found to be in compliance with most requirements for School Safety Plans and staff training</p>	<p><u>No Action</u></p> <p>Staff will monitor all charter school safety plans through regular oversight.</p>

### Educational Program / Serving All Students Who Wish to Attend

Allegation	Records Requested	Records Received/ Reviewed	Findings	Suggested Action
SHPS is not adequately investing in instructional materials to successfully implement its proposed education program.	<ul style="list-style-type: none"> <li>- Evidence of curriculum provided to teachers aligned to language in charter</li> <li>- Evidence of textbook or instructional materials for all core subject areas</li> <li>- Documentation of steps taken by school leadership and/or staff to address declines in academic performance</li> </ul>	Requested records were received and reviewed.	<p>Not substantiated within authorizer purview.</p> <p>SHPS was found to be in compliance with the language in their charter and has no record of Williams Act violations.</p>	<p><u>Monitor with Oversight Out of Purview</u></p> <p>SHPS has the autonomy to make their own curriculum decisions so long as those decisions meet Williams Act standards and language in the approved charter.</p>
SHPS is not adequately implementing a program for students with disabilities.	<ul style="list-style-type: none"> <li>- List of staff members assigned to provide Specialized Academic Instruction) SAI to students with disabilities</li> <li>- Random selection of 3 IEPs and service logs for review</li> </ul>	Requested records were received and reviewed.	<p>Substantiated</p> <p>SHPS was found to be out of compliance with regard to Special Education Staffing.</p> <p>Inconclusive</p> <p>Staff was not able to determine whether SHPS is in compliance regarding IEPs based on submitted records.</p>	<p><u>Notice.</u></p> <p>The SPED staffing issue is significant enough to rise to the level of formal Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p> <p><u>Monitor with Oversight / Address at Renewal</u></p>

**Educational Program / Serving All Students Who Wish to Attend continued**

<b>Allegation</b>	<b>Records Requested</b>	<b>Records Received/ Reviewed</b>	<b>Findings</b>	<b>Suggested Action</b>
SHPS is not taking steps to ensure that disproportionate discipline does not limit equitable access to education programs.	<ul style="list-style-type: none"> <li>- Documentation of steps taken by school leadership and/or staff to address high suspension or chronic absenteeism</li> <li>- Data on total number of suspensions and expulsion and chronic absenteeism for each significant subgroup, including African American, Hispanic/Latino, and students with disabilities</li> </ul>	<p>Requested records were received and reviewed.</p> <p>Staff cross-referenced records with public data.</p> <p>Staff also reviewed language about suspension and chronic absenteeism in charter petition.</p>	<p>Inconclusive</p> <p>SHPS suspension percentages have been consistently 8-15 percentage points higher than the District since 2017. Rates for African American, Students with Disabilities, Hispanic Students, and Socio-economically Disadvantaged students are disproportionately high. However, it is not clear what actions have or are being taken to address this.</p>	<p><u>Monitor with Oversight/ Address at Renewal</u></p> <p>It would be reasonable to request that SHPS provided a detailed action plan to address this data.</p>

**Teacher Credentialing and Human Resources**

<b>Allegation</b>	<b>Records Requested</b>	<b>Records Received/ Reviewed</b>	<b>Findings</b>	<b>Suggested Action</b>
SHPS employs a high number of under qualified or not appropriately credentialed teaching staff.	<ul style="list-style-type: none"> <li>- Staff Lists for both PS7/SCHS</li> <li>- Number of staff with clear, out of field, internal, or incomplete credentials</li> <li>- Staff employee handbook and copies of any SHPS involving recruitment, retention, evaluation, and discipline</li> </ul>	<p>Requested records were received and reviewed.</p> <p>Information available in CTC public search, Data Quest was also reviewed</p>	<p>Substantiated</p> <p>SHPS was found to have a high percentage of teachers with “Ineffective” credential status.</p>	<p><u>Notice.</u></p> <p>This issue is significant enough to rise to the level of formal Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p>
SHPS is engaging in other Human Resource matters that rise to level of district intervention.	<ul style="list-style-type: none"> <li>- Copies of employee complaints</li> <li>- Written report(s) following the completion of any investigations related to allegations of staff throwing parties with alcohol and students present or subsequent retaliation or harassment</li> </ul>	<p>Redacted and non-confidential records were received and reviewed.</p>	<p>Not substantiated within authorizer purview.</p>	<p><u>No Action / Out of Purview</u></p> <p>Employee disputes and complaint procedures are an internal charter school matter unless allegations are of a serious nature that amount to discrimination, safety/welfare issues, etc.</p>

**Fiscal / Conflict of Interest / Governance**

Area / Question	Records Requested	Records Received/ Reviewed	Findings	Suggested Action
SHPS is not compliant with Governance expectations under the Ralph M. Brown Act.	<ul style="list-style-type: none"> <li>- Agenda and Meeting Minutes from March 7, 2024, Board Meeting</li> <li>- Evidence of Timely and Prominent Posting of Board Meeting Agenda</li> </ul>	The requested records were provided. Additional Board Meeting documents were reviewed on the SHPS website.	Not Substantiated	<p><u>Monitor with Oversight</u></p> <p>This is part of the District’s annual oversight and will be reviewed on an ongoing basis.</p>
SHPS is not maintaining financial records that meet generally acceptable accounting standards.	<p>Substantiated</p> <p>See Report from Christy White Accountancy Corporation where this issue is reviewed in depth.</p>			<p><u>Notice.</u></p> <p>This issue is significant enough to rise to the level of formal notice. Details were included in Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p>
There is a conflict of interest and/or high degree of interrelatedness between SHPS, SHA, and SHDC.	<p>Substantiated</p> <p>See Report from Christy White Accountancy Corporation where this issue is reviewed in depth.</p>			<p><u>Notice.</u></p> <p>This issue is significant enough to rise to the level of formal notice. Details were included in Notice provided to SHPS on July 26<sup>th</sup>, 2024.</p>



## EXHIBIT B

Lisa Marie Ruda  
Superintendent

Attachments Available At:  
<https://drive.google.com/file/d/1EjUUyrfU10silEDVjYInNi6GG8ELSyAx/view?usp=sharing>

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August 26, 2024

Superintendent Lisa Allen  
Sacramento Unified School District  
5735 47th Avenue  
Sacramento, CA 95824

### **Re: Response to July 26, 2024 Notice to Cure and Corrective Action Plans**

Dear Superintendent Allen:

It is with much pride that St. HOPE Public Schools (“SHPS”) submits this response and three accompanying action plans to the Sacramento City Unified School District (“SCUSD” or the “District”) in response to its Notice to Cure dated July 26, 2024. I believe the word “pride” is fitting, because the response reflects the best of who we are at SHPS as an organization: we have taken the concerns expressed by the SCUSD to heart, we have reflected, and as a team, we have worked tirelessly to chart a path forward to build deeper public trust, create greater transparency in our processes, and drive excellence in all aspects of our operations. That is what continuous improvement is all about at SHPS: never being content with the status quo, always striving to do and be our best, so we can continue to help scholars do and be their best.

We completely agree with the sentiment expressed in SCUSD’s notice “that it is the shared interest of both the SCUSD and SHPS to ensure that students are provided opportunities to learn, grow and reach their greatness so that they may graduate with the greatest number of postsecondary choices from the widest array of options.” (p. 10.)

We are proud – and we truly hope SCUSD is proud – of the transitional kindergarten-to-college pathway that SHPS has built with SCUSD over the past 20 years. But we know that we cannot rest on our achievements, as detailed extensively in our charter renewal petitions. We know SHPS is entrusted with public funds and the responsibility of operating public schools, and SHPS must prove it is a responsible and worthy steward in its operations. We know we have been a good steward in using the public funding provided to public schools to achieve above-average results. In addition, we also understand what we see through our own eyes may not be fully understood and appreciated by those looking at SHPS from the outside.

In some respects, the process over the past four months has been redeeming to SHPS, as the original list of concerns (which originated externally from SCUSD) shrunk considerably from an extensive list to just the three core areas requiring a response to the Notice to Cure. In other respects, the process has been frustrating and disappointing. We read the Notice to Cure as identifying “concerns” and lapses in some areas, but do not read it as alleging any actual



violations of any laws or regulations, nor identifying any misuse of public funds. We believe all of SCUSD’s concerns could have been discussed and addressed in the course of normal authorizer oversight over the past several years and we hope our partnership going forward will include any issues being addressed as they arise.

Unfortunately, the process, and the loose use of the term “violation” as interchangeable with “concerns” and “questions” has led to deep public misunderstanding and has created a false impression that serious wrongdoing had been established when it has not. This is perhaps best demonstrated by irresponsible press coverage that has reported on the Notice to Cure as though it established “violations” of the law or misuse of funds, which it did not. And so, in our responses, we must correct the record and provide missing context and facts to make up for damage that has been done – and we have done just that. But, we also own the reality that perception matters, appearance matters, that we must look inward, and we must set SHPS on a course of action that paves the way to secure the trust of SCUSD staff, each SCUSD Board Member, our employees, our families, and the public at large.

Behind this cover letter, we have enclosed three corrective action plans corresponding to the three areas of concern in the Notice to Cure, as well as underlying background and context regarding SHPS’ operations as relevant to our response. We summarize the actions detailed in the individual plans below:

**Summary of SHPS’ Action Plans by Area of Concern**

<b>Action Plan</b>	<b>Area of Concern</b>	<b>Summary of Action Plan</b>
#1	<p>Concerns Related to St. HOPE Academy (“SHA”) as a back-office service provider to SHPS</p> <p><a href="#">See pp. SHPS_0008-SHPS_0315</a></p>	<ul style="list-style-type: none"> <li>● For each back-office service area performed by SHA, SHPS will launch a public request for proposal (RFP) process in the 2024-25 school year to select vendors for the 2025-26 school year. Vendor selection will be based on objective scoring measures to be developed in a public process.</li> <li>● SHPS plans to retain CliftonLarsonAllen (CLA), SHPS’ current external auditor, or another firm if they are unavailable, to review the matters raised by Christy White and determine if the conditions exist as of the 2024-25 school year and whether a corrective action plan has been implemented. If the conditions exist and sufficient progress has not been made to remedy the conditions, SHA will be ineligible to be a vendor for SHPS for these services for 2025-26.</li> <li>● SHPS will require SHA to submit detailed monthly invoices which reflect the hours worked by SHA staff to SHPS for back-office services in 2024-2025.</li> <li>● SHA will immediately retain additional staff to ensure that financial reporting accounting is GAAP-compliant and is aligned with industry norms</li> </ul>

		<p>and SHA staff receive sufficient training. SHA will also retain a third-party school finance expert to support its back-office services team. SHA’s current CFO has disengaged from serving SHPS and/or managing or supervising anyone at SHA who provides back-office services to SHPS.</p> <ul style="list-style-type: none"> <li>● SHPS and SHA will develop performance standards and deadlines to more effectively monitor SHA performance. The performance standards and deadlines will include the following: financial reconciliations, grant reporting, budget to actual reporting and audit support.</li> <li>● SHPS offers to convene quarterly meetings with SCUSD to review progress with respect to this corrective action plan.</li> </ul>
#2	<p>Credentialing Concerns</p> <p><a href="#">See pp. SHPS_0316 to SHPS_0780</a></p>	<ul style="list-style-type: none"> <li>● SHPS has and will continue to verify teacher credentials as part of the hiring process.</li> <li>● SHPS will continue to make efforts to minimize the use of emergency credentials.</li> <li>● SHPS has and will continue to implement and monitor credential agreements to ensure staff are working towards appropriate credentials.</li> <li>● SHPS confirms and submits supporting documents to verify that certificated assignments in the 2024-25 school year are held by an employee authorized, or who will be authorized upon approval of the submissions pending with the California Commission on Teacher Credentialing (“CTC”) for the assignment under Education Code Section 47605(1).</li> <li>● SHPS offers to meet quarterly with SCUSD to review credentialing status for SHPS teachers to ensure SCUSD has current and accurate data that may not be available to SCUSD.</li> <li>● SHPS will continue to work with its teachers and SCTA to identify ways to further support teachers who need to secure their preliminary or clear credentials.</li> </ul>
#3	<p>Conflict of Interest Concerns</p> <p><a href="#">See pp. SHPS_0781 to SHPS_1071</a></p>	<ul style="list-style-type: none"> <li>● Ms. Jennings will resign from SHPS Board effective September 30, 2024 and after SCUSD approves SHPS’ requested charter renewals, notwithstanding that Government Code Section 1091 authorizes her continued service. The next regular SHPS Board of Directors meeting is September 12, 2024 at which</li> </ul>

		<p>time, the Board can appoint a new Chairperson and plan appropriately for the transition.</p> <ul style="list-style-type: none"> <li>● SHPS will amend its bylaws to preclude any officer, director, or employee of a vendor or intended vendor from serving on SHPS’ Board.</li> <li>● SHPS will ensure that any legal matters involving SHA, SHDC or the St. HOPE Endowment are addressed by outside legal counsel and not by Kevin Heistand. SHPS’ Superintendent shall be responsible for directing legal services accordingly.</li> <li>● SHPS will issue public RFP for back-office services and impose contractual terms that ensure increased vendor accountability. Please see SHPS’ response in Action Plan #1 which provides a detailed outline of the forthcoming RFP process.</li> <li>● SHPS has updated its 2024-25 LCAPs to reflect how the funds to SHA tie to student outcomes.</li> </ul>
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In the same spirit of self-reflection, and because context matters, SHPS believes it is important to review the actions that led SCUSD to launch this unprecedented investigation on the eve of charter renewal. As we have shared, SHPS notified SCUSD well over a year ago that it would submit its charter petitions in June 2025 so as to preserve our right to appeal in the event SCUSD denies our petition request. Immediately after we were notified of SCUSD’s investigation, SHPS submitted a public records request to SCUSD asking for production of all “concerns” that SCUSD had received or that SCUSD would be reviewing as part of this investigation as well as any other concerns brought to anyone at SCUSD - the Superintendent, charter school office and/or SCUSD Board members from July 1, 2022 to present.<sup>1</sup> L. Ruda letter to L. Allen dated May 13, 2024.

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<sup>1</sup> “Your correspondence notes that these concerns have been raised in the oversight process, CTA correspondence, and correspondence of parents and teachers. For SHPS to most effectively and thoroughly respond to these concerns, as well as to prepare any necessary documentation, please consider this communication a request for the production of all of those written concerns received by District Board members and/or District staff and any responses the District Board members and/or District staff have made to those concerns (i.e., letters, emails, text messages, etc.). Although your letter does not state a date upon which these concerns had first been raised, for purposes of this request for public records, we would ask that all concerns that form the basis of the District’s May 10th letter, including those provided by CTA staff (or SCTA), as well as those provided by any other member of the public, from July 1, 2022 to present be provided to SHPS forthwith. In addition, please provide all records of the District’s annual oversight process from the 2022-23 and 2023-24 school years.” SCUSD’s PRA acknowledgement of SHPS Records Request dated May 17, 2024.

In response to SHPS’s request, SCUSD provided the following chart of 5 “complaints” it had received over the past two years.

#	Date	Complainant	Concern
1	9/20/23	Info removed	Complainant emailed the Superintendent's office with a concern about concerning social media posts by Sac High students
2	9/27/23	Name removed	Parent was served a withdrawal of consent and had questions about the duration of that, how long it would be pertinent, and if law enforcement was involved in the process
3	10/25/23	Brittoni Ward, Cydney Hampton and John Borsos	Complaint was brought to the district by John Borsos of SCTA as a representative of the St. Hope teacher. The concerns were that St. Hope staff had overheard concerns of other staff members throwing parties, with alcohol, where students were present. The St. Hope teacher lodged the complaint with the St. Hope administration
4	9/19/23	Name removed	Parent called the superintendent's office in an attempt to reach the superintendent of St. Hope.
5	4/17/24	Name removed	Parent left a message with the superintendent's office on 4/16 Parent was concerned about several issues regarding 10th grade student D.M. at Sac High. Concerns with the teacher were addressed in a meeting with the teacher. Other concerns about discipline practice, inability to access the principal, non-permanent teachers

SCUSD identified only five “complaints” it received regarding SHPS. Of those five complaints, one complaint was from a member of the public who was upset about a social media post *possibly* made by a teenage Sac High student (#1), another “complaint” was from an adult who SHPS banned from campus as a result of a serious physical altercation after 8th grade promotion with another adult (neither a staff member or affiliated with SHPS) (#2), one complaint was resolved (#5) as stated in the notes, and another was from the Sacramento City Teachers Association (SCTA) representing a former SHPS staff member who was “at war” with SHPS (#3). In fact, SHPS notified SCUSD that they had commenced a third-party investigation regarding concerns from the former staff member when they were also brought to SHPS. Office of Innovative Schools Complaint Log from June 2023 to May 15, 2024.

Annually, SHPS pays nearly \$110,000 to SCUSD for “charter oversight” of Sac High and PS7. SCUSD’s charter or innovative schools office has grown to at least three full-time staff members plus an external audit firm as well as legal counsel. We, particularly I, have been incredibly transparent and responsive to SCUSD’s charter school office. SCUSD’s annual oversight report for both PS7 and Sac High state that SHPS meets the standard when SCUSD, as the authorizer, requests additional information. SCUSD’s PS7 Annual Oversight Report, p. 17-18; SCUSD’s Sac High Annual Oversight Report, p. 18-19. To now see public records from the oversight office which question our cooperation and work is both disappointing and contrary to the interactions we have had for two years since I joined SHPS. Amanda Goldman email to Christy

White dated June 3, 2024 (“Sadly, I am not confident that [SHPS] will be responsive.”).<sup>2</sup> The above listed “complaints” are issues that should be addressed and resolved between a charter school and authorizer as part of the normal day-to-day oversight.

Needless to say, I was disappointed to learn that SCTA was listed as the source of the three concerns that were ultimately included in your Notice of Cure to SHPS (credentialing, conflict of interest with Ms. Jennings’ role and back-office services provided by SHA). Talking Points Requested by Lisa Allen, Tuesday 4/30, for conversation with Dave Gordon. The written concerns SCTA presented to SCUSD included the “PERB” time-stamp, meaning SCTA had already availed itself to the legal body charged with adjudicating employer-union concerns by the time it reached out to you.

As our charter authorizer, we believe SCUSD should have raised these concerns long before our charter petitions were filed. SCUSD, particularly the charter school office, was fully aware Ms. Jennings was the SHPS Board Chair and SHA CEO/Executive Director from countless interactions regarding the Sacramento High School and PS7 Elementary campuses, or should have been aware from the regular, monthly submissions SHPS is required to provide to that office.

As we move forward, I want to reiterate that our objective in offering this response is to **fully** address SCUSD’s concerns through thoughtful explanations and meaningful, significant, and concrete actions. We are seeking to meet SCUSD all of the way – not halfway or through half measures – with the hope that SCUSD will affirm what is operationally sensible and reasonable from SHPS’ perspective.

We believe that with these responses, there can be no justification for denial of SHPS’ charter renewal petitions on the basis that our charter schools are “demonstrably unlikely to successfully implement the program set forth in the petition due to **substantial** fiscal or governance factors” within the meaning of Education Code Section 47607(e). The **concerns** that SCUSD has raised simply do not rise to “**substantial** fiscal or governance factors” and certainly do not indicate that SHPS is “**demonstrably unlikely** to successfully implement the program.” Notwithstanding the lack of evidence or support of “**substantial** fiscal or governance factors from the Christy White report or otherwise, we believe our corrective action plan in response to SCUSD’s concerns is robust, and there are no circumstances or evidence that would allow a finding that “[t]he corrective action proposed by the charter school has been unsuccessful” or that “[t]he violations are sufficiently severe and pervasive as to render a corrective action plan unviable” – the findings that are legally required to deny SHPS’ charter petition if “**substantial** fiscal or governance factors” were present. Amanda Goldman email to Christy White dated May 13, 2024.

If SCUSD has **any** questions or concerns, we ask that SCUSD let us know before SCUSD finalizes its staff findings on SHPS’ renewal petitions. If there is something that SCUSD is expecting and needs from SHPS in order for SHPS to receive SCUSD’s vote of confidence, we

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<sup>2</sup> We were also very surprised to see in response to SHPS’ public records request that correspondence between SCUSD and Christy White regarding Christy White’s engagement was withheld on the basis of attorney-client privileged. As a vendor retained to prepare an independent investigation, we cannot conceive of how any conversations with a non-agent could have been protected by the attorney-client privilege.

want to know what that is now so that we can do everything to earn that vote. We trust, based on SHPS and SCUSD's more than two decades of partnership, this is not an exercise in which SHPS must "guess correctly" as to what will be satisfactory to SCUSD. We view this response as the next step towards ensuring a successful charter renewal term for our two charter schools. We are excited for the future in partnership with SCUSD, for all of the good that we believe will come from this process and the actions SHPS is pursuing in the interest of continuous improvement.

Thank you for your careful consideration of our submission. We stand ready to work with SCUSD staff and the SCUSD Board and ensure that every question is answered and every concern is allayed. I am fully available over the coming days and weeks to meet with any SCUSD staff member or Board member.

Sincerely,

*Lisa Marie Ruda*

Lisa Ruda

Cc: Amanda Goldman, Director, Innovative Schools  
Members of the SCUSD Board of Education  
Cassandra H.B. Jennings, Chairperson SHPS Board of Directors



# Action Plan #1

## Addressing Concerns Regarding Alleged Fiscal/Governance Violations

**SHPS Action Plan #1**  
**Addressing Concerns Regarding the**  
**Alleged Fiscal/Governance Violations**

In this document, SHPS describes the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS contracting with SHA to provide back office services<sup>1</sup>. SCUSD has asked SHPS to “thoughtfully and carefully consider whether SHA possesses the requisite background knowledge and expertise in education finance to carry out [back-office] functions.” L. Allen letter to L. Ruda dated July 26, 2024, p. 4. SHPS has carefully considered this question and will take significant, meaningful operational changes to increase SCUSD and the public’s confidence in SHPS’ back-office services, including its financial reporting, as described below. More specifically, SHPS commits to the following actions, which are further detailed below:

1. For each back-office service area performed by SHA, SHPS will launch a public request for proposal (RFP) process in the 2024-25 school year to select vendors for the 2025-26 school year. Vendor selection will be based on objective scoring measures to be developed in a public process.
2. SHPS plans to retain CliftonLarsonAllen (CLA), SHPS’ current external auditor, or another firm if they are unavailable, to review the matters raised by Christy White and determine if the conditions exist as of the 2024-25 school year and whether a corrective action plan has been implemented. If the conditions exist and sufficient progress has not been made to remedy the conditions, SHA will be ineligible to be a vendor for SHPS for these services for 2025-26.
3. SHPS will require SHA to submit detailed monthly invoices which reflect the hours worked by SHA staff to SHPS for back-office services in 2024-2025.
4. SHA will immediately retain additional staff to ensure that financial reporting accounting is GAAP-compliant and is aligned with industry norms and SHA staff receive sufficient training. SHA will also retain a third-party school finance expert to support its back-office services team. SHA’s current CFO has disengaged from serving SHPS and/or managing or supervising anyone at SHA who provides back-office services to SHPS.
5. SHPS and SHA will develop performance standards and deadlines to more effectively monitor SHA performance. The performance standards and deadlines will include the

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<sup>1</sup> Back-office services include budgeting, accounts payable, payroll, audit support and grant reporting.



following: financial reconciliations, grant reporting, budget to actual reporting and audit support.

6. SHPS offers to convene quarterly meetings with SCUSD to review progress with respect to this corrective action plan.

## **Background and Context**

### **SHPS' Work With SHA**

SHPS has contracted with SHA to provide back-office services since 2018. Annually, the Board of Directors (“BOD”) of SHPS considers and approves the back-office services contract at a public board meeting. The most recent contract for 2024-25 was approved on June 27, 2024. During the public meeting, and before the BOD moved to approve the contract, the SHPS Superintendent made a presentation which delineated the scope of services, the fees proposed and comparable fees from other back-office service providers, which SHPS had contacted prior to proposing the back-office service contract with SHA for 2024-25. A copy of that public presentation as well as the meeting agenda, minutes and memorandum to the BOD in advance of the meeting is attached. These documents were also provided to Christy White during a meeting with SHPS on July 11, 2024. L. Rosenberg email to Christy White dated 07\_11\_2024; Meeting Minutes and Agenda (presentation linked in agenda) from Regular BOD Meeting held on June 27, 2024; SHPS BOD Memorandum Regarding SHA & SHDC.

As part of the 2024-25 contract review, SHPS contacted outside vendors who provide back-office services to charter schools. The Superintendent discussed the same with the SCUSD Director of Innovation who proposed some vendors for SHPS to contact to identify market costs. Costs for back-office services for SHA were then aligned with those charged by other vendors to ensure the fee SHPS paid to SHA market rates was reasonable. The fee ultimately proposed for SHPS for 2024-25 was at least \$30,000 less than the next lowest priced vendor contacted by SHPS. See SHPS BOD Presentation dated June 27, 2024 linked within Meeting Minutes from June 27, 2024 SHPS BOD Meeting.

No third-party vendor contacted by SHPS as part of this pre-contract review provided comparable services (non-back-office services such as summer programming or even facilities and information technology support) like SHPS receives from SHA or St. HOPE Development Company (“SHDC”). In addition, no vendor felt a transition of the traditional back-office financial services prior to January 1, 2025, was prudent if SHPS was interested in a change in vendor. Vendors stated a transition prior to that time, while possible if absolutely necessary, would be difficult, rushed, and not ideal. All vendors expressed a strong preference for working with SHPS to build the annual budget for the year in which they would assume back-office functions. In other words, SHPS' 2024-25 budget, which went into effect on July 1, 2024, was already being developed at

the time bids were being solicited. Vendors preferred to work with SHPS in the spring of 2025 to develop the budget and then provide back-office services when that budget was in place on July 1, 2025 for the 2025-26 school year.

### **Changes to 2024-25 Scope of SHPS' Work with SHA**

SHPS also changed the scope of work included in the SHA 2024-25 contract to increase student outcomes and improve school culture by filling in gaps in programming, such as the areas of parent engagement, student community service and internship opportunities, that SHPS cannot fill with its existing staff or expertise. St. HOPE Public Schools is rooted in our five pillars, one of which is the “power to lead” and, as a result, we strongly believe community service helps our scholars develop a strong sense of civic responsibility and establish the foundation for a lifetime of meaningful community involvement. Over the course of their time at Sacramento Charter High School (“Sac High”), scholars are expected to complete 110 hours of community service. Each year, students must complete a set number of hours. By their junior and senior years, Sac High scholars must annually complete 40 hours of community service.

Furthermore, the current charter petition for Sac High includes a graduate profile on pgs. 18-19. One element of this graduate profile is that students will “have participated in an internship with an external organization.”

The new scope of work for 2024-25 charged SHA with supporting SHPS by providing the following services:

- Securing internship opportunities (paid, unpaid, academic credit or non-credit) or chances to explore careers.
- Identifying onsite and off-site opportunities for Sac High students to fulfill their community service requirements as mandated through their advisory courses.

2024-25 Consultant Agreement with SHA, p. 6.

The Secretary of Education has unequivocally stated that Internships and work-based learning has “educational value” and that partnering with community based organizations is appropriate. (Guidance from U.S. Secretary of Education dated November 14, 2022, p. 6.) As noted by the Secretary,

“[T]he pandemic reduced the availability of work-based learning. These impacts have been more pronounced in certain industries, particularly those that have traditionally engaged a youth workforce, in addition to industries that support earn-and-learn educational models like Registered Apprenticeship. *Work-based learning is a proven strategy that reinforces academic instruction by giving students opportunities to apply knowledge and skills in real-world situations.* Work-based learning also helps young people to generate income,

establish future earning potential, and connect with professionals in the labor market. The US Department of Education has encouraged school districts to support new skill-building experiences like internships, cooperative education, pre-apprenticeships, and registered apprenticeship programs that are integrated within school-day instruction and other extended learning models that occur after school or over the summer months.”

Consistent with the Secretary’s direction, SHPS contracted with SHA to expose our scholars to various hands-on learning experiences outside the classroom. The Secretary encouraged school districts to “liaise with intermediary organizations that can help to connect communities, schools, employers, and students. Intermediaries could include, for example, entities that organize and convene employers, such as chambers of commerce; nonprofit organizations with established relationships with employers, such as organizations...” (Guidance from U.S. Secretary of Education dated November 14, 2022, p. 6.)

### **Chairperson Jennings’ Recusal from the SHA Contract Discussion and Vote**

Please note that Cassandra Jennings, the SHA and SHDC CEO/Executive Director and the Chairperson of the SHPS Board of Directors (BOD), recused herself from the SHPS BOD discussion, presentation and vote relative to the 2024-25 contracts with SHA and SHDC, as she had done since Ms. Jennings was appointed SHPS Board Chairperson in July 2022. As noted in the minutes:

At 5:35 p.m., Ms. Jennings recused herself from the discussion and vote of the agenda items related to St. HOPE Academy (SHA) and St. HOPE Development Corporation (SHDC) due to her position as Executive Director for SHA and SHDC. Ms. Ruda proceeded to delineate how the proposed agreements were created and the goals SHPS with respect to both agreements. Ms. Ruda’s presentation included slides 9 through 16 of the linked presentation which was made during and available during the public meeting. Ms. Ruda highlighted the following: (1) SHPS continued reduced the SHA contract cost by \$211,104 in addition to the \$200,000 in savings realized with the 2023-24 contract, (2) The scope of facilities work performed by SHDC increases due to changes made by SCUSD which transfers additional responsibilities to SHPS effective July 1, 2024, and (3) the new contracts allow SHPS to benefit from the expertise of SHA particularly in the area of parent and community engagement where SHPS is deeply committed to improving and expanding relationships with SHPS scholar, their families and our larger Oak Park community. Ms. Ruda also underscored that SHA would be supporting SHPS by organizing SHPS’s Hispanic Heritage Month in September 2024 (like the programming created by SHA for Black History Month) and they would be providing opportunities for scholar internships and community service. Finally, Ms. Ruda advised that the scope of work and fee was set by SHPS and that Ms. Jennings neither advised or engaged with her relative to the scope of work and fee.

Meeting Minutes from Regular BOD Meeting held on June 27, 2024. After the BOD approval, I presented the contracts to Ms. Jennings for her review and signature in her capacity as the CEO/Executive Director of SHA and SHDC. Ms. Jennings executed the agreements as approved by the SHPS BOD without proposing or making any changes.

### **Commitment to Improve Back-Office Services**

SHPS understands and acknowledges that SHPS' most recent audit identified a repeat finding related to revenue recognition and misclassification of expenditures, as well as a lapse in timely reconciliation of bank accounts in SHA's provision of back-office services to SHPS. SHPS is further aware, and disappointed, that the most recent audit was completed after the December 15th deadline.

SCUSD was also aware long before the current investigation was launched that the audit included this finding. As required by law, SHPS' annual independent audit is submitted annually to SCUSD after it is accepted by the SHPS BOD at a public meeting. Please see agendas and minutes from the March 7, 2024 SHPS BOD meeting (2022-23 audit approved) and the March 31, 2023 SHPS BOD meeting agenda and minutes (2021-22 audit approved).

In addition, SHPS sought, and SCUSD approved, SHPS's extension to submit its 2022-23 audit. See November 27, 2023 letter from Sandra Moorman (former CFO of SHA) to Janea Marking (SCUSD). The reasons for the requested extension, as documented by SHPS's auditors in a letter that was included with Ms. Moorman's request to Ms. Marking, were as follows:

*We are writing this letter to request an extension of the School's June 30, 2023 audited financial report submission to March 31, 2024. The primary reason(s) are related to:*

- *The shortage of client personnel, primarily responsible for the audit.*
- *New state and federal programs have significantly delayed the client in closing the accounting records for the year under audit.*

Letter from Lili Huang, CliftonLarsenAllen LLP, to The Authorizers of St. HOPE Public Schools dated November 6, 2023. SCUSD approved the extension request on December 6, 2023 and the SHPS BOD authorized Ms. Moorman to request the extension from SCUSD at a public meeting, which was based on the causes as attested to by SHPS' auditors in their letter dated November 6, 2023, which was submitted to SCUSD when the extension request was submitted.

### **Going Forward – SHPS' Action Plan**

## 1. Implement a RFP Process for Back-Office Services

SHPS believes it is important to institute additional layers of fiscal accountability and secure immediate assurance in the current 2024-25 school year, and going forward, that SHPS' accounting processes, and those it contracts with to execute such processes, are compliant with all applicable laws, regulations, and standards. SHPS has developed the following action plan as a cure to SCUSD's concerns outlined in *Section II (A) Non-GAAP Accounting Practices of SCUSD's Notice to Cure*.

In order to create further arms-length distance between SHA and SHPS, increase transparency and trust, obtain the highest quality services at the best price, and create healthy competition, SHPS will launch a competitive bidding request for proposal process ("RFP") for back-office services within thirty (30) days of charter renewal. Back-office services would include budgeting, financial reporting, payroll, accounts payable, audit management and grant reporting.

Please note SHPS' decision to launch a competitive bid process for back-office services is *in addition* to the decision of Cassandra Jennings to resign her position as Chairperson and member of the Board of Directors of SHPS, which is discussed fully in SHPS' corrective action plan in response to Section II (C) *Potential Conflict(s) of Interest Under Government Code Section 1090 and Political Reform Act of 1974 (Government Code sections 81000 et seq.)*.

SHPS commits that the competitive bid process will include the following:

1. Service areas would be described in detail so as to allow each bidder to fully understand the operational requirements and bid accordingly.
2. Bidders may bid to provide one or multiple service areas, but in all cases, must provide individual pricing for each service area as part of any proposal.
3. The RFP will utilize standardized requirements for contract terms (e.g., insurance, indemnities, etc.) and standardized bid requirements (e.g., application form, narrative questions, request for resumes of key employees, compliance documents, right to audit).
4. SHPS will develop a scoring rubric that is designed to award the most points to any bid which represents the most relevant experience, expertise, capacity, reputation, at the best possible price. Relevant experience includes, but is not limited to, school or education finance, experience. Positive experience with other, non-SHPS charter schools or in the area of school finance will be weighed higher.

5. The RFP documents will be reviewed and approved by a subcommittee of three members of SHPS' board ("RFP Committee"). Consistent with changes to the SHPS BOD bylaws, which are discussed later in SHPS' Action Plan #3, "Addressing Concerns Regarding the Appearance of Conflict of Interests," the subcommittee will not include any SHA employees or employees of any other bidders.
6. The RFP committee will comply with the Brown Act. The draft RFP documents will be posted prominently on SHPS' website prior to a meeting of the RFP Committee at which time a public hearing will be held on the proposed RFP documents. SHPS will also share the posting with relevant non-profits in an effort to reach potential bidders.
7. Bids will be subject to a deadline of at least 45 days from posting, and bids, including proposed price, will be posted to SHPS' website upon the conclusion of the open bidding process.
8. SHPS will obtain a third-party pricing review/reasonableness review of all bids by an individual or firm with appropriate experience. The individual/firm must not be an existing vendor of SHA, SHDC or any other bidder. In addition, the individual/firm must not have any familial connection or business relationship to an officer, employee, or board member of SHA, SHDC or any other bidder.
9. The RFP Committee will score each of the bids received and make a recommendation to the SHPS' Board. Any recommendation from the RFP Committee to accept a particular bid or bid(s) that are not the highest scoring bid(s) or that are equal in points to other bid(s) must be accompanied by a written justification.

Once the preferred vendor is identified via the RFP process, SHPS and the vendor will negotiate and execute a contract for services. SHPS commits the proposed contract will include provisions requiring the vendor to submit invoices that include time-hour accounting. SHPS further commits that, in line with Christy White's recommendations, SHPS will propose the contract has a "right to audit" or review records clause.

As discussed in detail below, SHA may submit a bid for back-office services only if they have remedied or made conditions exist and sufficient progress to remedy the outstanding material weakness.

**2. Engage Clifton Larson and Allen LLP (or another accounting firm) to Review the Allegations in the Christy White Report and SHA's Performance in the Current School Year**

SHPS has initially engaged its auditors Clifton Larson and Allen LLP (“Clifton Larson”) to review the allegations made in the Christy White report. Clifton Larson is currently completing the SHPS audit for the period of July 1, 2023 through June 30, 2024. Clifton Larson has advised SHPS that it will complete this new engagement, at an additional cost to SHPS, on or before December 15, 2024, the date by which the FY2024 audit must be finalized. Due to its own internal controls and procedures, Clifton Larson was unable to complete the new engagement before SHPS submitted this corrective action plan.

SHPS is working to finalize an engagement letter for this additional work with Clifton Larson. In the event Clifton Larson is unable to complete this work or that this additional work will delay completion of the FY24 audit, which is due December 15, 2024, SHPS will engage another accounting firm to review the matters raised by Christy White and determine if the conditions exist as of the 2024-25 school year and whether a corrective action plan has been implemented. If the conditions exist and sufficient progress has not been made to remedy the conditions, SHA will be ineligible to be a vendor for SHPS for these services for 2025-26.

Immediately upon receiving the Christy White report, SHPS notified Clifton Larson of the report and provided them a copy of Superintendent Allen’s July 26, 2024 letter as well as the Christy White report. Beyond reviewing the allegations made in the Christy White report, SHPS has proposed the scope of Clifton Larson’s special engagement will include the following:

- Ensuring SHA has implemented its corrective action plan to address and resolve the material weakness identified in the FY2023 audit,
- Reviewing SHA’s current compliance with GAAP with respect to SHPS accounting records and processes; and
- Issuing a report documenting its findings.

In the event Clifton Larson finds that the conditions raised by Christy White continue to exist as of the current school year and sufficient progress has not been made to remedy the material weakness and improve the accuracy and timeliness of financial reconciliations after the last fiscal audit, SHA shall not be eligible for the award of the back-office services contract.

As noted, if Clifton Larson cannot complete the additional report SHPS will engage another accounting firm to execute the above scope of work.

**3. Require SHA to Submit Detailed Monthly Invoices for 2024-2025**

As SCUSD is aware, the Board of Directors of SHPS approved the current back-office service contract with SHA for 2024-2025 at a public board meeting on June 27, 2024. See Agenda and Minutes for June 27, 2024 SHPS BOD Meeting. Notwithstanding the fact that an agreement is in place until June 30, 2025, SHPS and SHA have taken steps to increase confidence in SHA's roles during the current contracting period by amending the existing contract to require SHA to submit to SHPS detailed invoices, identifying the services provided during the prior month, expenses incurred specific to serving SHPS, and the FTE allocation of SHA staff to supporting SHPS in line with Christy White's recommendations. L. Allen to L. Ruda dated July 26, 2024, p. 31.

On a quarterly basis, SHPS and SHA will reconcile the prior quarter's invoices to determine if the invoiced amounts match the monthly fees charged for that quarter. If the fees paid exceed the services provided, a reduction or adjustment in the next quarterly payment will be made pursuant to a refund procedure that SHPS and SHA will create.

#### **4. Retain New, Experienced SHA Staff And Train Existing SHA Staff To Ensure Financial Reporting Accounting Is GAAP-Compliant And Is Aligned With Industry Norms.**

SHPS concurs that additional background, knowledge and experience in school or education finance, and GAAP standards in particular, will be a prerequisite for SHA to provide high-quality back-office. SHPS and SHA acknowledge such experience and expertise increase public confidence in how public funds are managed, reported and spent.

To ensure the concerns raised by SCUSD are fully addressed, SHPS has requested, and SHA has agreed to add staff with the requisite nonprofit accounting and school/education finance experience. As of August 26, 2024, Rachel Menaugh, CPA serves as chief financial officer ("CFO"), directs and manages the SHA back-office team and provide the following services:

- Ensure financial reporting is GAAP compliant and at or above industry norms
- Implement time-hour accounting
- Implement and monitor internal controls
- Support the timely completion of the annual audit
- Complete monthly reconciliations and year-end close

Ms. Menaugh has nearly a decade of experience with respect to non-profit organizations and public school audits while working at established accounting firms. SHA will also retain a third-party school or education finance expert to oversee SHPS' back-office. As of the date of this response, SHA is in the process of identifying candidates to serve in this role.



In addition, all existing SHA staff who provide back-office services will be required to complete training by January 2025. Finally, SHA's CFO noted in SCUSD's Notice of Concern is no longer serving SHPS and/or managing or supervising anyone at SHA who provides back-office services to SHPS.

**5. SHPS And SHA Will Develop Performance Standards And Deadlines To More Effectively Monitor And Assess SHA's Performance Of Back-Office Services.**

SHPS and SHA will develop a comprehensive calendar and performance standards by which to monitor SHA's performance and the delivery of back-office services. Ms. Menaugh will be responsible for working with SHPS to set performance standards and deadlines in the following areas to ensure services provided by SHA are at or above the level provided by other back-office service providers or industry norms: (1) monthly financial reconciliations, (2) year-end close, (3) budget to actual reporting, and (4) audit support and management.

**6. SHPS' Offer to Convene Quarterly Meetings with SCUSD to Review Financial Reporting**

SHPS proposes to convene quarterly meetings with SCUSD to continue to monitor the above actions. Currently, SHPS provides financial reports to SCUSD every year as required by law. These reports are delivered approximately quarterly, and in some cases more frequently, according to the list below:

1. By July 1, a preliminary budget for the current fiscal year and an annual update.
2. By September 15, a final unaudited report for the full prior year.
3. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. Additionally, on December 15th, or by the required deadline, a copy of the Charter School's annual, independent financial audit report.
4. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31.

SHPS' regular submissions are memorialized and accepted by SCUSD. Confirmation of Document Tracking Services ("DTS") Submissions to SCUSD. Documents are submitted through SCUSD's online portal, DTS, pursuant to deadlines set by SCUSD.

In addition to providing SCUSD with the above, required reports, SHPS proposes to convene quarterly meetings with SCUSD to discuss and review spending and financial reporting at the same cadence at which the above reports are provided. The purpose of the meetings would be to review

progress with respect to this corrective action plan, discuss financial submissions (for instance, the First Interim Budget) to SCUSD and the California Department of Education, as well as progress updates on the above mentioned action items

### **Claims Included in the Christy White Report**

While SHPS is committed to working towards solutions with SCUSD, SHPS respectfully must voice its disagreement with many of the conclusions and statements made in the Christy White report. Christy White Letter to SCUSD dated July 17, 2024 and attached to Superintendent Allen’s July 26th letter to L. Ruda. The Christy White report has been inappropriately described as an “audit.” Moreover, significant portions of the Christy White report are based on incorrect, incomplete or ignored information making the work of very limited value. The Christy White report further offers much speculation, damning criticism and general opinions (without citation to authoritative sources), but no indication of any wrongdoing or any indication that SHPS expenditures are not prudent or not in the interests of students. Apart from one 45-minute meeting that was requested by SHPS, Christy White has not talked with any representatives from SHPS, SHA, SHDC and/or their respective auditors, nor has it visited any SHPS school before drawing conclusions. The Christy White report is far from the independent, objective review that SCUSD promised. SCUSD has acknowledged that “SHPS has received a clean audit report.” A. Goldman email to C. White dated May 14, 2024. By presenting the Christy White report as an audit and the above weaknesses, the Christy White report unfairly maligns the credibility and public confidence in SHPS and SHA,<sup>2</sup> and SHPS respectfully objects to, and challenges it.

#### **1. The Christy White Report is Not an Audit**

Like all California charter schools and local education agencies, SHPS is audited annually in accordance with auditing standards generally accepted in the United States of America, the standards set forth in Government Auditing Standards issued by the Comptroller General of the United States, and the provisions of California Code of Regulations (CCR), Title 5, Education, Section 19810, et seq.

SCUSD has acknowledged that “SHPS has received a clean audit report.” A. Goldman email to C. White dated May 14, 2024. Generally Accepted Accounting Principles (“GAAP”) is a set of accounting rules created to govern financial reporting for corporations in the United States. GAAP is also utilized by government entities, as well as all 50 states, and many local entities, such as counties, cities, towns, and school districts, must adhere to these principles. GAAP represents objectives and guidelines for financial statements and reporting calculations. There are three major

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<sup>2</sup> The conflict of interest concern with respect to the roles of Cassandra Jennings and Kevin Hiestand are addressed in Section #3 of SHPS’ Response to SCUSD’s notice to cure,

sets of rules covered in GAAP: basic accounting principles and guidelines, detailed standards of the Financial Accounting Standards Board (“FASB”), and generally accepted industry practices. This framework served as the basis for the material weaknesses identified in the SHPS audit as revenue recognition and misclassification of expenditures were noted as well as a lapse in timely reconciliation of bank accounts. However, revenue recognition and misclassification of expenditures were immediately corrected by SHA finance staff. In fact, the auditor recommended just one journal entry adjustment and SHPS concurred. No significant or unusual transactions were identified by the auditor, they encountered no difficulties in dealing with management in performing or completing their audit. There were no significant deficiencies, and it was also noted by the auditor that there were no questioned costs. SHPS Audit for Period Ending June 30, 2023, p. 39-40.

As noted above, SHPS contracts with CliftonLarsenAllen LLP to complete the annual audit, which generally takes at least six (6) months to complete. As noted earlier, the SHPS annual audit for each of the past two years has taken eight to nine months as evidenced by SHPS’ requests to submit the audit by March 31st as opposed to the statutory deadline of December 15th.

The Christy White report was completed in far less time than a traditional audit simply because it did not include any of the rigor or testing that accompanies the annual audit.

The agreed upon procedures executed by SCUSD and Christy White, and the memorialized conversations between them, explicitly state the report is not an audit:

We agree to perform agreed-upon procedures to assist the SCUSD in reviewing the administrative structure and reasonableness of administrative costs of SHA, SHDC, that are charged to SPHS [sic].

....

***We will not be conducting an audit . . .***

***Accordingly, using this report for anything other than the original intent or the agreed-upon procedures could mislead the readers.***

***The above professional services will be performed based on data and information **you (SCUSD) provide to us.** We will not verify or audit this information... Our engagement is not designed to...identify reportable conditions, that is, significant deficiencies...or the operation of control.***

We agree to perform the engagement, the procedures of which are described above for \$25,000. The engagement is anticipated to be conducted 100% remotely...

The agreed-upon procedures engagement [sic] will commence no later than either the SCUSD approval date of this contract or June 3rd and will be drafted within *four weeks* after the commencement date and finalized by July 22nd.

Christy White letter to SCUSD dated May 15, 2024 and executed May 22, 2024 (emphasis added).

In fact, SCUSD originally requested that Christy White conduct “an independent forensic audit,” but Christy White rejected that request stating the following:

Hi Amanda, attached is my proposed AUP agreement. Below I have indicated in red (next to your input), how (or not) the proposal responds to your request. *For example, there are some legal issues about what constitutes a conflict of interest or if one even exists. As such, you might need to have legal counsel weigh in on some of your concerns.*

The scope in my proposal includes an ‘audit’ for expenditures that would be a large sample of personnel and non-personnel administrative costs, plus tying their underlying [sic] data out to your reports and the financial audit. *The second major piece is analyzing the admin costs against other charters and other metrics (e.g. a small school district). There is no requirement for the level of standardized reporting for charters, unlike school districts. As such it is not an easy analysis but one that I have done before with client satisfaction.* I will comment on whether or not the admin costs appear at, below or above market.

*Not that an agreed-upon procedure is an attestation service but not an audit in the sense that you might be familiar with. The reason is due to the district’s management direction and the specific nature of the services you requested which differ from a traditional financial or compliance audit.*

Email from Christy White to Amanda Goldman dated May 14, 2024. (emphasis added).

SCUSD confirmed the above by summarizing Ms. White and Ms. Goldman’s conversation as follows:

1. Are SHPS books being maintained in a legally compliant manner consistent with professional standards? *Christy White response: We will test whether the costs are supported by the underlying accounting records but can't comment on the legality of the charges.*
2. Can SCUSD trust the reports received as accurate? *Christy White’s Response: our AUP report will sample financial data that supports the administrative charges and the reports provided to SCUSD.*

3. Is SHPS using public funds in a manner consistent with acceptable practices for employment of contractors and service providers? *Christy White's Response: we will test independent contractor agreements.*
4. Is SHPS spending more than typical on costs not associated with instruction and student outcomes? *Christy White's Response: I will compare the cost of administration to other charters and other metrics (such as what a small school district might spend percentage wise on administration).*
5. *Is the relationship between SHPS, SHA, and SHDC reasonable and appropriate under conflict-of-interest law/policy? Christy White's Response: this is a legal question that I cannot provide an opinion on. But I will outline the relationship and whether it appears appropriate for a charter school.*
6. Based on this review, is there any reason to suggest that SHPS would likely be financially unable to implement the academic program it is proposing due to mismanagement, or other reasons related to the concerns shared by the district or other parties? *Christy White's Response; our report will not draw a conclusion but will provide information to SCUSD for us in your oversight role and your conclusions, plus report any questionable practices known errors or potential fraud.*

**Though SHPS has received a clean audit report**, the district would like these questions reviewed with fresh eyes and an accounting of the process involved in reviewing them.

Amanda Goldman  
Director, Innovative Schools, SCUSD  
916-839-0335

A. Goldman email to C. White dated May 14, 2024. (emphasis added).

Notwithstanding Christy White's clear statements, SCUSD cites the Christy White report as the basis for concluding SHPS has deficiencies, does not comply with GAAP procedures, unsound fiscal practices and lack of internal controls. L. Allen letter to L. Ruda dated July 26, 2024, p. 4. Furthermore, SCUSD uses the report to call into question whether SHPS can meet their legal obligations after Christy White specifically advised SCUSD that they could not provide such an opinion.

**2. SHPS’ opportunity to provide information to Christy White was limited and resulted in Christy White drawing conclusions based on incomplete information.**

Notwithstanding the fact that SCUSD first reached out to Christy White over three months ago, SHPS met with the Christy White team for 45 minutes, less than a week before their report was submitted to SCUSD, and only after SHPS requested, again, to meet with Christy White.

On Friday, May 10th, SCUSD advised SHPS it would begin an investigation regarding “concerns raised about St. HOPE Public Schools. . . .” L. Allen letter to L. Ruda dated May 10, 2024, p. 1. The next business day, Monday, May 13th, SHPS affirmed its commitment to cooperate by stating:

“[W]e look forward to responding to all inquiries and correcting the records as needed. In that regard, let me assure you of SHPS’ full cooperation and transparency in the District’s oversight of SHPS’ charter schools. As we have always been, SHPS will continue to work diligently and swiftly to respond to all questions and requests for records from the District.

SHPS further advised “[f]or SHPS to most effectively and thoroughly respond to these concerns, as well as prepare any necessary documentation, please consider this communication a request for the production of all those written concerns [from July 1, 2022 to present....”

L. Ruda letter to L. Allen dated May 13, 2024.

On May 15th, two days later, Christy White requested that SCUSD “make an introduction for us to [SHPS] and let them know our timeline and that we will be setting up a zoom meeting and requesting data.” Email from Christy White to Amanda Goldman dated May 15, 2024. Notwithstanding this request, neither SCUSD nor Christy White scheduled a zoom meeting with SHPS until SHPS requested such a meeting on July 9th.

Thanks again Amanda. Amanda (Long) and Christy, it is nice to meet you.

Can we find a time to jump on a Zoom sometime tomorrow (Wednesday) or Thursday? I understand that our counsel Lee Rosenberg reached out last week to request a meeting, but given the timing Amanda Goldman mentioned below, I wanted to make sure we had an opportunity to meet as well.

*I want to ensure that your team has what you need to finish your report, and towards that end, we also want to provide operational background, connect dots, and provide clarification that may not be immediately apparent on the face of the documents that were requested. Since we haven’t participated in prior meetings with your team and*

*Amanda Goldman/SCUSD, we are not sure what may and may not be part of the universe of known background information. We want to help make sure that your review takes into account all of the relevant information.*

Email from Lisa Ruda to Amanda Goldman dated July 9, 2024 (emphasis added).

Only after that request on July 9th did representatives from Christy White first meet with SHPS on July 11th, nearly two months after Christy White had requested that SCUSD schedule an introductory meeting with SHPS. In fact, during that 45-minute discussion, SHPS learned that Christy White believed that SHPS had not submitted certain financial reports when in fact SHPS submitted those records and SCUSD staff had acknowledged they “accepted” the submission.

Hi Amanda G., Amanda L. and Christy,

I wanted to follow up after our call because I was really surprised to hear that you did not have the General Ledger items that you requested. I was actually the one who uploaded everything into Suralink and kept notes as to each item number.

*When I went back and reviewed my own notes, I realized that I was absolutely under the impression that SCUSD and Bee had already uploaded the items for this request. When I went in to upload, I was unable to, and it stated that Bee had uploaded items and that those items were already accepted and checked off.*

I truly apologize for this mix-up and we were in no way trying to not submit requested items. If I had been made aware of this outstanding request earlier, I would have ensured to have some workaround to get them to you sooner.

Email from Elisha Parsons to Amanda Goldman dated July 11, 2024. Fortunately, that error was caught and attributed to “It’s a new system. We are all learning,” as the consequences could have been even more severe for SHPS. Email from A. Goldman to E. Parsons dated July 11, 2024.

**3. Other conclusions included in the Christy White Report were incorrect, ignored contrary evidence provided to them and/or was outside of the scope of their work.**

The Christy White report includes several conclusions that are unsubstantiated, or based on incorrect or incomplete information. The unsubstantiated conclusions must draw into question the impartiality and objectivity of the report.

For example, Christy White claims that “SHPS did not shop the prices for reasonableness” but the report identifies no legal standards that it is applying or how this indicates the violation of any law

or standard. (Christy White Report, p. 3). In fact, this assertion is false and directly contradicted by the memorandum shared with SCUSD as part of this investigation and the public presentation made at the June 27, 2024 SHPS Board of Directors’ Meeting prior to the Board’s consideration of the proposed agreement with SHA for 2024-2025. The memorandum, meeting minutes and public presentation state as follows:

- ***Back Office Services – Other Third-Party Vendors and Costs*** *As part of this year’s contract review, SHPS contacted outside vendors who provide back-office services (payroll, accounting, accounts payable, risk management, grant reporting) to charter schools. Costs for back-office services for SHA were aligned with those comparable charges, which are set forth below.*

<b>Company</b>	<b>Fees Charged</b>
	<ul style="list-style-type: none"> <li>–\$5,000 setup, waived with 3-year agreement</li> <li>–Business Management: variable fee of 2% of total revenue for each reporting period</li> <li>–Payroll: \$25 per employee per month (if we switch to their system)</li> <li>–Student Management: \$35 per student</li> </ul>
<b>Charter Impact</b>	~\$330,000 (\$86,000 per quarter)
<b>Delta Managed Solutions</b>	\$28,000 per month (2.1% of annual budget) - this is based on our second interim budget ~\$336,000
<b>EdTech</b>	In Progress Sample School 1 - 285 kids; \$198,000 Sample School 2 - 2.5% of revenue; \$128,296.75; 389 students

*No third-party vendor we contacted provided comparable services (non-back office such as summer programming or even facilities and IT support) like SHPS receives from SHA or SHDC. In addition, no vendor felt a transition of the traditional back-office financial services prior to January 1, 2025, was prudent if SHPS was interested in a change in vendor. In addition, the costs to build an in-house finance department to perform these functions far exceeded the cost charged by any third party vendor making this option unrealistic.*

*(Emphasis added and copies of each supporting document is attached).* What is incredibly troubling about this particular allegation is that the referenced memorandum to the SHPS BOD explaining the market research and included in the public presentation was again shared with



SCUSD and Christy White during the only meeting that they had with SHPS. Email from Lee Rosenberg to Christy White, Amanda Long and Amanda Goldman dated July 11 2024.

The Christy White report is replete with other unsubstantiated allegations that do not and should not taint the “clean audit” (to use SCUSD’s words) that SHPS has received:

- For example, Christy White concludes that job training, community development and student work experiences do not have an educational purpose or direct nexus to student outcomes. (Christy White Report, p. 3,16). This conclusion is completely contrary to the direction of the Secretary of Education which encouraged school districts to partner with community nonprofit organizations, such as SHA. (Guidance from Secretary of Education, November 14, 2022).
- Moreover, Christy White concludes SHA and SHDC are “related organizations” notwithstanding SHPS’ most recent Form 990 prepared and filed by CliftonLarsenAllen explicitly stated otherwise. (SHPS Form 990, Part IV). In addition, SHPS’ legal counsel has repeatedly shared that “Per the independent audits, 990s, and the SHPS’ corporate governance documents, SHPS is not a related or controlled entity of SHA/SHDC. SHPS does not control SHA/SHDC and the nature of their relationship is contractual, i.e., the executed contracts delineate the parties’ respective obligations and rights.” Email from Lee Rosenberg to Christy White, Amanda Long and Amanda Goldman dated July 11, 2024. While Christy White may not agree with this statement, failing to acknowledge that contradictory information was provided or that SHPS disagrees with their finding, calls into question the fairness and objectivity of their work.
- Christy White also concludes that there must be an improper conflict of interest due to Ms. Jennings’ role as SHPS Board Chairperson as she “likely has a role developing the back-office services agreement.” Christy White cites no evidence to support her conclusion and the minutes from the SHPS Board meetings where these contracts were approved state the opposite; Ms. Jennings was not present for the discussion and/or vote and Ms Ruda was clear that the agreements were developed by SHPS. Christy White never spoke with Ms. Jennings. (Christy White Report, p. 2).
- The Christy White report errs on the side of condemning SHPS. The report is void of objectivity and independence that Superintendent Allen committed at the time the investigation began. The subjectivity is evident in statements such as, “There may be an Education Code Section 35145 violation because ‘SHPS had no minutes posted . . . .’” Christy White Report, p. 2. There is no requirement that the minutes be posted, a fact which Christy White acknowledges later in her report (p. 9). Christy White similarly criticizes the number of Board meetings held in 2023-24, but gives no acknowledgement

to the fact that more meetings are scheduled for SY2024-25, approved by the SHPS BOD on June 27, 2024 and currently posted on the SHPS website. Fairness and objectivity require all facts to be presented.

- Christy White represents that “according to the auditor” books were not kept properly and the auditor “effectively closed the books.” Christy White never spoke with the SHPS auditors and there is no evidence in the audit that the auditor “closed the books.” Yet, Christy White arrived at that conclusion. (Christy White Report, p. 2). Christy White claims that the audit extension was needed for these unsupported reasons when the auditors submitted a letter to SCUSD in November 2023 that explained why the extension was needed; Christy White ignores those reasons and the reasons are never included in the Christy White report as described earlier in this response. Please see the discussion above and the attached letter from Lili Huang, CliftonLarsenAllen LLP, to The Authorizers of St. HOPE Public Schools dated November 6, 2023.

The above conclusions are particularly troublesome in light of the fact that SHPS repeatedly offered to meet with SCUSD’s investigators and expressed serious concern after our only meeting with Christy White that they would draw inaccurate conclusions without complete information.

I want to underscore that if there are any documents or information or context that is needed, SHPS stands ready to cooperate and assist, and I see my role here to support this objective and to ensure clarity. We don’t want the review team to be in a position where it needs to rely on assumptions or “workarounds” in order to generate conclusions when SHPS’ team is here to be a direct source of information.

If any negative inferences or conclusions might be drawn from a seeming absence of information or documentation, we really want to make sure that the issue is brought to SHPS attention so we can understand it and get the review team what they need. For example, we were not aware of the issue with the GL items until this morning, and we are very glad we had the discussion so that the misunderstanding was resolved. Email from Lee Rosenberg to Christy White, Amanda Long and Amanda Goldman dated July 11, 2024.

I also wanted to be clear that you (Amanda G., Amanda L. and/or Christy) are absolutely able to reach out directly to Lee or Elisha for any information requests or context you may need as you continue your work. We have asked Lee to assist in ensuring you each have direct access to either to facilitate your investigation and/or review. There is no need to go through as my response time will often be a bit slower due to my other responsibilities particularly as our staff arrives in just over a week to open the school year and we are putting the final touches on the first half of the PS7 Elementary construction project. Either

Lee or Elisha is fully authorized (and more than capable) to assist your work. Email from Lisa Ruda to Christy White, Amanda Long and Amanda Goldman dated July 11, 2024.

The Christy White Report gives significant weight to financial benefit that SHA and SHDC receives through its contracts with SHPS. Here, there is no for-profit vendor at issue; SCUSD is concerned with a non-profit organization, SHA, and that they may be apparently “profiting” from SHPS. We hope SCUSD will agree that it is in the public interest when public schools contract with California nonprofit public benefit organizations because such organizations, by law, lack shareholders and do not exist to generate profit; they exist to provide a public benefit. The same rationale would apply to SCUSD, which SHPS has paid nearly \$1.5 million in rent, oversight fees and facilities charges over the past year. Payments made from SHPS to SCUSD from July 1, 2022 to July 15, 2024. The fact that nonprofits charge for services and those charges support the organization as a whole is no different than the economic reality behind any vendor-vendee relationship.

**Charges Paid by SHPS to SCUSD for 2022-23 and 2023-24 (Dollars)**

<b>Expense Category</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>Total</b>
Custodial	133,227	90,911	224,139
Lease	729,262	697,439	1,426,701
Oversight Fee	0	223,062	223,062
Utilities	468,484	421,036	889,520
Work Order	3,555	0	3,555
<b>Total</b>	<b>1,334,528</b>	<b>1,432,448</b>	<b>2,766,976</b>

List of charges paid by SHPS to SCUSD for July 1, 2024 through July 18, 2024.

There are other allegations in the Christy White report to which SHPS objects, but SHPS believes continuing to recount each claim is not productive to the path forward that SHPS would like to build with SCUSD. SHPS has concluded that the report was not the independent, objective review of SHPS that was committed when SCUSD notified SHPS on May 10th that it would undertake this investigation. L. Allen letter to L. Ruda dated May 10, 2024, p. 3.

**Conclusion**

SHPS acknowledges the material weakness with respect to financial reporting exists, that SCUSD was aware of these issues prior to the current investigation, and that SCUSD did not raise any concerns prior to the eve of the charter renewal process. In the past it has been SHPS' experience in the past, before this current notice of concern, that SCUSD's concerns regarding SHPS' annual audit, or any other financial items, were addressed within the scope of annual oversight. This allowed any potential issues to be addressed immediately and for such oversight costs to be contained to the annual fees paid to SCUSD by SHPS.

We do not understand Christy White or SCUSD to have identified any issues that were different from or in addition to the matters described in SHPS' 2022-23 fiscal year audit or the timing of the completion of the audit. Additionally it is important to note that this same audit, on page 37, states, "There are no questioned costs as the adjustments identified were corrected by management" and on page 32 states, "In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that are applicable to the School for the year ended June 30, 2023." While the audit did identify a material weakness, it also validated SHPS' compliance with requirements for the same school year and SCUSD's ultimate acknowledgement as it launched the current investigation, "SHPS has received a clean audit report." A. Goldman email to C. White dated May 14, 2024.

Notwithstanding these concerns, in this document, SHPS has set forth the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS contracting with St. HOPE Academy (SHA) to provide back office services. In conclusion, SHPS will take significant, meaningful operational changes to increase SCUSD and the public's confidence in SHPS' back-office services.



# Action Plan #2

## **Addressing Concerns Regarding the Employment of Qualified/Credentialed Educators**

**SHPS Action Plan #2**  
**Addressing Concerns Regarding the**  
**Employment of Qualified/Credentialed Educators**

In this document, SHPS describes the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS' credentialed classroom educators. SCUSD has stated it "would hope to see SHPS develop a comprehensive corrective action plan detailing the manner in which it will remedy the staffing, credentialing and vacancy issues above." L. Allen letter to L. Ruda dated July 26, 2024, p. 6. SHPS reviewed the information shared by SCUSD, in addition to SHPS' significant actions taken starting as early as the Fall of 2022, and developed a response to SCUSD as well as detailed next steps to ensure a resolution of this concern. In response to SCUSD's concern on this topic, SHPS provides the following information and commits to the following actions, both of which are further detailed below:

1. SHPS has and will continue to verify teacher credentials as part of the hiring process.
2. SHPS will continue to make efforts to minimize the use of emergency credentials.
3. SHPS has and will continue to implement and monitor credential agreements to ensure staff are working towards appropriate credentials.
4. SHPS confirms and submits supporting documents to verify that certificated assignments in the 2024-25 school year are held by an employee authorized, or who will be authorized upon approval of the submissions pending with the California Commission on Teacher Credentialing ("CTC") for the assignment under Education Code Section 47605(1).
5. SHPS offers to meet quarterly with SCUSD to review credentialing status for SHPS teachers to ensure SCUSD has current and accurate data that may not be available to SCUSD.
6. SHPS will continue to work with its teachers and SCTA to identify ways to further support teachers who need to secure their preliminary or clear credentials.

**Introduction**

Over the course of the past two years, SHPS has thoughtfully and strategically built its internal Human Resource team related to credentialing and compliance, and increased its ability to recruit credentialed staff, or to hire staff who will be able to earn their preliminary or clear credential. SHPS has also taken steps to provide financial assistance for teachers with emergency permits or waivers to incentivize them to secure their preliminary and clear credentials. Combined with a new salary schedule, which explicitly ties base salary to credential type, and providing increased supports, such as commercial curriculum, to teachers, SHPS is better positioned to retain and attract teachers who have or will secure an effective credential. SHPS commits to continue to build

on these changes to ensure its educator workforce is both qualified and credentialed and ultimately able to improve student outcomes.

Below SHPS describes the specific changes it has made, starting with the Fall of 2022, as these adjustments form the foundation of this corrective action plan. In addition, SHPS will demonstrate that it fulfills the representations made in its charter petitions. This response and the linked or attached supporting documents also includes the actual CTC document number, credential agreement and, where appropriate, screenshots to demonstrate full compliance with credential requirements which is not possible through “public” access to the CTC database.

### **SCUSD’s Allegations and SHPS’ Response**

**SCUSD’s allegation:** Both charters for PS7 and Sac High, as well as the submitted renewal petitions, which are pending before SCUSD, include language that *SHPS will verify teacher credentials* as part of the hiring process, make efforts to *minimize the use of emergency credentials* through recruitment and retention efforts, and *implement credential agreements* to ensure staff are working towards the appropriate credential. *Despite these assurances, however, both the number and decreasing trend of teachers with a “regular” credential (specifically preliminary and clear credentials) create significant concerns for the District.* Letter from L. Allen to L. Ruda dated July 26, 2024, p. 5 (emphasis added).

**SHPS’s response to the allegation:** SHPS has fulfilled the above three underlined representations. SHPS has also provided data to demonstrate the correct results regarding the credential status for teachers of record at both PS7 and Sac High. This additional data is intended to correct the record cited in SCUSD’s Notice to Cure. As a result of the data provided, SHPS maintains that over the past two years it has remedied, refuted, where applicable, and meaningfully addressed the concerns raised relative to credentialed educators at pages 4-6 of the SCUSD Superintendent’s July 26<sup>th</sup> letter.

For clarification only, SHPS’ existing charter petitions do not require SHPS to implement credential agreements. However, SHPS has included credential agreements as part of the hiring process over the past two school years and has memorialized this commitment as part of the renewal charter petitions for the period of July 1, 2025 through June 30, 2030.

### **Background and Context**

#### **Operational and Structural Changes**

As part of the hiring process, SHPS verifies the credentials of any candidate for a teaching position or other position that requires a credential (e.g. school psychologist). In the event a candidate does not already possess an effective credential, SHPS collects all necessary information, as well as any paperwork, to determine if the candidate would be eligible to obtain a permit or a waiver, and if they are on track to obtaining an effective credential.

In Fall, 2022 SHPS began increasing its investment in its Human Resources Department. At that time, teacher recruitment and hiring were the responsibility of SHPS’ back-office provider, a third-

party vendor external to SHPS<sup>1</sup>. As SHPS built up its HR Department, it did so with a specific focus on supporting teacher credentialing to be led by the Human Resources Manager, who was specifically charged with the following responsibilities:

*Excerpt from Human Resources Manager Job Description*

*Credential Compliance and Review*

- ***Work with Teachers and Teaching Staff to ensure up-to-date credentials for their current assignment and role.***
- ***Refine Credentialing process & procedure of the hiring process***
- ***Collect all appropriate documentation from teaching staff and new hires to confirm credential accuracy and eligibility.***
- ***During the hiring process, review candidate credentials, and create credential agreements to ensure compliance for specific roles.***
- ***Follow up on all Credential Agreements throughout the year to ensure completion.***
- ***Audit teaching staff credentials to ensure compliance, and complete/submit audit requests yearly regarding credentials.***
- ***Communicate with the CTC in regard to credential questions and also turning in employee paperwork to ensure credential compliance.***

SHPS Human Resources Manager Job Description, p. 4 (Emphasis added).

In October 2022, SHPS hired Sabrina Jaquez, a teacher credentialing specialist previously employed by SCUSD, to fill the SHPS Human Resource Manager position, which she continues to hold. Ms. Jaquez’s resume is included with the supporting documentation provided. Over the remainder of the 22-23 school year, Ms. Jaquez worked with our back-office provider to transition many of the non-payroll HR functions back to SHPS.

During the onboarding process, and as candidates without clear credentials receive offers of employment, SHPS provides candidates with support in how to navigate the procedures and processes of obtaining a California credential, as well as options for credential programs. SHPS’ HR team meets with every single candidate during onboarding to review the next steps in credential agreements. The HR Manager also schedules individual check-ins with those who do not have a clear credential in order to provide them with an overview of the different credential programs and pathways available to earn a clear credential, as well as the pricing by program so candidates can make informed decisions on their next steps to become a credentialed teacher. For those teachers and candidates with a preliminary credential, SHPS enrolls them into the Sacramento County Office of Education’s (“SCOE”) Induction Program and provides them with

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<sup>1</sup> See SHA+SHPS Statement of Work 2020-21, page 5-6. “Staff Recruitment: SHA manages staff recruitment including job posting, job fairs, opportunities for school leaders to speak at high value candidate venues, candidate resume and phone screening, interview scheduling, candidate qualification checks including credentialing, background compliance, and reference checks if requested by the hiring manager.” The current scope of work has no reference to staff recruitment, hiring or credentialing. Please see the current scope of work for SHA 2024-25. Those functions are now performed by SHPS’s Human Resources department.



a mentor in order for them to earn their clear credential. SCOE Induction is fully paid for by SHPS for our teachers.

In May 2023, SHPS added the position of HR Assistant to support the HR Manager and the Human Resources Department. See the [HR Assistant Job Description](#). The position was expanded from temporary to permanent in Spring 2024 and has been occupied by the same person since it was created.

In July 2023, SHPS created the office of Staff and Student Recruitment and the position of Director of Student and Staff Recruitment. This director level role complements the work of the HR Manager by focusing directly on staff recruitment and allowing the HR Manager to focus on compliance, particularly with respect to credentialing. Please see page 2 of the [Director of Student and Staff Recruitment Job Description](#). SHPS hired Lesley Ezero to fill the position, which she continues to hold. Ms. Ezero has worked with SHPS for over 10 years, served as both a classroom teacher and school principal and holds her clear teaching credential. [Ms. Ezero's resume](#) is also included. Through this office, the recruitment team now attends nearly 30 off site hiring fairs; SHPS held its first onsite hiring fair this summer.

### **New Salary Schedules and Teacher Resources to Support Credentialing**

SHPS has also taken steps to incentivize teachers with emergency permits or waivers to secure their preliminary and clear credentials including the following:

- During Summer of 2023, SHPS increased the starting salary for new teachers to \$60,000 and offered signing bonuses to new candidates. While candidates are not members of Sacramento City Teachers Association (SCTA<sup>2</sup>), upon hire, they become unit members. As a result, we were not able to unilaterally increase the base salary of existing employees.
- In February 2024, SHPS offered credentialing support (\$5,000 per teacher per year up to \$10,000) in exchange for securing their intern credential and remaining with SHPS for a specific period. SCTA rejected this offer and, to date, it has not been implemented as SHPS cannot unilaterally act due to labor laws. [SHPS Proposal to SCTA Dated February 9, 2024](#), p. 2-3. SCTA filed a declaration of impasse less than an hour after receiving the proposal. SHPS remains committed to working with SCTA to assist teachers with the financial costs associated with credentialing.
- SHPS issued 2024-25 offer letters for returning staff in March, 2024 (compared to June as had been the practice). Providing these offer letters earlier in the year is part of a purposeful

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<sup>2</sup> While not referenced in Superintendent Allen's July 26<sup>th</sup> letter, earlier correspondence from SCUSD to SHPS expressed "concerns" about SHPS's "employment practices, including interference with union activities, as well as allegations that SHPS has repeatedly violated labor laws ...." [L. Allen letter to L. Ruda dated May 10, 2024](#), p. 2. As discussed further, SHPS have reached agreements relative to base salary and health benefits over the past 90 days and unfair labor practice charges have been reduced from 14 to 2, one of which was filed by SHPS against SCTA. See [PERB pending case](#), attached.

staffing strategy to retain qualified, well-performing teachers. Representative 2024\_25 offer letter for PS7 and Sac High staff, attached.

- This year, SHPS has purchased curriculum for grades TK-12 in ELA and Math and grades 3-8 in Science in an effort to further support teachers who may be starting their teaching careers and navigating the credentialing process. Outside of a pilot program instituted at PS7 Elementary in December 2023, SHPS had relied exclusively on a teacher-made curriculum for several years, especially during the distance learning required during the COVID-19 pandemic. However after a thoughtful review and analysis of this practice, we have now shifted to a new approach of providing teachers with a commercial curriculum. SHPS believes that by providing these resources, teachers will be better supported and ultimately more likely to continue towards their clear credential and remain at SHPS.
- In June 2024 SHPS reached an agreement with SCTA relative to base salary compensation through which salaries for existing staff were raised for the first time since 2018-2019. Starting salaries for teaching staff are now a function of the type of credential they hold. The preferred credential, incentivized through the salary schedule below, is a “clear” credential, which requires a teacher to be teaching for at least two years and to participate in coursework known as Induction through the Sacramento County Office of Education.

<b>Credential Type</b>	<b>SHPS Current Salary Range/(Average if Range)</b>	<b>New Base Salary 2023-24</b>	<b>New Base Salary 2024-25</b>
Clear	\$62,724-85,486 (\$71,510)	75,000	77,625
Preliminary	\$55,467-79,802 (\$64,725)	67,000	69,345
Intern	\$55,467	63,000	65,205
Emergency (all)	\$55,467-\$70,000 (\$60,026)	62,000	64,170
Psychologist	\$87,416	87,000	90,045

Memorandum of Understanding SHPS Proposal to SCTA, June 5, 2024 (Compensation for 2023-2024 and 2024-2025).

Since the Fall of 2022, SHPS has strategically built its in-house Human Resource team to increase its ability to recruit credentialed staff or to hire staff who will be able to complete the credentialing process. Combined with a new salary schedule, which ties base salary to credential type, as well as investments in curriculum, SHPS will continue to retain and attract teachers who have or will secure an effective credential.

## Going Forward – SHPS’ Action Plan

### **1. SHPS Has And Will Continue To Verify Teacher Credentials As Part Of The Hiring Process.**

The SHPS HR Manager, an experienced credentialing specialist, has ensured that all 2024-25 teachers of record have or can secure effective credentials, or have an application pending and processing before the CTC, which when issued, will be retroactive to August 1, 2024. This fact is evidence of SHPS’ actions working to both address the concerns noted by SCUSD and ensure all students have a teacher authorized to deliver instruction.

The SHPS recruitment process prioritizes and prefers candidates with clear credentials, followed by preliminary credentials. If the most qualified candidate available for a position does not hold an active intern, preliminary or clear credential, the HR Manager executes a credentialing agreement with the candidate and monitors compliance and expected progress towards a clear credential as laid out in the credential agreement. This credentialing agreement is in addition to ensuring the educator has the requisite paperwork to be eligible to be the teacher of record at SHPS.

A list of all SHPS staff members in positions that require a credential for 2022-23, 2023-24 and 2024-25 is attached. The list delineates the following:

1. The type of credential or permit held by the staff member.
2. Whether SHPS has executed a credentialing agreement with the staff member.
3. The staff member’s date of hire.
4. The CTC document number, which allows the reader to look up the staff member’s credential. We have also linked a “screenshot” of the CTC website that documents the specific permit or credential the SHPS staff member possesses.

The list is current as of August 5, 2024 and is summarized in the chart below:

**SHPS Staff by Credential/Permit Type for 2022-23- 2024-25\***

	<b>Credential</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
	Clear	8	10	12
	Preliminary	6	10	12
	Intern	6	4	4
<i>Emergency</i>	PIP	2	6	13
<i>Emergency</i>	STSP	13	17	10
<i>Emergency</i>	SELAP	1	0	0
<i>Emergency</i>	ETK	0	0	1
<i>Emergency</i>	Emergency	1	0	0
	Waiver	0	7	0
	30 Day Sub Permit	2	1	3
		39	55	55

\*2022-23, 2023-24 are current as of the first day of 4th quarter (March) to account for CTC processing delay; 2024-25 is current as of 8/5/2024.

The attached list establishes the following:

- All SHPS teachers possess or have an application pending before the CTC for the certificate, permit or other document as specified in Education Code Section 47605(1).
- All SHPS staff members without an existing intern, preliminary, or clear credential have a credential agreement as part of the SHPS hiring process to ensure they are working towards their clear credential.
- More SHPS teachers have “effective,” “preliminary” and “clear” credentials than in 2022-23.

**2. SHPS Will Continue to Make Efforts To Minimize The Use Of Emergency Credentials.**

As SCUSD acknowledges:

*Education Code section 47605(l) provides that “teachers in charter schools shall hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher’s certificated assignment” and such documents shall be maintained on file at the charter school. A charter school’s governing board may use local assignment options authorized in statute and regulations for the purpose of legally assigning certificated teachers in the same manner as a governing board of a school district. A charter school “shall have the authority to request an emergency permit or a waiver from the Commission on Teacher Credentialing for individuals in the same manner as a school district.”*

Letter from L. Allen to L. Ruda dated July 26, 2024, page 4.

SHPS has focused its efforts on continuing to minimize the use of emergency permits and waivers for credentialed team members.

The table below shows an overview of the SHPS staff with emergency permits or waivers throughout 2022-23, 2023-24 and 2024-25. The list establishes and shows the following:

1. SHPS has had a decrease of six (6) emergency permits or waivers for team members from 2023-24 to 2024-25.
2. This list also includes those team members who only have emergency permits/waivers to ensure SHPS is in compliance while they are teaching and awaiting their recommendation to the CTC from their credential program.
3. This list will thus decrease for 2024-25 by two team members - one in the PIP category and one in the STSP category.

**SHPS Staff with Emergency Permits or Waivers for 2022-23- 2024-25\***

	<b>Credential</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<i>Emergency</i>	PIP	2	6	13
<i>Emergency</i>	STSP	13	17	10
<i>Emergency</i>	SELAP	1	0	0
<i>Emergency</i>	ETK	0	0	1
<i>Emergency</i>	Emergency	1	0	0
	Waiver	0	7	0
		17	30	24

Title 5 of the California Code of Regulations requires local education agencies (“LEA”), including SCUSD and SHPS, to submit to the California Commission on Teacher Credentialing (CTC) an annual Declaration of Need for Fully Qualified Educators (Declaration of Need). The Declaration of Need enables the LEA to request emergency authorizations for positions. The governing board of the LEA must approve the Declaration of Need.

The Declaration of Need includes the following information:

1. The title and number of each type of emergency authorization and limited assignment permit which the LEA estimates based on previous year actual needs and projections of enrollment,
2. A brief description of efforts that the LEA has undertaken to locate and recruit individuals who hold the needed credentials; and
3. Efforts to establish alternative training options shall include the identification of the institutions of higher learning who have co-sponsored internship programs.

Copies of the last two Declaration of Needs filed by SHPS (for PS7 and Sac High), and approved by the SHPS Board, are attached. While SHPS continues to need emergency authorizations for some teachers, the number of teachers who need emergency authorizations has been reduced from 34 to 11 as we opened the current 2024-25 school year<sup>3</sup>. The Declaration of Need for 2024-25 was approved by the SHPS Board for the maximum amount of possible emergency authorizations needed, but as of the submission of this corrective action, SHPS is only utilizing three (3) emergency authorizations.

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<sup>3</sup> Five (5) of the eleven special permits needed are the “CLAD” permit which allows credentialed teachers to teach English Language Learners. In most of these instances, the teacher is already credentialed in the content area they will teach.

Declaration of Need; Emergency Authorizations Requested for 2022-23 and 2024-25

Permit Type	Area	2022-23*	2024-25	Notes
<b>Emergency Authorizations</b>				
	CLAD	3	5	This is NOT a credential to teach.
	Emergency TK	0	2	Added TK room.
	Resource Specialist	5	0	Education specialists
<b>Limited Assignment Permits</b>				
	Single Subject	23	3	
	Special Education	3	1	
		34	11	

**3. SHPS Has and Will Continue to Implement Credential Agreements To Ensure Staff Are Working Towards Appropriate Credentials.**

For clarification only, SHPS’ existing charter petitions do not require SHPS to implement credential agreements. However, SHPS has included credential agreements as part of the hiring process over the past two school years and has memorialized this commitment as part of the renewal charter petitions for the period of July 1, 2025 through June 30, 2030.

As stated previously, all SHPS employed teachers without existing intern, preliminary or clear credentials have credential agreements with SHPS. Copies of the credentialing agreements are attached.

**4. SHPS Provided Data to Demonstrate the Correct Results Regarding the Credential Status for Teachers of Record at Both PS7 and Sac High.**

The number of SHPS teachers with clear credentials has increased from 8 teachers to 12, or by 50%, from 2022-23 to this school year. A list of SHPS staff members with clear credentials, including the CTC document number for their credential and a screenshot of their credential type from the CTC website has been attached.

The number of SHPS teachers with preliminary credentials has doubled since 2022-23 to this school year, increasing from 6 teachers to 12. A list of SHPS staff members with preliminary credentials, including the CTC document number for their credential and a screenshot of their credential type from the CTC website has been attached.

Assuming “regular” or “effective” credential is defined as SHPS staff with clear or preliminary credentials, that number has also increased over the past two years from 14 to 24 teachers as evidenced by the same attached staff list.

If teachers with “intern” credentials are included in any definition of “regular” or “effective,” which is in alignment with CDE’s definition, the total number of teachers with clear, preliminary or intern credentials has continued to increase, although presently only 4 teachers have intern credentials (compared to 6 in 2022-23). The expectation is that teachers with intern credentials progress to a higher level of credential.

In addition and as described below, two teachers who held emergency permits have applications for a higher level credential pending and waiting to be processed by the CTC. Once processed, the number of SHPS staff members with intern credentials will increase from 4 to 6.

Assuming these two final intern credentials are granted, the total number of teachers with effective credentials at SHPS will have increased from 20 to 30 - an increase of 50% from 2022-23 to 2024-25.

**5. SHPS Offers To Meet Quarterly With SCUSD for 2024-25 and 2025-26 To Review SHPS’ Efforts To Reduce the Number of Emergency Permits**

In an effort to help SCUSD monitor SHPS’ work to reduce the number of emergency permits needed, and to ensure SCUSD has the most accurate and current data, SHPS offers to meet quarterly with SCUSD as requested to demonstrate the following:

1. SHPS continues to verify teacher credentials as part of the hiring process;
2. SHPS makes efforts to minimize the use of emergency credentials; and
3. SHPS implements credential agreements for all teaching staff without a preliminary, clear or an existing intern credential to ensure staff are working towards the appropriate credential.

Reporting and monitoring of teacher credentialing was done by SCUSD in the past as part of the annual oversight process. It is SHPS’ desire to restore this practice to ensure any questions or concerns about credentials are handled as they arise and through the annual oversight process.

**6. SHPS Will Continue to Work With its Teachers and SCTA to Identify Ways to Further Support Teachers Who Need to Secure Their Clear Credentials.**

SHPS remains eager to find other ways to help teachers reduce the burden (both financial and otherwise) of the credentialing process. As noted above, SHPS proposed credentialing support (\$5,000 per teacher per year up to \$10,000) in exchange for securing their credential and remaining with SHPS for a specific period. In less than an hour, SCTA rejected this offer and filed a declaration of impasse. To date, the proposal has not been implemented as SHPS cannot unilaterally act due to labor laws. SHPS Proposal to SCTA Dated February 9, 2024, p. 2-3. SHPS will continue to work with SCTA to attempt to reach an agreement that will support teachers working towards their clear credential.



SHPS is also committed, through its own HR Department or through other outside partners, to finding ways to help teachers navigate and continue to move closer to earning their clear credential.

For example, in 2023-24 SHPS became one of two charter school networks to partner with Sac State as a member of the SMSTR Residency program. This program places Special Education teaching residents in schools for a semester at a time. SHPS was able to secure a resident who stayed for the entire 2023-24 school year, and SHPS has secured two (2) residents for the 2024-25 school year - one (1) per semester. The agreement with the SMSTR Residency program identifies one of the residents will be employed with SHPS for a minimum of four (4) years, during which they will hold an effective credential and be an Education Specialist. This partnership supports SHPS' commitment to collaborating and partnering with other organizations to increase the number of teachers with effective credentials. SHPS will look to expand these types of partnerships with credentialing agencies throughout the Sacramento region and Northern California.

### **Data Clarifications**

#### **1. Limitations of "Public Data"**

SCUSD's letter dated July 26, 2024, includes several statements relative to the credentials held by SHPS staff based on "public data" or data that "is not yet available for public access." L. Allen letter to L. Ruda dated July 26, 2024, p. 5-6. As SCUSD is aware, the publicly available data is very different from the access SHPS, and SCUSD, have as employers. In fact, SCUSD, through public data, would not be able to account for changes in last names due to marriage or other reasons, nor would they be able to discern between two people with the same name. A staff member with the current last name of "James" would appear not to have a credential if they cleared their credential under the last name "Williams," which may have been the individual's last name, prior to marriage and at the time they cleared their credential.

In addition, the data presented in Superintendent Allen's letter to SHPS dated July 26, 2024 is limited from 2020-21 through 2022-23. As SCUSD undoubtedly knows, following the COVID-19 pandemic a record number of teachers across the nation left education in favor of other professions. The result was that school districts needed to hire individuals who had not necessarily pursued a teaching career in college. The number of emergency permits for schools like SHPS and across the country increased over the period cited by SCUSD.

Finally, SCUSD notes that there are discrepancies between the staff lists that SHPS provided for review and the data reported by the state in the California Department of Education's (CDE) DataQuest database. L. Allen letter to L. Ruda dated July 26, 2024, p. 6.

SHPS acknowledges these discrepancies are due to the fact these lists were provided at two different points in the school year. DataQuest is based on data that is available as of the first week of October each year. The data SHPS provided to SCUSD was data pulled from the end of the 23-24 school year, so in June of 2024, and we confirm the list accurately reflects the credentialing status of SHPS employees as of June 2024. Again, by meeting quarterly with SCUSD to review staffing and credentialing data, SHPS proposes to ensure SCUSD has the most accurate and up to date data.

## 2. Clarification of Claims Regarding PS7 Staff With Expiring Permits

Superintendent Allen’s July 26th letter states that “16 of the 25 teachers on staff at PS7 (64%) were serving under waivers or permits that expired at the end of June/beginning of July or will expire as of September 1, 2024 – all of which are not renewable.” L. Allen letter to L. Ruda dated July 26, 2024, p. 5-6.

To the extent this statement leads a reader to believe these 16 teachers will not have any waiver or permit once their current waiver or permit expires, SHPS refutes that allegation.

For clarification, 12 out of 19 PS7 teachers held permits or credentials which expired or expire before September 1, 2024. For each of these 12 teachers, SHPS has already applied for new permits, which will be retroactive to August 1, 2024 and will allow them to continue teaching, without interruption, for 2024-25. Those permit applications are pending with the CTC. The CTC processing timelines are lengthy, as SCUSD is aware, and, as a result, to ensure these 12 teachers are in compliance with state law, SHPS has filed Temporary County Certificates (“TCC permits”). The TCC permits were submitted between July 30, 2024 and August 20, 2024 to the credential analyst of SCUSD. SHPS cannot directly submit these permits to SCOE. SCUSD must submit them to SCOE on behalf of SHPS and it has been communicated to SHPS, by SCUSD, that the submissions to SCOE are pending at the time of this response.

SHPS has also communicated with SCUSD and SCOE in order to file TCC permits as an additional safeguard to ensure these SHPS staff members possess the required document to teach while the CTC has caught up with the paperwork and the waivers/permits are posted. These SHPS staff members also have a Credential Agreement with SHPS that includes items they must work to complete to progress to a clear credential. These items will allow the PS7 teachers to continue teaching, without any interruption. The individuals described above, including the permit they held last school year and the permit or credential we expect them to have once the CTC completes processing the pending applications, are reflected below:

	<b>Employee Initials</b>	<b>23-24 Permit/Waiver</b>	<b>24-25 Permit/Waiver</b>
1	M.A.	STSP	PIP
2	R.C.	STSP	PIP
3	J.H.	PIP	NA - now Intern eligible
4	K.K.	Waiver	STSP
5	A.M.	Waiver	STSP
6	B.S.	PIP	ETK

7	R.B.	STSP	NA - now Intern eligible
8	R.H.	STSP	PIP
9	S.H.	STSP	PIP
10	M.H.	STSP	PIP
11	B.H-T.	STSP	PIP
12	L.W.	Waiver	STSP

Please note that of the 12 teachers listed above, two (2) teachers will receive their intern credential, a higher level credential, when the CTC approves their application.

**3. Clarification Around SHPS’ Special Education Program**

Superintendent Allen’s July 26th letter states “It is unclear how PS7 and SCHS were able to appropriately staff their special education classrooms and programs, unless there were additional and unidentified substitute teachers and/or staff who provided instruction at other times during the school year.” L. Allen letter to L. Ruda dated July 26, 2024, p. 6.

SHPS appreciates SCUSD leaves room for the fact that “there may be a plausible explanation for these findings” (L. Allen letter to L. Ruda dated July 26, 2024, p. 6) and believes SCUSD’s allegation is based on a misunderstanding of SHPS’ special education program. SHPS employs a full inclusion model to deliver its Special Education Program at both PS7 and Sac High. Students with special needs are in a general education classroom for the maximum amount of time possible (e.g. a student receiving speech services may receive them outside of the general education classroom, but their academic instruction occurs with the student’s general education peers). This means our Special Education staff co-teach with our General Education staff, but in all cases, our General Education staff serve as the teachers of record for the courses in which SHPS students are enrolled, including students with special needs. Our Education Specialists who manage student IEPs all hold a valid Special Education credential or permit and our Teaching Assistants have proper credentials (they are more qualified than Instructional Aides who work in other districts who are only required to have a high school diploma). As part of our inclusion model, our students with special needs are also taught by General Education staff who also have proper credentials or permits.

Please note, we have purposely chosen to implement an inclusion model because it has been proven to better serve our students with special needs and ensure they are not separated from their peers.

All students enrolled in these classes benefit from the lower student to teacher ratio and additional expertise that comes from having two teachers in one classroom<sup>4</sup>.

### **Conclusion**

SHPS' corrective action plan relative to teacher credentialing will maintain and build upon the structural changes made over the course of the past two years. SHPS has thoughtfully and strategically built its internal Human Resource team and transitioned functions related to credentialing and compliance from a third-party to SHPS, and increased its ability to recruit credentialed staff or to hire staff who will be able to complete the credentialing process. As a result, SHPS Human Resources now verifies teacher credentials as part of the hiring process, and executes and monitors credential agreements when a teacher does not hold an existing intern, preliminary or clear credential.

SHPS remains committed to minimizing the use of emergency credentials. Combined with a new salary schedule which ties base salary to credential type, SHPS believes it will retain and attract teachers who have or will secure an effective credential. SHPS will continue to work with teachers and SCTA to identify ways to further support teachers who need to secure their preliminary or clear credentials.

Finally, SHPS welcomes the opportunity to meet regularly with SCUSD to review its efforts related to teacher credentialing and credential agreements. Through those conversations and the course of annual oversight, we can ensure SCUSD has the most current information which is not available through public databases, as well as partner together to continue to identify best practices to support teachers seeking their preliminary or clear credentials and to support teacher recruitment.

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<sup>4</sup> In addition, to help increase capacity to support all students, we added an Inclusion Coordinator and two credentialed Mental Health and Wellness Coordinators to increase student support and interventions, specifically focused on students with MTSS (Multi-Tiered Systems of Support - which is a framework utilized in education to support data driven decisions and implementation of strategies in order to meet the needs of all students) meetings and review, SST plans, 504 plans, or students receiving Tier 2 interventions, as well as to consult with teachers, families, and staff to support progress. These positions were added to best support increasing student needs following the disruptions to school, and life, caused by the pandemic.



# Action Plan #3

## Addressing Concerns Regarding the Appearance of Conflict of Interests

**SHPS Action Plan #3**  
**Addressing Concerns Regarding the Appearance of Conflicts of Interest**

In this section, SHPS describes the specific plans it intends to implement in response to the concerns SCUSD has raised regarding SHPS' contracting practices with SHA and SHDC, and the "possible" "appearance" of conflicts of interest related to those relationships. SCUSD states in its Notice to Cure, "While acknowledging SHPS autonomy to seek out services to serve students, the District hopes to see SHPS identify specific actions it will take to unwind, clarify or resolve the interrelatedness of the SHPS-connected entities, any financial interests held by officers/board members, and the holding of incompatible offices (e.g., resignation from position or Board role, establishment of time-accounting records for services provided, etc.)." (p. 9.)

To address these concerns, as further detailed below, SHPS will take the following actions:

1. Ms. Jennings will resign from SHPS Board effective September 30, 2024 and after SCUSD approves SHPS' requested charter renewals, notwithstanding that Government Code Section 1091 authorizes her continued service. The next regular SHPS Board of Directors meeting is September 12, 2024 at which time, the Board can appoint a new Chairperson and plan appropriately for the transition.
2. SHPS will amend its bylaws to preclude any officer, director, or employee of a vendor or intended vendor from serving on SHPS' Board.
3. SHPS will ensure that any legal matters involving SHA, SHDC or the St. HOPE Endowment are addressed by outside legal counsel and not by Kevin Heistand. SHPS' Superintendent shall be responsible for directing legal services accordingly.
4. SHPS will issue public RFP for back-office services and impose contractual terms that ensure increased vendor accountability. Please see SHPS' response in Action Plan #1 which provides a detailed outline of the forthcoming RFP process.
5. SHPS has updated its 2024-25 LCAPs to reflect how the funds to SHA tie to student outcomes.

While SHPS does not agree with all conclusions drawn by SCUSD, SHPS has and will undertake these significant meaningful operational changes to increase SCUSD's and the public's confidence in SHPS' operations and contracting decisions, as noted above and described in additional detail below. Notwithstanding SHPS' commitment to implement the changes below, SHPS believes it is important to understand there is and has been no violation of the law, and we ask SCUSD consider the following context and background as relevant to SHPS' assessment of the appropriate path forward.

## Background, Context, and Responses to Concerns

### **SHPS' Operational Approach and Justification for Work To Date With SHA/SHDC**

As an initial matter, SHPS understands and respects that as chartering authority to Sac High and PS7, SCUSD has a duty to review fiscal concerns related to the charter schools it authorizes, including oversight that public funds are appropriately spent. With that said, SHPS is disappointed that throughout this investigative process it does not appear SCUSD has considered that SHPS' charter schools are producing above-average results for students who have historically been left behind while receiving approximately the same level of funding as public schools throughout the state. See Table 1 in the Appendix.

We do not offer this comparison and figures to disparage SCUSD or to take away focus from concerns regarding SHPS – this data is about SHPS and not SCUSD. We all have much work to do to raise achievement for Black and Hispanic/Latino students. We offer these data points because they are part of the important global context that what SHPS is doing is working for Sacramento students, and what is working is that SHPS operates differently than traditional public schools and, for those students who choose SHPS, this different mode of operation is producing results. After all, it stands that if SHPS operated its charter schools the exact same way as traditional public schools, its results would likely be the same as those traditional schools.

We agree wholeheartedly with the principle that program success does not, and would not, excuse the misuse of public funds. SHPS' success *does* validate that its operational approach is benefiting students and is proving the schools' use of public funds is effective and responsible. That approach includes, for example, allowing SHPS administration to focus on the core academic programming while outsourcing non-core functions (e.g., backoffice, facilities, information technology, etc.) to separate mission-aligned nonprofit organizations.

And so, in the absence of evidence of fraud or actual waste (of which there is none) the abstract concern that SHPS may not be prudently using public funds for the benefit of its students is disproven by SHPS' results. However, SCUSD's Notice to Cure does not explain any actual student harm caused by SHPS' expenditures so we are only left to respond to unspecified concerns that are not grounded in any demonstrable, actual evidence that something harmful is happening. It is challenging to prove a negative, and the mere allegation creates public distrust when SHPS' actual results should be a source of trust, credibility and joint celebration.

It is problematic that Christy White's report suggests SHPS' administrative expenditures for its schools should be judged against districts serving similar numbers of students. Respectfully, those schools look nothing like SHPS in the high concentration of socioeconomically disadvantaged Black and Hispanic/Latino students served at PS7 and Sac High, and there is no evidence those schools have supported the same outcomes for their Black and Hispanic/Latino students as SHPS. See Appendix Table 2.

Moreover, it is simply not fair to conclude the cost of SHA's back office services are unreasonable because SHA provides far more than back office services as detailed in the attached SHPS Board memorandum. (*See Attachment S2024-25 SHA + SHPS Statement of Work.*) For example, SHPS'

back office contracts include costs like custodial services for the schoolsites, a cost not reflected in Christy White's analysis. There are other similar flaws, but this is a clear example.

By comparing SHPS to the school districts identified in Table 2, Christy White's report suggests SHPS is paying "excess amounts" by outsourcing administrative functions. This misses the point: of course *insourcing* can save dollars in some instances when adding duties and functions to existing staff - but that is not necessarily a prudent choice when staff should be focusing on other core matters. Outsourcing is often operationally necessary, i.e., recently SHPS had to outsource landscaping because SCUSD would not provide that service going forward as part of a facilities use agreement and SHPS does not have the capacity to employ the staff necessary for such a job.

In many instances, insourcing can actually be more expensive than outsourcing. As described earlier, SHPS made the decision in the Fall of 2022 to transition hiring, recruitment and credentialing to an in-house Human Resource Department due to the fact that SHPS believed it could better recruit and support teacher credentialing through a team of SHPS staff. However, the rebuild of the internal SHPS team ultimately costs SHPS more than outsourcing the function - notwithstanding the fact SHPS reduced the contracted amount for a vendor to reflect this transition of functions back to SHPS.

In the procurement of back office services, we consider dollars well spent where they allow SHPS' administrative team to focus on the core academic program and let others operate the day-to-day non-core functions. Again, SHPS' results underscore that. There has been no suggestion SHPS has violated any laws in how it structures its operations and, to be abundantly clear, SHPS has not violated any law in carrying out its management and operations of the schools. Again, the analysis on the value and effectiveness of our structural operations might be different if SHPS results were different, but SHPS stands by its outcomes for students and the resource allocation that is necessary to achieve those results.

SHPS will continue to decide which, if any, non-core functions it will outsource, as many successful charter networks do, because doing so supports SHPS' students-first, results-focused model. However, in light of SCUSD's identified concerns it seems as though the operative question moving forward is whether SHPS will continue to outsource non-core functions with SHA and SHDC and how those relationships will work. As detailed below, our proposal for the future clearly reflects a significant shift to increase public confidence and trust in how we procure back office services. Specifically, on the issue of whether contracting with SHA and SHDC will continue, it is first important for SCUSD to understand the value SHPS receives in working with SHA and SHDC. To fully understand this value received, it is necessary to first address the foundational conflict of interest issues that brings the propriety of these underlying contracting decisions into question.

### **Cassandra Jennings' Role with SHPS and SHA**

As an initial matter, SCUSD's letter did not actually allege any violations of any conflict of laws, fraud, misappropriation, embezzlement, or anything of that kind, but instead, it stated SCUSD has *concerns* related to the *appearance* of a possible conflict of interest related to Cassandra Jennings,



and suggested concerns that SHPS has entered into contracts with SHA and SHDC that might not maximize the use of public education dollars for the benefit of students.

SCUSD seems to allege that Ms. Jennings, in her dual role as SHPS board chairperson and SHA/SHDC CEO has a conflicting financial interest prohibiting her from effectively serving SHPS. However, SCUSD's notice to cure does not cite, nor address, a clearly defined and broadly accepted legal exception that defines Ms. Jennings' financial interest as "remote" and therefore a non-conflict. See Gov. Code Section 1091.

While SHPS understands SCUSD's concern regarding *appearance* – and seeks to address any concern as proposed below – it is important to recognize that Section 1091 authorizes Ms. Jennings' place on the SHPS Board. As a matter of California public policy, Ms. Jennings' salary interest in the nonprofit context is *remote* and does not create a conflict of interest as a matter of law.

While Section 1091 has been a part of law for more than half a century, the last amendments to Section 1091 has reiterated the underlying public policy of California, i.e., "existing policy that an agency's contractual relationship with a nonprofit doesn't result in a conflict of interest." (*See California Senate Committee Report on SB 1086 (1/8/2004)* [where local voters elected Stanford University's vice provost to the Palo Alto City Council and Standard University is a nonprofit trust, it was deemed prudent for the law to recognize that this does not constitute a conflict of interest for the vice provost where the Palo Alto City Council enters into contracts with Stanford University.]; *see Senate Floor Report 1/14/2004* ["Palo Alto and Stanford have more than two dozen contracts, covering everything from traffic control for football games to the installation of dark fiber communications" and the statutory exception language is prudent and consistent with California public policy to "avoid" the need for the councilmember to resign, as explained in the legislative analysis.])

Specifically, Government Code Section 1091(b) provides that "[a]n officer," i.e., a board member of SHPS, shall not be deemed to be interested in a contract entered into by a body or board of which the officer is a member within the meaning of this article if the officer has only a remote interest in the contract and if the fact of that interest is disclosed to the body or board of which the officer is a member and noted in its official records, and thereafter the body or board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer or member with the remote interest." "Remote interest" specifically includes "[t]hat of an officer or employee of a nonprofit entity exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3))..."

Ms. Jennings is an officer and employee of SHA, a "nonprofit entity exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code." As the minutes demonstrate, prior to SHPS' approval of any contracts with or involving SHA and SHDC, Ms. Jennings interests as an officer/employee was "disclosed to the ... board ... and noted in its official records, and thereafter the body or board ... approve[d] ... the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer or member with the remote interest."

It is notable that the California Attorney General issued an opinion in response to a request by an Assemblymember that is entirely on-point in affirming the propriety of Ms. Jennings role with respect to SHPS and SHA. (See CAG Opinion No. 02-403.) Specifically, the Assemblymember asked:

*May a city council continue to lease property to a nonprofit corporation under a 40-year lease that will expire in 29 years and grant funds to the corporation if a newly elected council member is the salaried executive director of the corporation?*

From this question, the Attorney General concluded that:

*A city council may continue to lease property to a nonprofit corporation under a 40-year lease that will expire in 29 years even though a newly elected council member is the salaried executive director of the corporation. The city council may also grant funds to the corporation, provided that the newly elected council member does not participate in the making of the grants and discloses her financial interest in the grants to the city council, and the interest is noted in the council's official records.*

While the question related to the lease involved a historical decision that fell outside of Section 1090, the possibility that the city council might approve grants to the nonprofit while the city council remains as a sitting member fell within Section 1090 but was subject to exception under Section 1091. Specifically, the Attorney General explained that:

*[S]ubdivision (b)(1) of section 1091 specifies as a "remote interest" the interest a public officer has as "an officer or employee of a nonprofit corporation." Here, the council member's financial interest meets the test of a remote interest as set forth in section 1091, subdivision (b)(1). Accordingly, grants by the city to the nonprofit corporation may be made as long as the city council member follows the disclosure and other requirements of section 1091. (Cf. 65 Ops. Cal. Atty. Gen. 41, 56 (1982).)*

As the Attorney General opinion demonstrates, the analysis is simple and straightforward: is the board member an employee/officer of a nonprofit, and has the board member complied with the disclosure/recusal requirements? If so, the interest is deemed remote and not in violation of Section 1090. SHPS specifically solicited legal advice from its outside counsel, Young, Minney & Corr, LLP prior to Ms. Jennings assumed the at-issue role in July of 2022, and SHPS received this analysis from its attorneys regarding Section 1090 and the PRA.

SHPS appreciates and understands SCUSD's concern as an authorizer, and presumes SCUSD is not asking SHPS or Ms. Jennings to forgo the rights of boards and officers to remain on boards that enter into contracts with the board member's nonprofit employer, as provided under Section 1091 – rights the Legislature determined to be appropriate because of the important role nonprofits play in the community, and which involve different considerations than for-profit corporations. We presume SCUSD is not asking SHPS or Ms. Jennings to forgo statutory rights that have inured to city council members and Stanford University provosts as indicated by the Attorney General opinion and legislative history materials, and presumably countless other public officials who have relied upon these determinations – just as SHPS did in seeking legal advice from its counsel,

Young, Minney & Corr. We interpret the SCUSD’s request as asking SHPS to take steps to reduce the potential appearance of a conflict of interest notwithstanding what is allowed by the exception.

In addition, we’d be remiss if we did not highlight that Ms. Jennings has served in both roles *since July 2022, for over two years*. Minutes from SHPS BOD Meeting on July 8, 2022. This information is included on SHPS’s website as well as the websites of SHA and SHDC. In addition, SHPS is required annually to submit a list of its SHPS Board members to SCUSD. On a monthly basis, SHPS also submits to SCUSD all new SHPS Board meeting agenda and minutes, which have reflected Ms. Jennings’ role as SHPS Board Chair and her recusal from SHPS Board discussions and votes involving SHA or SHDC. Similarly, SCUSD has regularly engaged with Ms. Jennings as the Executive Director and responsible contact for facilities services. See Agenda and Notes from October 19, 2023 Site Visit with Amanda Goldman. Prior to this investigation, which was launched one month before SHPS submitted its charter renewal petitions, SCUSD never raised Ms. Jennings’ roles as a concern. It was only when this issue was brought to SCUSD by SCTA that a concern was then raised to SHPS by SCUSD.

It is important for SCUSD to recognize that, notwithstanding Ms. Jennings’ employment with SHA and role on the Board of SHPS, the cost of SHA’s services have gone down over time, not up, since Ms. Jenning has assumed the role of SHPS Board Chair. This demonstrates that Ms. Jennings’ role has not precluded SHPS from reducing the contract scope and price, and transitioning services back to SHPS. The result is that SHPS has reduced the fees paid to SHA and SHDC each year since Ms. Jennings has become SHPS Board Chair.

School Year	SHA	SHDC	Total Contract Amount Paid by Year	(Reduction)/Increase from Prior Year	Notes
2021-22	\$ 1,297,104	\$ 514,629	\$ 1,811,733	n/a	
2022-23	\$ 1,321,104	\$ 490,629	\$ 1,811,733	\$ -	
2023-24	\$ 1,121,104	\$ 490,629	\$ 1,611,733	\$ (200,000)	First fiscal year where the contracts were approved while C. Jennings was SHPS Chairperson
2024-25	\$910,000	\$ 585,000	\$ 1,495,000	\$ (116,733)	

### Kevin Hiestand’s Role as Outside Counsel to SHPS

Kevin Hiestand is a member of the California bar in good standing and has been a member in good standing for over 30 years. The notice to cure does not identify any Rule of Professional Conduct that Mr. Hiestand is alleged to have violated by serving his clients and SHPS is aware of none. Of course, lawyers typically have multiple clients and often those clients do business together – this is ubiquitous in law firms, e.g., law firms that represent school districts and county boards of education, or any law firm that represent private enterprises, e.g., Microsoft. It is only in the event that a potential or actual conflict arises *between* clients that a lawyer may be required to recuse themselves from a particular matter as addressed in the Rules of Professional Conduct.

There is no allegation Mr. Hiestand has ever been in a position where he has had to give advice to SHPS that could have been compromised by his ethical duties to SHA, or that Mr. Hiestand has had any role in influencing any financial decision by SHPS in which he had a financial or personal interest - he has not. Without a financial interest in any decision, without the presentation of any facts that constitute a potential or actual conflict within the meaning of the Rules of Professional Conduct, Section 1090, or the Political Reform Act, it is not possible to prove a negative.

Further, Mr. Hiestand is not SHPS' only counsel. SHPS regularly utilizes Young, Minney & Corr LLP which does not serve as counsel for SHA or SHDC or St. HOPE Endowment. On any matter that could potentially put SHPS interests and SHA's interests in conflict, SHPS would look to Young, Minney & Corr for legal advice, not Mr. Hiestand. There is no rule that precludes Mr. Hiestand from working for SHPS and SHA, separately, where there is no adversarial matter between his clients.

Like Ms. Jennings, Mr. Hiestand has served as legal counsel to SHPS for years. Again, prior to this investigation which was launched one month before SHPS submitted its charter renewal petitions, SCUSD never raised Mr. Hiestand's role as a concern.

SHPS does not have an in-house legal department or SHPS employee serving as legal counsel. Again, this is a non-core function that SHPS chooses to discharge via outsourcing. Apart from the fact that SHPS does not have the ability to manage, train or evaluate a staff member in this role, Mr. Hiestand's modest fee of \$4,000 a month is significantly less than even one full-time staff attorney would cost. SHPS administration and the Board considers Mr. Hiestand's services valuable to SHPS and frankly a bargain. His pricing provides budget certainty, even in months where his services are used extensively, e.g., when at the request of SHPS administration he and SHPS' Human Resources Manager performed an investigation that took more than 40 hours.

It is disappointing that Mr. Hiestand's role with St. HOPE Endowment – a nonprofit – is a point of criticism, particularly when there are no allegations or evidence he has done anything wrong beyond unspecified “concerns.” Most importantly, SHPS has no contractual relationship with St. HOPE Endowment. In other words, no public or private funds held by SHPS are paid to the St. HOPE Endowment.

In addition, Mr. Hiestand receives zero compensation from St. HOPE Endowment. St. HOPE Endowment exists solely to support the work of SHA. SHPS has no contractual or legal relationship with St. HOPE Endowment. These are charitable nonprofit public benefit corporations that exist to serve the Oak Park neighborhood of Sacramento. Mr. Hiestand is involved in these organizations because he believes in their mission. In public education, we should be celebrating those who are involved in supporting our communities. We should hold those to account who violate the public trust, but there is nothing beyond unspecified concern here.

The doctrine of incompatible offices under Government Code Sections 1099 and 1126 also do not apply to Mr. Hiestand as outside counsel to SHPS or his role on St. HOPE Endowment - again, a nonprofit organization with not legal or contractual relationship to SHPS. Although Mr. Hiestand is not within the incompatible offices framework, it is notable that Government Code Section 1126

provides that “[s]ervice on an appointed or elected governmental board, commission, committee, or other body **by an attorney** employed by a local agency in a nonelective position shall not, by itself, be deemed to be inconsistent, incompatible, in conflict with, or inimical to the duties of the attorney as an officer or employee of the local agency and shall not result in the automatic vacation of either such office.”

Vague assertions of “concerns” are not fair to the individual and make it challenging for the public to understand and appreciate the facts beyond allegations of “concerns.” Moreover, SHPS perceives it to be inherently unfair for a limit to be imposed on a client’s right to choose legal counsel of their choice. For the reasons set forth above and in the absence of any actual or perceived conflict of interest, SHPS intends to continue its relationship with Mr. Hiestand.

### **Going Forward – SHPS’ Action Plan**

#### **1. Cassandra Jennings’ Role**

As SHPS has outlined above, Ms. Jennings is legally authorized to serve on SHPS’ Board under Section 1091, notwithstanding her role with SHA. SHPS confirmed this fact by requesting advice and counsel from outside legal counsel prior to Ms. Jennings’ appointment as SHPS Board Chairperson over two years ago. Ms. Jennings has properly recused herself from all SHPS Board discussions and votes relative to SHA and SHDC. Ms. Jennings has an impeccable history of public and community service. No allegations have been made, nor could they be made, that Ms. Jennings put her personal interests or those of SHA/SHDC ahead of the students of SHPS. At no time prior to the eve of charter renewal has SCUSD identified Ms. Jennings’ dual role as a cause for concern and/or actual or potential conflict.

However, it has been made clear to SHPS that renewal of its charters for PS7 and Sac High may now be in jeopardy after twenty years of operation due to the fact Ms. Jennings serves as both the CEO of SHA/SHDC as well as the Chairperson of the SHPS Board of Directors. Neither Ms. Jennings nor SHPS will allow SCUSD’s concern relative to Ms. Jennings’ positions to in any way negatively impact the requested charter renewals. In only two years, Ms. Jennings has contributed an incredible amount to SHPS. It is with great sadness, but with appreciation for her service, that SHPS shares that Ms. Jennings steps down from SHPS’ Board effective September 30, 2024 and after SCUSD approves the pending SHPS charter renewals. See Cassandra H.B. Jennings’ letter of resignation from the Board of Directors of SHPS dated August 23, 2024. The next regular meeting of the SHPS Board of Directors is September 12, 2024, at which time the Board will appoint a new Chairperson and plan appropriately for the transition.

#### **2. Amendment of SHPS’ Bylaws**

In further demonstration of SHPS’ commitment to avoiding the appearance of any conflicts of interest on a going-forward basis, at SHPS’ next regular meeting, SHPS’ BOD will hear an action item to amend its bylaws to confirm that officers, directors, and employees of any entities that are contracted with or propose to contract with SHPS shall be ineligible to serve on SHPS’ Board as a board member. Specifically, the amended language provides that:

No individual may be appointed to serve as a Director of the Board or continue as a Director of the Board if they are an officer, director, and/or employee of any entity that is contracted

with SHPS, or was contracted with SHPS in the prior twelve (12) months, or proposes to contract with SHPS. Any member of the Board in violation of this paragraph shall be considered disqualified to serve as a Director and shall be subject to removal consistent with these Bylaws.

As part of the proposed amendment, SHPS will delete any provisions in its bylaws to the extent they conflict with the above prohibition. (See Proposed Redline Amendments to SHPS Bylaws) at its next regular board meeting, which is scheduled for September 12, 2024.

### **3. Kevin Hiestand's Role**

As addressed above, Mr. Hiestand does not work on any matters for SHPS in which he has a potential or actual conflict. For the reasons set forth above and in the absence of any actual or perceived conflict of interest, SHPS intends to continue its relationship with Mr. Hiestand.

Further, SHPS will ensure that any legal matters involving SHA, SHDC or the St. HOPE Endowment are addressed by outside legal counsel and not by Kevin Heistand. SHPS' Superintendent shall be responsible for directing legal services accordingly.

Further, SHPS will require Mr. Hiestand to provide sufficiently detailed monthly invoices to provide accountability, through recordkeeping, that Mr. Hiestand's legal work does not involve any matters that potentially put SHPS adverse to SHA or SHDC.

Further, SHPS has received the enclosed memorandum and assurances from Mr. Hiestand affirming his lack of potential or actual conflicts relative to SHPS. (See Attachment Memorandum and Assurances from Kevin Hiestand.)

If SCUSD's position is that it will not consider SHPS to have cured the SCUSD's concerns unless SHPS terminates its relationship with its lawyer, Mr. Hiestand, please let us know as soon as possible that there is no other option so SHPS may proceed accordingly before the SCUSD posts its findings.

### **4. Amended LCAP To Include Increased Specificity**

The Christy White report suggests that programs operated by SHA related to student involvement in the community might not be appropriate because they are not reflected in the LCAP and/or that they "are not related to a public education purpose." (L. Allen letter to L. Ruda dated July 26, 2024, p. 8.) There is of course no law that provides, nor is there any law cited, that a charter school may engage in expenditures only to the extent that the expenditure is addressed in the LCAP, or that expenditures are not justified unless addressed in the LCAP. At SHPS, the services that SHA provide are foundational schoolwide programs and therefore have not been viewed as necessitating a specific LCAP line-item tracking to a particular state priority or student outcome.

However, to demonstrate SHPS's willingness to address SCUSD's concerns, the SHPS Executive Committee of the Board of Directors authorized SHPS to amend the 2024-25 LCAP at its regular meeting which was held on August 13, 2024. Executive Committee Agenda and Minutes, August

13, 2024, Item III, B. In an effort to further show its willingness to continue to work with SCUSD and address the concerns expressed in Superintendent Allen’s letter, SHPS has amended the 2024-25 LCAP to reflect SCUSD’s concerns. L. Allen letter to L. Ruda dated July 26, 2024, p. 8. The amended LCAP is now posted on SHPS’s website (<https://www.sthopepublicschools.org/our-district/key-documents-policies/>) and enclosed with this response. (See Attachments or linked documents at pp. 16, 18, 19 ).

Again, SHPS wants to underscore that the Secretary of Education in November 2022 specifically encouraged school districts to engage community organizations to provide these student experiences after the COVID-19 pandemic: As noted by the Secretary,

“[T]he pandemic reduced the availability of work-based learning. These impacts have been more pronounced in certain industries, particularly those that have traditionally engaged a youth workforce, in addition to industries that support earn-and-learn educational models like Registered Apprenticeship. Work-based learning is a proven strategy that reinforces academic instruction by giving students opportunities to apply knowledge and skills in real-world situations. Work-based learning also helps young people to generate income, establish future earning potential, and connect with professionals in the labor market. The US Department of Education has encouraged school districts to support new skill-building experiences like internships, cooperative education, pre-apprenticeships, and registered apprenticeship programs that are integrated within school-day instruction and other extended learning models that occur after school or over the summer months.”

Any claim that using public funds to offer these student based work experiences or contracting with an organization to provide the same, is “not related to a public education purpose,” is simply incorrect. St. HOPE Public Schools is rooted in our five pillars, one of which is the “power to lead” and, as a result, we strongly believe that community service helps our scholars develop a strong sense of civic responsibility and establish the foundation for a lifetime of meaningful community involvement. Over the course of their time at Sac High, scholars are expected to complete 110 hours of community service. Each year, students must complete a set number of hours. By their junior and senior years, Sac High scholars must annually complete 40 hours of community service.

Consistent with the Secretary’s direction, SHPS has worked to expose our scholars to various hands-on learning experiences outside the classroom. For 2024-25 we have contracted with SHA to assist SHPS and our scholars to secure experiences to meet their community service requirements as well as to expose them to work-based opportunities. This has ranged from assisting our teachers over spring break with our PS7 Elementary move and construction project (e.g. assembling student desks, packing and unpacking new curriculum) and supporting staff with our Dragon’s Closet which provides our at-risk scholars and their families with free school supplies, clothes, food, toiletries, cleaning products, and other household goods.

## **5. Issue Public RFP for Back-Office Services**

As addressed in SHPS’ response to the concerns raised in Section II (A) *Non-GAAP Accounting Practices*, SHPS has committed to launch a competitive bidding request for proposal process (“RFP”) that will seek proposals for back-office services currently provided by SHA. As part of that response, SHPS committed to implement a number of safeguards and controls to address some

of the conflict of interest concerns outlined in Section III (C) *Potential Conflict(s) of Interest Under Government Code Section 1090 and Political Reform Act of 1974 (Governance Code Section 1000 et seq)*. SHPS believes the RFP process, and controls included in it, further address SCUSD's concerns in conjunction with the other actions outlined above in this section, and specifically, in response to SCUSD's concern regarding alleged "fiscal dependence of SHA/SHDC [and] the ability of SHPS to make objective and market-based decisions regarding an array of essential services critical to the operation of a charter school." (L. Allen letter to L. Ruda dated July 26, 2024, p. 9.)

With respect to contracting with SHDC in particular, we appreciate that SCUSD's Notice recognized that where "SHDC has contracted to provide facilities management and information technology at a cost of \$575,000" that "[n]either of these amounts seems unreasonable based on the scope of work delineated in the agreements – assuming such services are provided in a manner consistent with such scope." (L. Allen letter to L. Ruda dated July 26, 2024, p. 9.) SHPS confirms that SHDC provides facilities management and information technology services commensurate with the contracted scope, and SHDC is being required by SHPS to provide detailed monthly invoicing as of the 2024-25 school year that provides time accounting to identify the services rendered in consideration of the fees charged. In addition, SHPS' steps to measure and assess SHDC's performance relative to information technology are already underway for 2024-25 and these results will impact how SHPS moves forward. Work relative to facilities changed significantly when SCUSD made the decision to change the facilities support it is providing to independent charter schools, like Sac High and PS7, and moved the full-time staff assigned to SHPS schools. With the ongoing construction and implementation of new plans to fill the void now that the SCUSD staff has been removed, SHPS will have better information upon which to determine next steps with SHDC after the current school year.

Based on the results and lessons learned from structuring and implementing the RFP process in the 2024-25 school year for back-office services currently performed by SHA (again, see Action Plan #1), SHPS will develop and implement a strategy and amend policies as needed during the 2025-26 school year governing RFP processes for vendors more broadly going forward, e.g., vendor contracts for specified service areas based on a reasonable threshold set by the Board, such as vendor contracts in excess of \$200,000.



**Appendix**

Table 1

	<b>Sac High</b>	<b>PS7</b>	<b>SCUSD</b>
<b>ELA (DFS) – African American</b>	-14.2	-62.7	-91.9
<b>Math (DFS)– African American</b>	-130.1	-115.9	-132
<b>%Prepared for College/Career (Dashboard) – African- American</b>	42.9%	N/A	12.6%
<b>A-G Completion Among HS Graduates – African-American</b>	100% as of 22-23 100% as of 23-24	N/A	30% as of 22-23
<b>College-Going Rate – African American</b>	75% as of 21-22	N/A	53.2% as of 21-22

Table 2

	<b><u>% Socioeconomically Disadvantaged</u></b>	<b><u>%Black/African American + Hispanic/Latino</u></b>
<b>Sac High</b>	<b>74.9%</b>	<b>85%</b>
<b>PS7</b>	<b>86.5%</b>	<b>83.7%</b>
Sutter High	30.9%	30.1%
Santa Ynez Valley Union High	31.3%	48.8%
Lassen High	40.4%	25.3%
Upper Lake USD	84.4%	33.4%
Modoc JUSD	65.4%	21.2%

# Sacramento City Unified School District



## Staff Renewal Report

Published September 4, 2024

Sacramento Charter High School



**Requested Term: July 1, 2025 - June 30, 2030**

On June 28, 2024, Sacramento Charter High School (SCHS) submitted a petition to renew its charter to the Sacramento City Unified School District (District). If approved, the SCHS would receive a five-year charter term for the period from July 1, 2025, through June 30, 2030.

In compliance with Education Code 47605(b), the District’s Board of Education held a public hearing on August 8, 2024, to consider the level of support for the petition by District teachers, other District employees, and parents/guardians. The Board will conduct a second public hearing and render its decision on the renewal petition on September 19, 2024. This *Staff Report*, including findings of fact, was published on the District’s website and shared with SCHS on September 4, 2024, which was at least fifteen (15) days prior to the public hearing during which the Board will take action on the renewal petition.

Color coding has been used to direct the reader’s attention to the most salient elements of the report.

Meets all expectations and/or standards; supports the case for renewal	Substantially meets expectations and/or standards; worthy of note but <u>does not indicate</u> a serious issue that would likely inhibit renewal	May not meet expectations and/or standards; should be considered carefully as a potential non-renewal issue
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## Criteria For Renewal

Education Code (EC) sections 47605 and 47607 guide the District, as the charter authorizer, in reviewing petitions for the renewal of charter schools. As part of that review, the District is also required to consider the schoolwide performance, and performance of all student groups, on state and local indicators with a greater weight applied to measurements of academic performance (EC 47607(b)(1)).

### Petition Elements

Charter renewals are governed by the standards and criteria described in EC sections 47607(b) and 47605. These shall include, but not be limited to, a reasonably comprehensive description of

any new requirement for charter schools enacted into law after the charter was originally granted or last renewed.

## Performance Levels

Based upon a charter school's performance on the California School Dashboard, academic achievement indicators (CAASPP ELA and math); English Language Proficiency Indicator (ELPI), and the College Career Indicator (CCI) in the two consecutive years immediately preceding the renewal decision, the California Department of Education (CDE) places a charter school in one of the three performance categories: high, middle, or low. For those designated as high or middle-performing, the charter school is presumed to be renewed unless one or more denial criteria are met. More specifically, high-performing charter schools may be renewed for five to seven years, and middle-performing charter schools may be renewed for five years.

For low-performing charter schools, there is a presumption that their renewal petition will be denied. However, such charter schools may receive a maximum two-year renewal based upon a “second look.” As part of this “second look,” the authorizer conducts a deeper evaluation of the charter school’s academic achievement and may renew a charter that meets the following criteria:

1. The charter school is taking meaningful steps to address the underlying cause or causes of its low performance, and those steps are, or will be, reflected in a written plan adopted by the charter school's governing body.
2. There is clear and convincing evidence showing either of the following:
  1. The school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school.
  2. Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to those of similar peers.
  3. Growth shall be demonstrated by verified data.

## Reasons for Denial

The authorizer may deny the renewal of a charter if it makes written factual findings that the charter school failed to meet the standards set forth in EC section 47605:

1. The charter school will provide an unsound educational program for students during the term of its charter;
2. The charter school is demonstrably unlikely to successfully implement the program set forth in the petition;
3. The petition does not contain the necessary affirmations and assurances;
4. The petition does not contain reasonably comprehensive descriptions of the fifteen required elements set forth in the Charter Schools Act.

5. The petition does not declare whether the charter school shall be deemed the exclusive public employer of the charter school’s employees for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.

Notwithstanding EC sections 47607(c), 47607.2(a), and 47607.2(b), pursuant to 47607(e), the board may also deny renewal of any charter school upon a finding that:

- 6. The charter school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors; or
- 7. The charter school is not serving the pupils who wish to attend, as documented by EC 47607(d).

Further, the authorizer must provide 30 days’ notice with a reasonable opportunity to cure the violation(s) and make a finding that either:

- The corrective action proposed by the charter school has been unsuccessful; or
- The violations are sufficiently severe and pervasive as to render a corrective action unviable

### Consideration of Material Revisions

Sacramento City Unified Board Policy 0420.41 on Charter Oversight defines material revisions as proposed changes in charter operations that represent a substantial difference to the charter, including:

- Expansion of education services to include service of additional grade levels
- Expansion of facilities to additional sites
- Fundamental changes to instructional or pedagogical model

In review of the submitted renewal petition for PS7, District staff identified a potentially substantive change, which is detailed below. However, staff has determined that these changes do not require a material revision to the charter requiring separate board approval.

Description of Change	Page #	Material Revision?
Creation/renaming of the position of Superintendent.	multiple	<b>No.</b> Title may impact what is considered comparable compensation but can be appropriately accounted for in the budget.

## Executive Summary

<b>Performance Level assigned by CDE (High, Middle, Low)</b>	<b>MIDDLE</b>
<b>Has a notice to cure an alleged violation been issued?</b>	<b>YES</b>
<b>→ If notice was issued, has a response been submitted?</b>	<b>YES</b>

<b>Did the charter petition meet all primary requirements for renewal?</b>		<b>YES</b>
1	Does this charter present an <u>unsound</u> educational program?	NO
2	Are the petitioners demonstrably <u>unlikely</u> to successfully implement the program set forth in the petition?	SEE ANALYSIS
3	Does the petition contain the necessary affirmations and assurances of the Charter Schools Act?	YES
4	Does the petition contain reasonably comprehensive descriptions of all of the 15 elements described below?	YES
5	Does the petition contain a declaration of whether the charter school shall be deemed the exclusive public employer of the charter school's employees?	YES
<b>Were there any findings that would potentially trigger a notice to cure an alleged violation under either of the following?</b>		<b>YES</b>
6	Is the charter school demonstrably <u>unlikely</u> to successfully implement the program set forth in the petition due to substantial fiscal or governance factors?	SEE ANALYSIS
7	Does the charter school serve the pupils who wish to attend, as documented by E.C. section 47607(d)?	YES

## Review of Elements

<b>REQUIRED ELEMENTS OF THE PETITION</b>			
<b>ELEMENT</b>	<b>TOPIC</b>	<b>MEETS STANDARD</b>	<b>KEY FINDING(S)</b>
Element 1/A	Educational Program	YES	See note below
Element 2/B	Measurable Student Outcomes	YES	
Element 3/C	Student Progress Measurement	YES	
Element 4/D	Governance	YES	With action plan
Element 5/E	Employee Qualifications	YES	With action plan
Element 6/F	Health and Safety	YES	See Note: Safety Plan
Element 7/G	Racial/ Ethnic Balance	YES	
Element 8/H	Admissions	YES	
Element 9/I	Independent Audits	YES	With action plan
Element 10/J	Suspension/Expulsion	YES	See note below
Element 11/K	STRS	YES	
Element 12/L	Attendance Alternatives	YES	
Element 13/M	Post-Employment Rights	YES	
Element 14/N	Dispute Resolution	YES	
Element 15/O	Closure Procedures	YES	
<b>REQUIRED SUPPLEMENTAL INFORMATION</b>		<b>MEETS STANDARDS</b>	<b>KEY FINDING(S)</b>
Financial/ Administrative Plan		YES	
Facilities		YES	
Impact Statement		YES	
Special Education		YES	

*\*Completed Review Matrix Attached*

## Detailed Findings of Fact

This section contains greater detail of any abovementioned area that did not meet requirements.

### Items not described met requirements.

**1. Does this charter present an unsound educational program? **NO****

SCHS has served students in grades 9-12 in the Oak Park community since 2003. The program's overarching goal is to, in collaboration with its partners at Public School 7 (PS7) and St. HOPE Public Schools (SHPS), offer an education pipeline from elementary school to college. SCHS serves a historically underserved community and, for many years, has had notably strong academic and post-secondary outcomes, particularly for African American and socio-economically disadvantaged (SED) student groups.

SCHS describes its educational approach as focused on developing a strong commitment to academic achievement and work ethic. Its program includes a commitment to rigorous academic standards, character development, college preparation, and extended learning time. SCHS operates a full-inclusion special education program supported by the El Dorado Charter SELPA.

Overall, the design and description of the educational program at SCHS are sound and meet renewal criteria. However, triangulating among the educational program described in the petition, observations made during charter oversight in the 2023-24 school year, and available public data, it is clear that there are some gaps between the program as described and the implementation. This is a normal phenomenon, the acknowledgment of which should not detract from past successes but rather should be addressed in the spirit of ongoing, continuous improvement. These items are discussed in the section below.

**2. Are the petitioners demonstrably unlikely to successfully implement the program set forth in the petition? **NOT WITH ACTION PLAN / CONDITIONS****

#### *Academics*

Overall, the design and description of the educational program at SCHS are sound and meet renewal criteria. SCHS has demonstrated educational outcomes that prepare students for their post-secondary ventures. As reflected on the California School Dashboard, between 2017 and 2023, the graduation rate for African American students consistently exceeded the rate for the African American student group statewide. For most years, the graduation rate for students in the SED student group has exceeded the rate for the SED student group statewide. Except for 2019, the schoolwide graduation rate at SCHS has exceeded the state graduation rate. As indicated in the petition, graduation requirements at SCHS align with UC/CSU entrance requirements.

The California School Dashboard shows that for grade 11, student scores on the California Assessment of Student Performance and Progress (CAASPP) in English-Language Arts exceeded the state, except for the test administration in 2018. Mathematics outcomes, however, were generally below statewide averages. SCHS’s academic performance has experienced swings during its charter term. In 2018, there was a decline of more than 36 points in English-Language Arts and Mathematics. In 2019, there were increases of greater than 44 points in both English-Language Arts and Mathematics. For the 2023 test administration, there were declines of greater than 49 points in both English-Language Arts and Math. While some of these swings may be attributed to year-to-year variation in a small testing population, they are worthy of examination and reflection. They were not addressed in the submitted petition.

The reported data on the rate of students graduating with UC/CSU A-G eligibility is similarly worthy of examination and reflection. SCHS indicates that in 2020 and 2021, 100% of graduates met UC/CSU A-G requirements, and just under 80% of students attended college. This is consistent with data reported in Dataquest. The California School Dashboard's reported four-year cohort graduation rate for SCHS has consistently been between 80-90% since 2018. According to the California School Dashboard (Additional Reports), in 2023, the percentage of students who met UC/CSU requirements in the four-year graduation rate was 86%.

An 86% rate of students meeting UC/CSU requirements is worthy of celebration (surpassing both district and county). It also provides an opportunity to reflect on the remaining 14% of students. SCHS’s graduation requirements are aligned A-G eligibility, which might mean that if a student is not meeting A-G eligibility, they do not graduate. SCHS did not provide information regarding the cohort retention rate or how it addresses students nearing graduation who are not on track to complete A-G-eligible coursework.

In addition, suspension rates based on the California Dashboard have significantly increased beyond District and state levels since 2017. In 2023, the suspension rate was 16% school-wide, 18.5% for African American students, and 23.0% for students with disabilities. While this data was acknowledged in the petition, there was limited to no discussion on how SCHS planned to meaningfully address and improve upon those rates.

The review team noted that there may be a correlation between the 2023 SCHS outcomes, the generally high suspension rates, and a significant increase in what the state calls “ineffective” teachers. During the 2022-23 school year, the percentage of SCHS teachers defined as “ineffective” increased significantly from the prior year—from 14% to 63%. During the 2023-24 school year, SCHS’s percentage of teachers deemed “ineffective” decreased significantly from 63% to 31.6%.



Concerns about teacher credentialing were identified in the Notice of Alleged Fiscal and Governance Violations (Notice to Cure) issued to SHPS, as the charter operator of SCHS, after SCHS submitted its renewal petition. In its corrective action plan, SHPS indicated several steps that it had taken or was prepared to take to address this issue. These are described in the response to the Notice to Cure in the subsequent section

Based on the review of items submitted with the petition, in conjunction with the identified corrective action plan, SCHS seems likely to succeed with the implementation of its education program. District staff encourages SCHS to consider engaging in a deep reflection on its strategic plan regarding suspension, especially for students with disabilities, in the coming years. In addition, District staff encourage SHPS to share contextual data (e.g., four-year graduation rate, cohort retention rate, graduate persistence in college) when sharing UC/CSU A-G completion rates for its students.

### *Fiscal*

To understand SCHS's ability to manage the fiscal resources necessary to implement its charter school program, the review team analyzed financial statements submitted through oversight in the 2023-24 school year (i.e., adopted budget, unaudited actuals, first interim report, second interim report, audit report) and multi-year and cash flow projections submitted with the renewal petition.

Based on the available materials, the review team made the following observations:

1. **Assumptions:** Submitted financial statements do not include detailed assumptions for enrollment, ADA, FTE, etc. An assumptions list often includes, but is not limited to, assumptions for COLA, grants, one-time grants, health and welfare, and any other major factors that would impact the MYFP. The lack of assumptions does not allow for a proper evaluation of the validity of the cash flow projections submitted by the charter.
2. **Enrollment:** No enrollment assumptions were provided regarding financials. Enrollment declined during the term of the most recent charter.
3. **ADA:** ADA assumptions were not provided.
4. **Cash:** The Cash Flow projections indicate sufficient cash availability, with a projected balance of \$1.9M in June 2026. However, the lack of provided assumptions prevents a thorough assessment of the projections' reasonableness.
5. **Interim Review:** The financial analysis template (completed through district oversight in 2023-24) demonstrated that the charter was not making the appropriate periodic revisions required at every financial reporting period. The lack of adjustments at every period can be an indicator of a lack of budget monitoring, which in turn can lead to surprises, larger deficits, and even

insolvency. These items will likely be addressed with the corrective action steps described below.

6. **Deficit Spending:** The financial analysis template showed no deficit spending in 2023-24.
7. **MYFP:** The MYFP did not align with the Cash Flow Statement. The total revenues and expenditures outlined in the cash flow did not match those in the MYFP. Federal Revenues, for example, were materially different when comparing the MYFP with the Cash Flow statement. In fiscal year 2024-2025, total revenues for the MYFP were identified at \$8.1M. The Cash Flow statement projected \$8.8M in total revenues. This is a large unexplained variance, especially taking into consideration the ending net assets of \$ 922K identified in the MYFP. The MYFP lacked supporting documentation, aside from single-line notes within the document.
8. **Ending Fund Balance:** The ending fund balance is healthy at about 2.9M. However, without the MYFP combined with a reasonable assumption list, it is unclear if the balance will be maintained in future years. Based on the cash flow statement provided, it seems that the reserve will drop to \$1.9M by June 2026.

The Notice to Cure issued to SHPS after it submitted the renewal petition for SCHS identified a lack of generally accepted accounting principles and repeated audit reports listing material weaknesses in internal controls. In its corrective action plan, SHPS indicated several steps that it had taken or was prepared to take to address this issue. Those are described in the response to the Notice to Cure in the subsequent section.

In general, the fiscal review team noted that they had expected to see additional documentation included with the submission. In their experience, typically, the charter school would provide their FCMAT LCFF Calculator and a narrative statement explaining the projections in the MYFP, including details on revenue and expenditures, and account for significant variances between years. This narrative should also include key information such as ADA assumptions, Unduplicated Count assumptions, special education assumptions, etc. Without these sources of information, the review team felt challenged to speak definitively about all aspects of SHPS's fiscal program. *However, the steps identified in the corrective action plan are likely to resolve any questions or issues.*

Based on the materials reviewed, staff feel that SHPS is not demonstrably unlikely to successfully implement the program based on fiscal considerations. The steps described in the corrective action plan do support the likelihood of successful implementation. Staff would like the opportunity to review a complete packet of fiscal documentation, perhaps as a condition of renewal or a component of ongoing oversight.

## *Governance*

The review team analyzed several governance items submitted with the renewal petition and regular oversight including board bylaws, qualifications, meeting minutes, and agendas. While the review team noted a few areas that may need to be updated, there were no major concerns.

The Notice to Cure issued to SHPS noted a potential conflict of interest. In its corrective action plan, SHPS indicated several steps that it had taken or was prepared to take to address this issue. Those are described in the response to the Notice to Cure in the subsequent section.

Based on the review of items submitted with the renewal petition in conjunction with the identified action plan, SCHS seems likely to succeed with effective and legal charter school governance.

3. **Does the petition contain the necessary affirmations and assurances of the Charter Schools Act? YES**
4. **Does the petition contain reasonably comprehensive descriptions of all the 15 elements? YES**

Element 4/D: **YES**

The review team noted that the copy of the updated bylaws in the appendix to the renewal petition was not signed or dated. Therefore, the District will require an executed version. In addition, the review team found that the SHPS board's composition does not include any representation specific to SCHS, which the District does not consider a best practice as it may call into question the ability of the board to focus on the individual needs of each charter school. Other governance elements were addressed in the corrective action plan and are described below.

Element 5/E: **YES**

As noted above, concerns about teacher credentials/qualifications were identified in the Notice to Cure issued to SHPS after SCHS submitted its renewal petition. The review of the petition did include all of the necessary elements affirming that teachers will hold appropriate credentials, as well as optional elements regarding staff recruitment and development. The corrective action plan submitted by SHPS includes several additional steps that appear to bridge the gap between the language in the renewal petition and implementation. The combination of these steps meets the requirements of this element.

Element 6/F: **YES**

The review team noted that the safety plan is generic to the SHPS organization as a whole and does not detail issues specific to a high school campus culture. This is not a best practice in light of the number of state and local emergencies schools have encountered in recent years. The District expects that SCHS or SHPS will carefully review the contents of its safety plan to ensure that it not only meets the requirements of the law but also is prepared in a manner that is tailored to the high school student population.

Element 9/I: **YES**

As noted above, a lack of generally accepted accounting principles and repeated audit reports listing material weaknesses in internal controls were identified in the Notice to Cure. The review of the renewal petition did reflect that it included all of the necessary elements describing how audits would be conducted, assurance of generally accepted accounting principles, and the timing of how audit findings/exceptions were to be addressed. The corrective action plan includes several additional steps that appear to bridge the gap between the language in the petition and implementation. The combination of these steps meets the requirements of this element.

Element 10/J: **YES**

The renewal petition's language is comprehensive. However, as seen in the additional data below, the suspension rate is high, particularly for some subgroups. This may point to a gap between SCHS's discipline policies and the implementation or the need to reexamine such policies.

**5. Does the petition contain a declaration of whether the charter school shall be deemed the exclusive public employer of the charter school employees? **YES****

*Special Note: While the renewal petition does appear to reflect new laws adopted since the original charter was approved, the renewal petition does not call out or identify those new requirements. The District recommends that these be detailed in an executive summary*

# Response to Notice to Cure

Based on concerns highlighted in the 2023-24 school year, SCUSD issued a Notice to Cure to SHPS, as the operator of SCHS, on July 26, 2024. SHPS provided a corrective action plan on August 26, 2024, as requested. The Notice to Cure identified three areas of concern. Below is a summary (not inclusive of all details) of SHPS's response to all three areas and the District staff's corresponding analysis.

## **Concern 1: Lack of Generally Accepted Accounting Practices (GAAP)**

**Action 1:** SHPS's back office provider, St. Hope Academy (SHA), will immediately retain additional staff to ensure GAAP practices are in effect.

**Action 2:** SHPS will retain an audit firm to review concerns raised by the District and verify that SHA has made appropriate changes and is implementing GAAP practices.

**Action 3:** SHPS will require SHA to provide detailed monthly invoices for provided services.

**Action 4:** SHPS will issue a request for proposals and implement an open selection process for back-office service providers.

**District Staff Analysis of Response to Concern 1:** The steps described in the action plan are a reasonable response to the concerns/alleged violations. Working with the audit firm and additional staff strengthens the capacity of both SHPS and SHA to administer public funds and allows for greater transparency and accountability in fiscal reporting. Whether SHA or another entity ultimately takes on the back-office responsibilities, the detailed invoices, request for proposals process, and improved accounting practices establish a stronger foundation for the use of public funds to directly serve the students of SCHS.

Should the District's Board vote to renew SCHS's charter, District staff will have the capacity to support the above action steps in the following way:

**District Action 1:** Review key financial submissions (i.e., adopted budget, unaudited actuals, first interim financial report, second interim financial report) each year and provide a summary of that review (at minimum) in the annual report as part of regular oversight.

**District Action 2:** Meet with or send feedback to SHPS staff following a review of each key fiscal submission (adopted budget, unaudited actuals, first interim, second interim) to address any concerns or confusion.

**District Action 3:** Set a timetable with defined metrics addressing when each step in this process is expected to be completed and by what criteria the District will deem it complete.

## **Concern 2: Teacher Qualifications/Credentials**

**Action 1:** In its corrective action plan, SHPS commits to continuing to verify teacher credentials as part of hiring, minimizing the use of emergency credentials, implementing

and monitoring credential agreements, and submitting supporting documentation to the California Commission on Teacher Credentialing (CTC).

**Action 2:** In the last two years, SHPS has re-established its internal human resources department and added staff to support it. The action plan indicates that SHPS is committed to continuing this effort.

**Action 3:** SHPS indicated that it has increased base salaries to, in part, increase teacher retention. The action plan indicates that SHPS is committed to continuing this effort.

**Action 4:** SHPS is committed to working with teachers and SCTA to identify ways to further support teachers who need to secure preliminary or clear credentials.

**Action 5:** SHPS has embarked on a two-year curriculum adoption cycle, already having purchased the curriculum for the 2024-25 school year. Maintaining this resource for teachers could support both retention efforts and bridge the gap where there may still be fewer qualified teachers. In the corrective action plan, SHPS is committed to continuing this effort.

**District Staff Analysis of Response to Concern 2:** SHPS's response to this concern contained considerable background and context. In addition, it is worth noting that in recent years, California has seen unprecedented levels of teachers leaving the profession, lengthy backlogs on credential processing, and impacted teacher education programs. The questions of how to recruit and retain qualified teachers are not unique to SHPS. As such, the steps noted in Actions 2-5 above appear promising. The steps described in Action 1 seem to be clear extensions of the language in SCHS's renewal petition and are consistent with best practices.

Notwithstanding the above, District staff has two remaining concerns in this area. First, the District does not have a strong mechanism to assess teacher credential status in real-time (most state reporting delays are almost a year). This should not be held against SHPS but rather reflects a challenge in supporting the corrective action. Second, even with these plans in place, there are still some under-qualified individuals serving SHPS students. In the corrective action plan and other areas, SHPS has described how it generally supports those individuals in their professional growth (e.g., partnership with Teach for America, and professional development opportunities). District staff would like to see that described more specifically as it pertains to how SHPS prepares new or under-qualified educators to implement the educational program described in the charter.

Should the Board vote to approve SCHS's renewal petition, District staff will have the capacity to support the above action steps in the following way:

**District Action 1:** Collaborate with SCUSD credential staff, SHPS representatives, and possibly representatives from other charters to develop an ongoing, sustainable, and timely model for reviewing charter school teacher credentials.

**District Action 2:** If needed, support SHPS in adding detail to its professional development plans to better support newer and underqualified teachers. If support is not needed or desired, District staff can review and provide feedback on professional development plans.

**District Action 3:** Set a timetable with detailed metrics addressing when each step in this process will be completed and by what criteria the District will deem it complete.

**Concern 3: Governance and Conflict of Interest**

**Action 1:** Cassandra Jennings will resign from the SHPS Board effective September 30, 2024, if the renewal petitions for PS7 and SCHS are approved.

**Action 2:** The SHPS Board will amend its bylaws to preclude any officer, director, or employee of a vendor from serving on the SHPS Board.

**Action 3:** SHPS will ensure that outside legal counsel addresses legal matters as directed by the Superintendent.

**Action 4:** SHPS will issue a request for proposals and implement an open selection process for back-office service providers

**Action 5:** SCHS has amended its 2024-25 local control and accountability plan (LCAP) to reflect the relationship between the SHA contract and student outcomes.

**District Staff Analysis of Response to Concern 3:** One of the main duties of a charter school's board is to ensure the fiscal sustainability and legal compliance of the school. Action items 2-4 seem like positive steps toward that goal. Action item 1 addresses issues where there may have been an appearance of a conflict of interest. Action item 5 addresses transparent alignment between the budget and education program. This last item has significance as the LCAP is described in the renewal petition as the mechanism for establishing and updating the charter school's goals. It also is the metric by which all local educational agencies in California are asked to account for how they spend public dollars.

Should the Board vote to approve SCHS's renewal petition, District staff will have the capacity to support the above action steps in the following ways:

**District Action 1:** Review key governance submissions (i.e., board calendar, qualifications, training) each year and provide a summary of that review at minimum in the annual report as part of regular oversight.

**District Action 2:** Review the charter LCAP each year for legal compliance and transparent alignment with goals/educational programs. Staff will provide a summary of that review, at a minimum, in the annual report as part of regular oversight.

**District Action 3:** Set a timetable with detailed metrics addressing when each step in this process is expected to be completed and by what criteria the District will deem it complete.

# Summary of Available Data

The data below is from the California State Dashboard (Dashboard) for the years 2017-2023. Data from 2024 (i.e., the final year of the charter term) was not publicly available at the time of this report. The Education Code does not expressly require PS7 to share local data from 2024 but may choose to do so to present a more complete picture of student progress in the final year of the charter term.

## Performance Level Determination

To determine a charter school’s performance level for purposes of renewal, CDE reviews the status and color of Dashboard indicators. The charter school is compared to the state for the two years prior to renewal (i.e., 2022 and 2023). *Importantly, the state does not consider student groups that outperform the state when determining renewal levels, which in these years included the following: White, Two or More Races, Asian, and Filipino.*

CDE uses two criteria for the placement of charter schools in a particular performance level. Criterion 1 reviews the color of all school-wide academic indicators on the Dashboard for the two years preceding renewal. Charter schools assigned blue or green for all indicators are placed in the high-performing level. Charter schools assigned red or orange for all indicators are placed in the low-performing level. SCHS students were in the medium (yellow) for Graduation Rate and high (green) for English Language Arts in 2022. As such, **neither high nor low category applied to SCHS, placing them on track for the Middle Level.**

### *English Language Arts*

Groups	Charter 2022	Charter 2023
All Students	High	Orange
African American	High	Orange
SED	High	Orange

### *Math*

Groups	Charter 2022	Charter 2023
All Students	Low	Red
African American	Low	Red
SED	Low	Red



*English Learner Progress (ELPI)*

All English Learners	No Performance Color	No Performance Color
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*College and Career Indicator (9-12)*

Groups	Charter 2022	Charter 2023
All Students	Not Calculated Statewide	Medium
African American	Not Calculated Statewide	Medium
Student w/ Disabilities	Not Calculated Statewide	Medium

*Graduation Rate (9-12)*

Groups	Charter 2022	Charter 2023
All Students	Medium	Orange
African American	Medium	Orange
Student w/ Disabilities	Medium	Orange

*Suspension Rate*

Groups	Charter 2022	Charter 2023
All Students	Medium	Red
SED	Medium	Red
Hispanic	Medium	Red
Student w/ Disabilities	High	Red
African American	Medium	Red

Using Criterion 2, CDE reviews SCHS’s Dashboard status for the academic indicators for all students and eligible student groups. SCHS is placed in the middle-performing level under this criterion, as all student groups outperformed the state in 2022 in all four academic metrics and in 2023 for two metrics. In 2022 and 2023, SCHS had two eligible student groups for CAASPP and three for other indicators. There was not a statistically significant number of students in the English Learner group to generate a performance level.

*English Language Arts, Distance from Standard (\*outperforms state)*

<b>Groups</b>	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
All Students	+45.2 points*	-12.2 points	-8.6 points*	-13.6 points
SED	+57.1 points*	-41.4 points	-13.8 points*	-42.6 points
African American	+39 points*	-57.7 points	-14.2 points*	-59.6 points

*Mathematics, Distance from Standard (\*outperforms state)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
All Students	-74.2 points	-51.7 points	-123.5 points	-49.1 points
SED	-73.4 points*	-84 points	-125.4 points	-80.8 points
African American	-84.3 points*	-106.9 points	-130.1 points	-104.5 points

*College and Career Indicator (\*outperforms state)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
All Students	NA	NA	52.1%*	43.9%
SED	NA	NA	51.6%*	25.1%
African American	NA	NA	42.9%*	35.4%

*English Learner Performance Progress Indicator (\*outperforms state)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
English Learners	43.8% <sup>†</sup>	50.3%	46.2% <sup>†</sup>	48.7%

<sup>†</sup>Less than 30 students represented in this group for this year

## Local Data

A middle-performing charter school may choose (but is not required) to provide verified data aligned to the May 2023 State Board of Education guidance to further support its case for renewal. When a charter school does provide verified data, authorizers are required to consider it for charter schools in the middle and low-performing levels.

SCHS did share verified data in the form of the percentage of students scoring 3 or 4 on the CAASPP (pages 52-53) and the Dataquest UC/CSU eligibility and college-going rates for the graduating classes of 2020 and 2021 (pages 12-13, 22-23). District staff was able to validate this data on the CAASPP and DataQuest websites. Below is a summary of that data for the statistically significant student groups in the two most recent years. \*\*State data includes only students tested in grade 11.

*English Language Arts, Percent Met or Exceeded Standard (Data Quest / CAASPP Website)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
<b>All Students</b>	68.6%*	54.8%	44.3%	55.4%
<b>SED</b>	74.6%*	36.8%	41.2%	46.0%
<b>African American</b>	64.5%*	45.0%	39.5%*	38.1%

*Mathematics, Percent Met or Exceeded Standard (Data Quest / CAASPP Website)*

	<b>Charter 2022</b>	<b>State 2022</b>	<b>Charter 2023</b>	<b>State 2023</b>
<b>All Students</b>	25.6%	27.0%	5.0%	27.4%
<b>SED</b>	27.1%*	16.5%	2.0%	16.9%
<b>African American</b>	24.4%*	11.3%	2.6%	11.8%

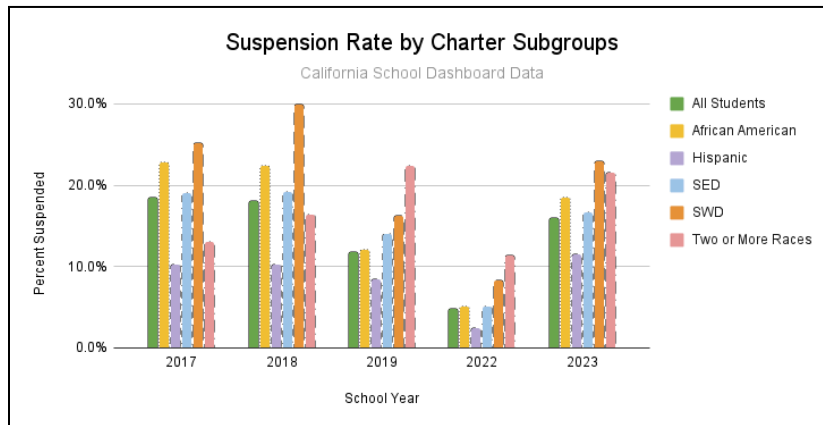
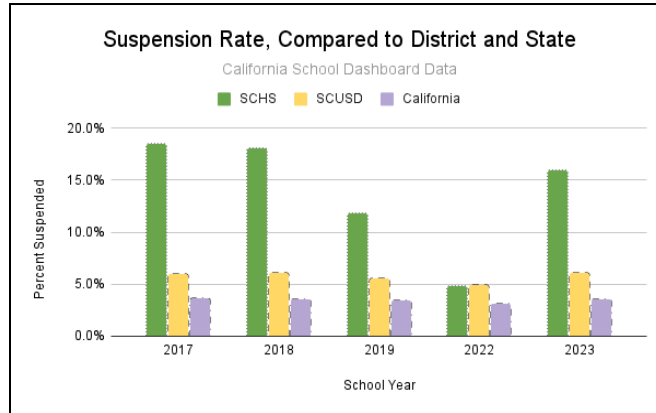
It is worth noting that the California Department of Education reports A-G completion / met UC/CSU requirements rates in different ways across different years and data sources. Below is the most recent report available through the additional reports on the Dashboard.

*Met UC/CSU Requirements Completion Report (2023, California School Dashboard Additional Reports)*

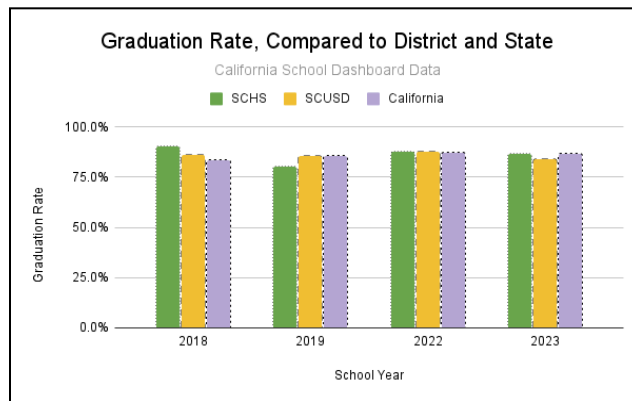
	<b>All Students</b>	<b>African American</b>	<b>Hispanic</b>	<b>SED</b>	<b>SWD</b>
<b>Number</b>	64	36	16	56	9
<b>Percent</b>	86.5%*	85.7%*	80.0%*	86.2%*	75.0%*
<b>State (CA)</b>	44.5%	32.5%	36.8%	36.3%	14%

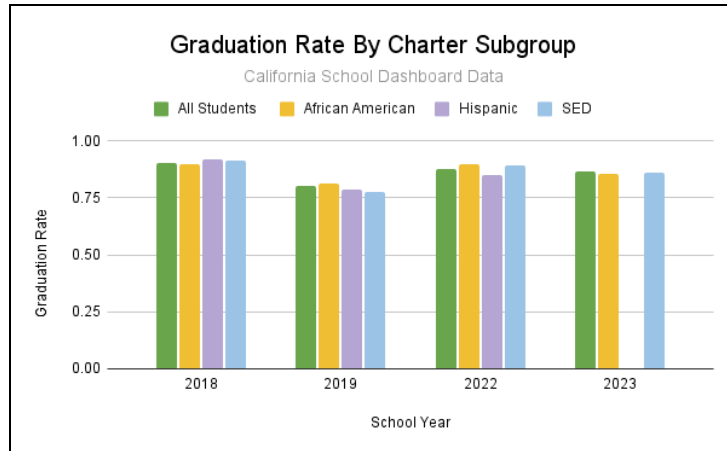
## Other Dashboard Data

### *Suspension Data, California School Dashboard, 2017-2023*



### *Graduation Rate, California School Dashboard, 2017-2023*





## CONCLUSION

Based on the above findings of fact and **Sacramento Charter High School's** designation as a **MIDDLE-PERFORMING** charter school, the District's review team has concluded that the renewal petition, coupled with the corrective action plan submitted in response to the Notice to Cure, **collectively meet the minimum legal standards** under the Education Code **to qualify for approval for the requested five-year term, beginning July 1, 2025, through June 30, 2030.**

If the District's Board takes action to approve the renewal petition, District staff will oversee SCHS's full satisfaction of the corrective actions described in the plan and any other conditions or oversight items that the Board may direct.

*The Board will be provided with sample resolution language for all decision options.*



# CHARTER SCHOOL PETITION EVALUATION

This document was created in partnership and support of the Charter Accountability and Resource Support Network (CARNet) Advisory Board: L. Karen Monroe, Alameda County Superintendent of Schools, CARNet; Wes Stewart, Executive Director, Association of California School Administrators (ACSA); Molly Magee-Hewitt, CAO/CEO, California Association of School Business Officials (CASBO); Dana Dean, Solano County Board of Education/Immediate Past-President, California County Board of Education (CCBE); Ted Alejandre, San Bernardino County Superintendent of Schools/President, California County Superintendents Educational Services Association (CCSESA); Vernon Billy, CEO/Executive Director, California School Boards Association (CSBA); and Michelle Giacomini, Deputy Executive Director, Fiscal Crisis and Management Assistance Team (FCMAT).

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# Reviewing Charter School Petitions

## Guiding Principles

The Charter School Petition Evaluation Matrix was developed to align with the Education Code (EC), state regulations and other pertinent laws required for reviewing charter school petitions. The purpose of this tool is to help guide the schools and the reviewer through the charter school petition preparation and review process.

## State Guidance

The California Code of Regulations, Title 5, section 11967.5 provides the following guidance for reviewing a charter petition: *"The criteria are intended to require no charter provisions in excess of those that the State Board of Education believes necessary to determine whether each element specified in Education Code section 47605(b) has been satisfactorily addressed. Where the criteria call for judgments to be made, the judgments will be made in such a manner as to be reasonable, rational, and fair to the petitioners and other parties potentially affected by the chartering of the school ..."*

[The California Code of Regulations, Title 5, section 11967.5.1\(g\) states that a "reasonably comprehensive" description shall include, but not be limited to, information that:](#)

- (1) *Is substantive and is not, for example, a listing of topics with little elaboration.*
- (2) *For elements that have multiple aspects, addresses essentially all aspects of the elements, not just selected aspects.*
- (3) *Is specific to the charter petition being proposed, not to charter schools or charter petitions generally.*
- (4) *Describes, as applicable among the different elements, how the charter school will:*
  - A) *Improve pupil learning.*
  - B) *Increase learning opportunities for its pupils, particularly pupils who have been identified as academically low achieving.*
  - C) *Provide parents, guardians, and pupils with expanded educational opportunities.*
  - D) *Hold itself accountable for measurable, performance-based pupil outcomes.*
  - E) *Provide vigorous competition with other public school options available to parents, guardians, and student.*

### Instructions To Charter School Petition Review Team / Evaluation Rubric

1. **Identify your team.** Determine who will be responsible for reviewing which sections of the charter petition document. Record team members' names on the Petition Review Team page to help track responsibilities.
2. **Rate the charter school petition** in the various petition Elements and Supplemental sections of the Evaluation Matrix.
  - a. Mark either "met" or "not met" in the "Evaluation Standard Met" Column for each specific criterion. Criteria in **RED** indicate a description that is required under law to be included in the charter petition. Criteria in **BLACK** are descriptions that are strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.
  - b. Use the state guidance and rating definitions below to guide your assessment.
  - c. At the end of each section, elaborate in the comment section on the areas rated as "not met".
3. **Analyze the results.** At the end of this process, determine whether the petition is reasonably comprehensive or if there are any identified Findings of Fact. This tool should be used as part of the final analysis and report to the district governing board.

#### **Evaluation Standard Met:**

The charter petition demonstrates solid preparation and grasp of key issues that indicate a reasonably comprehensive description. Overall, the charter petition contains many characteristics of concise, specific, and accurate information. The standard may be met if the charter petition requires additional, non-substantive elaboration in places.

#### **Evaluation Standard Not Met:**

The charter petition addresses some of the criteria but lacks meaningful detail. The description requires important or key additional information to be reasonably comprehensive. It demonstrates a lack of preparation, is unclear, and uses generic information, or otherwise raises substantial concerns about the petitioner's understanding of the issue in concept. Additional substantiated information would be required to determine the charter petitioner's ability to implement or meet the requirement in practice.

# The Petition Review Team

**Identify your team and who will be responsible for reviewing which sections of the charter school petition document.**

<b>Area of Review (§47605(c))</b>	<b>Department Responsible</b>	<b>Name of Reviewer</b>
A. Education Program	SCUSD Review Team	Hunt/Goldman/Mandelbaum
B. Measurable Student Outcomes	SCUSD Review Team	Hunt/Goldman/Mandelbaum
C. Student Progress Measurement	SCUSD Review Team	Hunt/Goldman/Mandelbaum
D. Governance Structure	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
E. Employee Qualifications	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
F. Health and Safety	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
G. Racial & Ethnic Balance	SCUSD Review Team	Hunt/Daugherty/Goldman
H. Admissions Policies and Procedures	SCUSD Review Team	Goldman/Mandelbaum
I. Annual Financial Audits	SCUSD Review Team	Deal/Guzman
J. Suspension and Expulsion	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
K. Staff Retirement System	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
L. Attendance Alternatives	SCUSD Review Team	Hunt/Goldman/Mandelbaum
M. Post-Employment Rights of Employees	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
N. Dispute Resolution Process	SCUSD Review Team	Goldman/Mandelbaum
O. Closure Procedures	SCUSD Review Team	Deal/Guzman

## Supplemental Criteria

<b>Areas of Review</b> EC §47605(c), §47605(e), §47605(h), §47641(a), §47646	<b>Department Responsible</b>	<b>Name of Reviewer</b>
Financial/Administrative Plan	SCUSD Review Team	Deal/Guzman
Charter Management Organization (i.e. "entities managing charter schools")	Not Applicable	Not Applicable
Facilities	SCUSD Review Team	Goldman/Mandelbaum
Impact Statement	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
Community Impact	SCUSD Review Team	Daugherty/Goldman/Mandelbaum
Special Education	SCUSD Review Team	Daugherty/Mandelbaum
Required Declarations/Affirmations	SCUSD Review Team	Daugherty/Mandelbaum
Independent Study, if applicable	Not Applicable	Not Applicable
Alternative Charter Schools, if applicable	Not Applicable	Not Applicable

Sacramento  
Charter  
High School

FORM A: Certification of Completion-Renewals & Material Revisions

**RENEWAL/MATERIAL REVISION PETITIONER CERTIFICATION**  
**(must be completed and signed by petitioner)**

**Education Code §47605(b):** A petition is deemed received by the governing board of the school district for purposes of commencing the timelines described in this subdivision on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete.

I hereby certify under the laws of the State of California and the United States that the foregoing petition and cover page(s) are deemed complete, true and correct. I understand and acknowledge that failure to provide accurate or complete information may subject the charter to revocation if later discovered and material to compliance with the Charter Schools Act.

Lisa Marie Ruda

Name of Lead Petitioner

Amanda Goldman  
Name of Receiving District Contact

Lisa M. Ruda

Signature

[Signature]  
Signature

6/28/24

Date Submitted

6/28/24  
Date Received



SAC HIGH

*Signature* 6/28/24

**Charter Petition Submission Checklist: Submitting a Complete Petition Package**

✓	The <i>Petition Review Matrix</i> with page numbers identifying the location of legal requirements.	
✓	<b>Flash Drive:</b> One (1) organized electronic copy of <u>all documents with clear naming conventions</u> . <i>-Appendix</i>	
✓	<b>Binders:</b> Two (2) additional binders containing the complete petition submission. <u>Use tabs to separate each section.</u>	
	<p>Include</p> <ul style="list-style-type: none"> <li>✓ Table of Contents</li> <li>✓ A cover letter signed by the governing board president, or designee</li> <li>✓ Board meeting minutes authorizing the submission of the charter petition.</li> <li>NA <b>New Petitions:</b> Articles of Incorporation and By-laws for the non-profit organization</li> <li>✓ <b>Revisions &amp; Renewals:</b> An Executive Summary summarizing the proposed substantive changes to the petition           <ul style="list-style-type: none"> <li>• Use a two-column table. Include a charter element on the left and a description of revisions on the right.</li> <li>• Substantive changes include but are not limited to governance structure/ bylaws, grade levels served, location(s), and any changes to the design or intent of the program as described in the existing petition. Include references to Ed Code.</li> </ul> </li> <li>✓ A signed Certification of Completion (Forms A or Form B), E.C. §47605(b).</li> <li>✓ A FULLY UPDATED (track-changes (Word) and <u>clean copy (PDF)</u>) charter petition including           <ul style="list-style-type: none"> <li>• Include all content required by all newly enacted laws and regulations pertaining to charter schools since the previous authorization.</li> <li>• A reasonably comprehensive description of all 15 elements and supplemental sections with legal assurances. It is highly recommended that the lead petitioner review the petition against the <i>Matrix</i> before submitting it.</li> <li>• A financial plan/proposed budget including reasonable multi-year projections and cash flow for at least 3 subsequent years. <u>Electronic copies must be in Excel format.</u></li> <li>• The Appendix of supporting documents (See FORM D)</li> </ul> </li> </ul> <p>✓ The Appendix and supplemental materials <u>will not</u> be reviewed in place of a reasonably comprehensive description of the required charter petition elements, E.C. §47605.</p>	
	Deliver both binders and the flash drive to Serna Center, Sacramento City Unified School District, 5735 47th Avenue, Sacramento, CA, 95824; Attn: Amanda Goldman	
✓	▶ <b>Form A</b>	<i>Signed Certification of Completion- Renewals &amp; Material Revisions</i>
NA	▶ <b>Form B</b>	<i>Signed Certification of Completion- New Petitions</i>
✓	▶ <b>Form C</b>	<i>Renewal Performance Report</i>
✓	▶ <b>Form D</b>	<i>Suggested Appendix Documents</i>
NA	▶ <b>Form E</b>	<i>Courtesy Copy Only: Charter Petition Process</i>



## CHARTER SCHOOL PETITION EVALUATION MATRIX Intake Information/Cover Sheet

Petitioner Information	Petition Review Timelines (District Use Only)		
<b>Name of Proposed Charter School</b>	<input type="checkbox"/> Initial Petition	<input type="checkbox"/> Material Revision	<input type="checkbox"/> Renewal
Sacramento Charter High School	<b>Petition Submitted:</b>	<b>Pubic Hearing</b>	<b>Decision Hearing</b>
<b>Name &amp; Position of Lead Petitioner</b>	<b>6.28.2024</b>	<i>Within 60 days of submission</i>	<i>Within 90 days of submission but may be extended 30 days if mutually agreed</i>
Lisa Ruda, Superintendent			
<b>Phone and Email</b>			
916-277-6200		<b>Due Date</b>	<b>Due Date</b>
<b>Address</b>	<b>Was an Extension Requested / Agreed Upon?</b>	<b>8.27.2024</b>	<b>9.26.2024</b>
2315 24th Street, CA, 95817		<b>Date Held</b>	<b>Date Held</b>
<b>Proposed Grade Span</b>	<input type="checkbox"/> Yes	<b>8.8.2024</b>	<b>9.19.2024</b>
9-12	<input checked="" type="checkbox"/> No		

### New Petitions Only

**Education Code §47605(a)(1):** A petition for the establishment of a charter school shall identify a single charter school that will operate within the geographic boundaries of that school district. A charter school may propose to operate at multiple sites within the school district if each location is identified in the charter school petition. The petition may be submitted to the governing board of the school district for review after either of the following conditions is met:

(A) The petition is signed by a number of parents or legal guardians of pupils that is equivalent to at least one-half of the number of pupils that the charter school estimates will enroll in the charter school for its first year of operation

- NO
- YES

(B) The petition is signed by a number of teachers that is equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the charter school during its first year of operation

- NO
- YES

### Facility Information

Facilities Have Been Secured (select yes or no)	YES (List proposed address below)	NO (List facilities being considered below)		
Proposed Facility Address	2315 34th Street	Sacramento	CA	95817
	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Facilities Being Considered (Include any Prop 39 Facility Requests being proposed)	Street	City	State	Zip Code
	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>



### Special Education - SELPA Information

Has Charter School applied for or been approved as LEA member of SELPA?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> NO	If <b>YES</b> , Provide LEA #, Name of SELPA & Contact	El Dorado Charter SELPA
If <b>NO</b> , explain intent for special education compliance as a charter school in the charter petition. <i>(See Supplemental Criteria section of the Evaluation Matrix)</i>			

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## 15 Charter Elements

Criteria in RED indicate a description that is required under law to be included in the charter petition.

Criteria in BLACK are descriptions strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.

### A. Description of Vision, Mission, and Educational Program

Evaluation Criteria: <u>E.C. §47605(c)(5)(A)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
<b>1. Targeted Student Populations and Community Need</b>		
a. students the charter school will attempt to educate and a demonstration of need for proposed educational program	YES	77, 78
b. grade levels and number of students the charter school plans to serve	YES	77
c. a clear, concise school mission and vision statement that aligns with the target population	YES	78
d. the needs and challenges of the student groups to be served	YES	
<b>2. Attendance</b>		
a. school year/academic calendar, number of school days and instructional minutes	YES	Appendix 1
b. attendance expectations and requirements, including enrollment projections	YES	Appendix 1
c. master/daily schedule and proposed bell schedule	YES	Appendix 1
<b>3. What It Means to Be an Educated Person in the 21st Century</b>		
a. goals that are consistent with enabling all pupils to become or remain self-motivated, competent, lifelong learners	YES	80
b. list of academic skills and qualities important for an educated person	YES	80
c. list of general non-academic skills and qualities important for an educated person	YES	80
<b>4. How Learning Best Occurs/Instructional Design, including subgroup program (CCR §11967.5.1. (f)(C))</b>		
a. a framework for instructional design that is aligned with the needs of the students that the charter has identified as its target student population	YES	81
b. description of learning setting (e.g., site-based matriculation, independent study, tech-based)	YES	77
c. instructional approaches and strategies school will utilize that will enable the school's students, including subgroup populations such as English language learners (ELL), to master the content standards for the core curriculum areas adopted by the SBE	YES	81-101 (Gen Ed) 102-114 (SPED) 115-124 (EL)
d. process for developing or adopting curriculum and teaching methods		
e. how the charter school will identify and meet the needs of students with disabilities, ELLs, students achieving substantially above or below grade level expectations, and other special student populations. - the description demonstrates understanding of the likely ELL population - includes sound approach to identify and meet the needs of subgroup populations	YES	104 (SPED) 115-124 (EL)
f. special education plan including, but not limited to, the means by which the charter school will comply with the provisions of EC section 47641	YES	103
g. a plan for professional development that aligns with the charter school's proposed program	YES	98
<b>5. Materials, Including Technology</b>		
a. how staff's and students' technology resources are aligned to the instructional program and meet state assessment requirements	YES	101
b. what materials are available to students: student-to-computer ratio appears reasonable	YES	101
c. a description or plan for providing adaptive technology for SPED students	YES	108
d. Common Core technology standards, digital assessments, and professional learning	YES	144

# CHARTER SCHOOL PETITION EVALUATION MATRIX

6. Annual Goals		
a. annual goals for all pupils and for each subgroup of pupils identified pursuant to section 52052 that apply to the grade levels served	YES	LCAP
<u>b. goals tied to state priorities listed in EC section 52060(d) and LCAP, as appropriate.</u> <u>- Additional priorities related to unique aspects of the proposed charter school program include goals and specific annual actions</u>	YES	App. 2-3
c. specific annual actions designed to achieve the stated goals	YES	App. 2-3
7. Description Requirements for Charter Schools Serving High School Students		
a. how parents will be informed about the transferability of courses to other public high schools	YES	122, parent handbook
b. how parents will be informed about the eligibility of courses to meet college entrance requirements	YES	122
c. how each student will receive information on how to complete and submit a FAFSA or California Dream Act Application at least once before the student enters grade 12	YES	123
d. how the exit outcomes will align to mission, curriculum, and assessments	YES	122
e. affirmation that all students will have the opportunity to take courses that meet the 'A-G' requirements	YES	122, Grad Req
f. planned graduation requirements and WASC accreditation are defined	YES	122
<b>Comments by review team:</b>		
<b>B. Measurable Student Outcomes</b>		
<u>Evaluation Criteria: E.C. §47605(c)(5)(B)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. Measurable pupil outcomes for all groups, and for each numerically significant subgroup, including specific assessment methods or tools listed for each outcome	YES	LCAP, App 2-3
2. A description of how pupil outcomes align with the state priorities consistent with LCAP, as described in EC 52060(d), that apply for the grade levels served or the nature of the program	YES	127
3. Specific annual actions designed to achieve the stated goals	YES	LCAP
4. Additional school priorities related to unique aspects of the proposed charter school program, with goals and specific annual actions	YES	LCAP
5. Description of how pupil outcomes will address state content and performance standards in core academic areas	YES	131
6. Description of how exit outcomes align to the mission and instructional design of the program	YES	131
7. Description or affirmation that "benchmark" skills and specific classroom-level skills will be developed	YES	131
8. School-wide student performance goals students will achieve over a given period of time, including projected attendance levels, dropout percentage, and graduation rate goals	YES	131
<b>Comments by review team:</b>		



# CHARTER SCHOOL PETITION EVALUATION MATRIX

## C. Student Progress Measurement

<u>Evaluation Criteria: E.C. §47605(c)(5)(C.)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. Assessment tools that include all required state and federal assessment (SBAC, ELPAC, etc.) for purposes of accountability	YES	127-131
2. At least one assessment method or tool listed for each of the exit assessments	YES	129-130
3. A variety of alternative assessment tools, including tools that employ objective means of assessment consistent with the measurable pupil outcomes	YES	128-130
4. Chosen assessments are appropriate for standards and skills the charter school seeks to measure	YES	128-130, LCAP Metrics
5. A plan for collecting, analyzing/utilizing and reporting student/school performance to charter school staff and to students' parents and guardians, and for utilizing the data continuously to monitor and improve the charter school's educational program	YES	131

**Comments by review team:**

## D. Governance Structure

<u>Evaluation Criteria: E.C. §47605(c)(5)(D)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. Evidence of the charter school's incorporation as a nonprofit benefit corporation	YES	133, App 4
a. provides the names and relevant qualifications of all persons whom the petitioner nominates to serve on the governing body of the charter school.	YES	App 4
b. includes a set of bylaws and basic policies	YES	App 4
2. Evidence that the organizational technical designs of the governance structure reflect: - a seriousness of purpose to ensure that the charter will become and remain a viable enterprise - understanding and assurance of compliance with open meeting requirements	YES	135, 136, App 4
3. Key features of governing structure including, but not limited to:	YES	
a. delineation of roles and responsibilities of the governing board and staff	YES	135
b. a clear description of the flexibility and level of autonomy the charter school has from the charter management organization over budget, expenditures, personnel, and daily operations	YES	133-134
c. size/composition of board, board committees and/or advisory councils	YES	App 4
d. method for selecting initial board members and election/appointment for board member replacement	YES	135, 136, App 4
4. A process for involvement or input of parents/guardians in the governance of the charter school including:	YES	138, App 4
a. a clear delineation of roles and responsibilities of parent councils, advisory committee or other supporting groups	YES	App 4
b. a description how it shall notify the parents and guardians of applicant pupils and currently enrolled pupils that parental involvement is not a requirement for acceptance to or continuation at, the charter school	YES	App 4
5. Specific policies and internal controls that will prevent fraud, embezzlement, and conflict of interest and ensures the implementation and monitoring of those policies	YES	App 4
6. A description and frequency of board trainings/workshops	NO	
7. Other important legal or operational relationships between the charter school and granting agency	NO	

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Comments by review team:

## E. Employee Qualifications

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(E)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met</b> <b>YES / NO</b>	<b>Located on Page(s)</b>
1. Core and college preparatory teachers, and affirms all teachers will hold appropriate Commission on Teacher Credentialing certificates (new on July 1, 2020)	YES	148
2. Those positions that the charter school regards as key, and specifies the additional qualifications expected of individuals assigned to those positions, their responsibilities and accountability	YES	142-150, App 5
3. General qualifications for the various categories of employees (e.g., other administrative, instructional support, non-instructional support). These qualifications shall be sufficient to ensure the health and safety of the charter school's faculty, staff, and students.	YES	142-150
4. A clear plan for recruitment, selection, development and evaluation of staff and charter school leader	YES	144, 148, 149
5. Roles and lines of authority for board and management positions	YES	136-137
6. Qualifications for non-core, non-college prep teaching positions staffed by non-certified teachers	NO	
7. Proposed teacher to student ratio	NO	

Comments by review team:

## F. Health and Safety Procedures

<a href="#">Evaluation Criteria: §47605(c)(5)(F)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met</b> <b>YES / NO</b>	<b>Located on Page(s)</b>
1. A comprehensive charter school safety plan and assurance that all charter school staff will be trained on this plan and that the plan will be updated annually	YES	153, App 6
2. Assurances that the charter school will require a criminal background clearance report, and proof of tuberculosis examination prior to employment	YES	154, 155
3. Assurances that the charter school will adopt procedures to prevent acts of bullying and cyberbullying, and make the CDE online training module available to all employees who interact with students	YES	156, 158, App 6
4. Affirmation that charter schools with grades 7-12 will adopt a suicide prevention policy	YES*	157
5. Health and safety practices for students and staff	YES	152-160
a. references include health and safety related policies/procedures or the date by which they will be adopted and submitted to the authorizer	YES	App 6
7. Assurances on the compliance with ADA (Americans with Disabilities Act)	YES	6, 7, 153

Comments by review team:

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## G. Racial and Ethnic Balance

<u>Evaluation Criteria: E.C. §47605(c)(5)(G)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. Specific practices/policies the charter school will design and implement to attract a diverse applicant pool/enrollment that is reflective of the general population, including special populations residing within the territorial jurisdiction of the district	YES	160, 163, 166
2. Practices and policies appear likely to achieve racial and ethnic balance	YES	162, 165, 168
3. The outreach strategies, identifying specifically who the targeted groups will be, including developed or planned benchmarks for achieving balance	YES	162-168
4. Types of supports that will be provided to maintain enrollment balance (counselors, support staff, medical-related staff, etc.)	YES	82, 165

**Comments by review team:**

## H. Admissions Requirements, If Applicable

<u>Evaluation Criteria: §47605(c)(5)(H)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. The following assurances: The charter school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against a pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, equal rights, and opportunities in the educational institutions of the state	YES	170
2. A clear description of admission policies that meet the state and federal permissive preferences	YES	170
3. A clear description of how students in the community will be informed and given an equal opportunity to attend the charter school. All promotional material must clearly state the charter school will serve ALL students.	YES	171 / App. 2
4. Proposed admissions and enrollment requirements, process, and timeline, and includes:	YES	172
a. information to be collected through the interest form, application form, and/or enrollment form		
b. assures enrollment preferences will not require mandatory parent volunteer hours as a criteria for admission	YES	172
5. Description of the public random drawing processes that coincide with state and federal laws	YES	172
6. Assurances that preferences, if given, are not likely to negatively impact the racial, ethnic, and unduplicated balance the charter school strives to reflect	YES	174

**Comments by review team:**  
Charter did not submit example of application or enrollment form

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## I. Annual Independent Financial Audits

<u>Evaluation Criteria: §47605(c)(5)(I)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. The manner in which the audit will be conducted	Yes	177-178
2. Procedures to select and retain an independent auditor including: - qualifications that will be used for the selection of an independent auditor - assurance that the auditor will have experience in education finance	Yes	177-178
3. Assurance that the annual audit will employ generally accepted accounting principles	Yes	177-178
4. Scope and timing of audit, as well as distribution of completed audit to authorizer, county office, State Controller, California Department of Education, and/or other agencies required under law	Yes	177-178
5. A process and timeline that the charter school will follow to address any audit findings and/or resolve audit exceptions	Yes	177-178
6. Assurance that the charter school will satisfy any audit deficiencies to the satisfaction of the authorizer	Yes	177-178
7. Who is responsible for contracting with and overseeing the independent audit	Yes	177-178
<b>Comments by review team:</b> The petition describes a standard process of contracting with an audit firm and complying with the appropriate Ed Code requirements. However, significant concern remains given the repeated audit findings pointed out in the previous two years. These findings are serious in that they call into question internal control issues for the charters financial statements and processes. Another issue of note is the failure to provide timely bank reconciliations, which was also noted during the audit process.		

## J. Suspension and Expulsion Procedures

<u>Evaluation Criteria: E.C. §47605(c)(5)(J)</u> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	<b>Evaluation Standard Met YES / NO</b>	<b>Located on Page(s)</b>
1. A process for suspensions of fewer than 10 days, including	YES	194-196
a. oral or written notice of the charges against the pupil	YES	194-195
b. if the pupil denies the charges, an explanation of the evidence that supports the charges	YES	194
c. how an opportunity will be provided for the pupil to present his/her rebuttal to the charges	YES	194
2. A process for suspensions of 10 days or more and all other expulsions for disciplinary reasons, including	YES	196-202
a. timely, written notice of the charges against the pupil and an explanation of the pupil's basic rights	YES	196-197
b. a process of hearing adjudicated by a neutral officer within a reasonable number of days, and at which the pupil has the right to bring legal counsel or an advocate	YES	197
3. A clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice and that ensures the written notice shall be in the native language of the pupil or the pupil's parent or guardian	YES	183
4. Understanding of relevant laws protecting constitutional rights of students	YES	181-202
a. provides for due process for all students and demonstrates understanding of the rights of students with disabilities in regard to suspension, expulsion, and involuntary dismissal	YES	203-206
b. explanation of how authorizer may be involved in disciplinary matters	YES	202
<b>Comments by review team:</b> This section is complete and there is no evidence of a new or additionally adopted suspended/expulsion policy. However, it is a concern that the suspension rate has increased for all subgroups in the recent year while enrollment and graduation rates have declined (data based on 2023 Dashboard).		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## K. California State Teacher Retirement System

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(K)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. A statement of what retirement options will be offered to employees	YES	208
a. STRS (if STRS, then all teachers must participate)	YES	208
b. PERS	NA	
c. Social Security	YES	208
2. Whether retirement will be offered with language clearly reflecting one of the following choices for each retirement system - coverage will be offered to eligible employees - the charter school retains the option to elect the coverage at a future date - the charter school will not offer coverage	YES	208
3. Who is responsible for ensuring that the appropriate arrangements for coverage have been made	YES	208
<b>Comments by review team:</b> Teachers and other appropriate employees participate in STRS. Non-certificated staff have social security and a retirement account.		

## L. Public School Attendance Alternatives

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(L)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. Attendance alternatives for students residing within the county who choose not to attend the charter school	YES	210
<b>Comments by review team:</b>		

## M. Post-employment Rights of Employees

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(M)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. School district employee's return employment rights, including	YES	212
a. whether, and how staff may resume employment within the district or authorizer	YES	212
b. the ability to transfer sick/vacation leave to and from charter and another LEA	YES	212
c. whether staff will continue to earn service credit (tenure) in district while employed at charter	YES	212
2. Whether collective bargaining contracts of charter authorizer will be a controlling document		
<b>Comments by review team:</b>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## N. Dispute Resolution Procedures

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(N)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. A process for the charter and the authorizer to settle disputes relating to the provisions of the charter	YES	215
2. The process by which charter will resolve internal complaints and disputes	YES	216
a. includes Uniform Complaint procedures and description of how this process is communicated to parents, staff, and the community	YES	216
3. Acknowledgement that except those disputes between the chartering authority and the charter school, all disputes involving the charter school shall be resolved by the charter school according to the charter school's own internal policies		
4. Statement that if any such dispute concerns facts or circumstances that may be cause for revocation of the charter, the authorizer shall not be obligated by the terms of the dispute resolution process as a precondition to revocation		
<b>Comments by review team:</b>		

## O. Closure Procedures

<a href="#">Evaluation Criteria: E.C. §47605(c)(5)(O)</a> <b>THE PETITION DESCRIBES, AT MINIMUM</b>	Evaluation Standard Met YES / NO	Located on Page(s)
1. The procedures to be used if the charter school closes, including:	YES	218-220
a. who is the responsible entity/person that will conduct closure-related activities		
b. process for submission of final financial reports, expenditure reports for entitlement grants, and the filing of any required final expenditure and performance reports		
2. The maintenance plan for pupil records and the manner in which parents/guardians may obtain copies of pupil records if the charter school closes, including how information will be preserved and transferred.	YES	218
3. A process of how charter will ensure a final audit of the charter school	YES	219
a. an assurance it will be conducted within six months of closure	YES	219
b. the disposition of the charter school's assets	YES	219
c. plans for disposing net assets	YES	219
4. The transfer and maintenance of personnel records in accordance with applicable law	YES	219
<b>Comments by review team:</b>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Required Supplemental Criteria

**Criteria in RED indicate a description that is required under law to be included in the charter petition.**

**Criteria in BLACK are strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.**

Financial/Administrative Plan		
<u>Evaluation Criteria: E.C. §47605(h)</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
<b>1. A One Year Operational Budget (current year or first year)</b>		
a. annual revenues and expenditures clearly identified by source	Yes	Supplemental MYFP
b. revenue assumptions in alignment with applicable state and federal funding formulas	No	Assumptions not Provided
c. expenditure assumptions that reflect the school design plan	No	Assumptions not Provided
d. expenditure assumptions that reflect market costs	No	Assumptions not Provided
e. revenues from grants or other proposed fundraising that are not critical to fiscal solvency	No	Assumptions not Provided
f. minimum reserve level and projected positive ending fund balance (the larger of 3% of expenditures, or \$25,000)	Yes	Supplemental MYFP
g. if expenditures exceed revenues in first year of operations, identifies sources of capital sufficient to cover deficits until the budget is projected to balance	Yes	Supplemental MYFP
h. expenditures for property and liability insurance that name the district/authorizer as additional insured (and/or a hold harmless agreement)	No	Not provided
i. expenditures for reasonably expected legal services	Yes	Assumptions not provided
j. expenditures for special education excess costs consistent with current experiences in the school district/county office	No	Assumptions not provided
k. expenditures for facilities – if specific facilities not secured, reasonable projected cost	Yes	Assumptions not provided
l. expenditures for required student meals that meet federal nutritional requirements	No	Assumptions not provided
m. the alignment of LCAP expenditures with the charter's budget	No	Assumptions not provided
<b>2. Financial Projections Include a Clear Description of Planning Assumptions</b>		
a. revenues and expenditures correlate with the number/types of students by grade level in budget	No	Assumptions not provided
b. expenditure assumptions correlate with the amount of staff in budget	No	Assumptions not provided
c. expenditure assumptions correlate with the facility needs in budget	No	Assumptions not provided
d. expenditure assumptions in alignment with overall school design plan	No	Assumptions not provided
e. revenues based on state and federal funding guidelines	No	Assumptions not provided
f. revenues based on reasonable potential growth in local, state and federal categories	No	Assumptions not provided
g. revenues based on reasonable student growth projections	No	Assumptions not provided
h. revenue from sources such as grants, loans, donations and other non-guaranteed funds not necessary for the charter to maintain fiscal solvency	Yes	Assumptions unclear
i. timeline for any referenced grant applications to be submitted and funded	No	Assumptions not provided
j. positive reserves are maintained in all three years	Yes	Assumptions unclear
k. fund balances are positive, or sources of supplemental working capital are identified	Yes	Assumptions unclear

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Financial/Administrative Plan		
Evaluation Criteria: <a href="#">E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
<b>3. Start-Up Costs – Initial Petition Only</b>		
a. <b>reasonable allocation for all major start-up costs</b> including: - staffing - facilities - equipment and supplies - professional services (i.e., food services, etc.) - technology materials - assessment systems/materials - legal costs	N/A	
b. in alignment with overall school design plan	N/A	
c. potential funding sources	N/A	
d. timeline allows for grant applications and fundraising efforts to be completed in time, if included in start-up costs	N/A	
<b>4. Cash Flow Projections for 3 Years</b>		
a. <b>monthly projection of revenue receipts in line with local/state/federal funding disbursements</b>	Yes	Appendix B
b. expenditures projected by month and corresponds with typical/reasonable schedules	Yes	Appendix B
c. balance sheet accounts projected by month	Yes	Appendix B
d. shows positive cash balance each month and/or identify sources of working capital	Yes	Appendix B
<b>5. Structure for Administrative Services and Operations</b>		
a. outline or process for how personnel transactions will be conducted, (i.e., hiring, payroll, leaves and retirement)	No	
b. accounting and payroll processes that reflect an understanding of school business practices and expertise to carry out the necessary functions	No	
c. plan and timeline to develop and assemble school business practices and expertise	No	
d. explanation of how school intends to manage risk, including any policies and procedures	No	
d. if operated by a non-profit organization, affirms will provide additional 501(c)(3) fiscal reports	N/A	
<p>Comments by review team:                      The charter initially provided only a cash flow statement projection for fiscal years 2025-2026 through 2027-2028. However, a cash flow statement alone is insufficient for the team to assess fiscal health or make reasonable assumptions about fiscal solvency. Later, the charter submitted a Multi-Year Financial Projection (MYFP), but there were several issues with it. For instance:</p> <ul style="list-style-type: none"> <li>- The MYFP did not align with the Cash Flow Statement. The total revenues and expenditures outlined in the cash flow did not match those in the MYFP. Federal Revenues, for example, were materially different when comparing the MYFP with the Cash Flow statement. This is concerning given the reserve levels.</li> <li>- In fiscal year 2024-2025, total revenues for the MYFP were identified at \$ 8.1M. The Cash Flow statement projected \$ 8.8M in total revenues. This is a large unexplained variance, especially taking into consideration the ending net assets of \$ 922K identified in the MYFP.</li> <li>- The MYFP lacked supporting documentation, aside from single-line notes within the document. Typically, when providing an MYFP, the charter should include, at a minimum:                             <ul style="list-style-type: none"> <li>- Narrative: A narrative statement should explain the projections in the MYFP, including details on revenue and expenditures, and account for significant variances between years. This narrative should also include key information such as ADA assumptions, Unduplicated Count assumptions, special education assumptions, etc.</li> <li>- FCMAT LCFF Calculator: The calculator should be included to verify that ADA and Unduplicated Count figures are projected correctly. Without the LCFF calculator, along with ADA and Unduplicated Count information, a proper analysis cannot be conducted.</li> </ul> </li> </ul> <p>Without these fundamental sources of information, it is challenging to place full reliance on the financial statements provided.</p>		



# CHARTER SCHOOL PETITION EVALUATION MATRIX

Charter Management Organization, i.e. Entities Managing Charter Schools		
<a href="#">Evaluation Criteria: E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. <b>Name and relationship of CMO to charter school, including</b> - roles - responsibilities - payment structure - conditions for renewal/termination - investment disclosure	NA	
2. CMO's role in the financial management of the charter and the associated internal controls		
3. Other schools and/or companies managed by the CMO		
4. CMO's history, philosophy, and past results operating other schools and/or companies		
5. CMO's Form 990s for up to prior three years		
6. Back-office provider and description of support utilized by the charter		
7. Affirmation that the CMO/back-office provider will provide timely submissions of calendar of due date items		
8. Affirmation that the CMO/back-office provider will provide timely submissions of request for information items		
Comments by review team:		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Facilities		
<a href="#">Evaluation Criteria: E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
<b>1. Location of Facility</b>		
a. the types and the location of the charter school facility that the petitioner proposes to operate, including <ul style="list-style-type: none"> <li>- size and resources</li> <li>- safety</li> <li>- educational suitability</li> </ul>	YES	224
b. the address of the facility or a schedule for securing the facility, including the person responsible for securing the location		
c. assessment and analysis of anticipated facilities needs and viability of potential sites		
<b>2. Current and Projected Availability</b>		
a. current and projected availability of each charter school site, and schedule for securing the facility		
b. assurances of all legal compliance with health and safety, ADA, and applicable building codes		
c. adequate budget for anticipated costs, including renovation, rent, maintenance and utilities		
d. statement whether a request will be made for use of authorizer-owned facilities		
e. lease or occupation agreement for privately obtained facilities, and/or provides a copy of the lease agreement		
Comments by review team:		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Impact Statement		
<a href="#">Evaluation Criteria: E.C. §47605(h)</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. Number of students anticipated to enroll	No	
2. Identification of whether charter will request to purchase support services from authorizer	YES	224
3. Affirmation there will be a Memorandum of Understanding between the authorizer and charter school	YES	225
4. Processes and policies between charter and authorizer		
a. includes process, activities and associated fees for oversight of charter		
b. includes processes, timelines, and evaluation criteria for annual review and site visits		
c. includes regular, ongoing fiscal and programmatic performance monitoring and reporting		
d. includes process, timelines and evaluation criteria for charter renewal		
e. outlines other important legal or operational relationships between authorizer and charter school		
5. Criteria and procedure for the selection of a contractor, if applicable, including - process for determining necessary expertise - selection of the contractor or contractors, if applicable		
6. Potential civil liability effects, if any, upon the school and the authorizer	YES	225
Community Impact		
<a href="#">Evaluation Criteria: E.C. §47605(c)(7)</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. How the charter school will not substantially undermine existing school district services, academic offerings, or programmatic offerings	NA	
2. Whether the charter school petition duplicates a program currently offered by the district, and the existing program has sufficient capacity for the pupils proposed to be served within reasonable proximity to where the charter school intends to locate	NA	
Comments by review team:  Not applicable. New Petitions only.		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Special Education		
Evaluation Criteria: <a href="#">E.C. §47641(a)</a> and <a href="#">E.C. §47646</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. The school's special education structure (3 options) a. charter school will be an independent LEA for special education purposes, or b. charter school will be a school within the district, or c. the charter school will be a SELPA	YES	103
2. How special education services will be provided consistent with SELPA Plan and/or policies and procedures. a. includes a fiscal allocation plan in alignment with the SELPA the charter plans to join	YES	103, 104, App, Budget
3. Affirmation that the charter school will assume full responsibility for appropriate accommodations to address the needs of any student	YES	104
4. Acknowledgment that the charter is responsible for providing special education, instruction and related services to the students enrolled in the school regardless of students' district of residence	YES	103
5. The process for notifying district of residence and authorizing LEA when a special education student enrolls, becomes eligible, ineligible and/or leaves the charter	YES	7, 107
6. The transition to and from a district when a student with an IEP enrolls in or transfers out of the charter	YES	107-109
7. Evidence that the school has consulted with a SELPA, such as a letter from SELPA confirming receipt of application	YES	App 1 MOU
8. Includes the following assurances	YES	
a. the charter will comply with all provisions of IDEA	YES	163, SELPA MOU
b. no student will be denied admission based on disability or lack of available services	YES	112, 113
c. a Student Study Team process will be implemented	YES	91, 106, 124
d. any student potentially in need of Section 504 services will receive such services	YES	7, 113-114
<b>If the charter will not be an independent LEA</b>		
1. Clarifies in charter petition or a Memorandum of Understanding the responsibilities of each party for service delivery, including Referral, Assessment, Instruction, Due Process, Agreements describing allocation of actual excess costs	NA	
2. An assertion that the charter will be fiscally responsible for its fair share of any encroachment on general funds	NA	
<b>If the charter school is an independent LEA within a SELPA</b>		
1. Notifies SELPA Director of intent to participate prior to February 1 of the preceding school year	YES*	103
<u>2. Includes current operating budget in accordance with E.C. §42130 and E.C. §42131</u>	NO	
3. Understands that the charter school is fiscally responsible for fair share of any encroachment on general funds	NO	
4. Asserts responsibility for any legal fees relating to the application and assurances process	YES	108, 109
5. Demonstrates it is located within SELPA's geographical boundaries	YES	App. MOU
6. Asserts all instruction will be in a safe environment	NO*	
7. Affirms the terms of the Agreement will be met regarding the organization, implementation, administration and operation of the SELPA	YES	105, App. MOU

# CHARTER SCHOOL PETITION EVALUATION MATRIX

Comments by review team:

- “Safe Environment”: There is no specific language defining safe environment in this inclusion model. That term generally refers to emotional safety within a team teaching environment. Based on the number and increase in suspensions especially among SPED students, this may require additional guidance or clarification.
- Reviewers could not locate specific language around charter school fiscal responsibility within the SELPA nor the operating budget for SPED

## Required Declarations

<u>Evaluation Criteria: E.C. §47605(c)(6)</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. Declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.	YES	6

## Required Affirmations

<u>Evaluation Criteria: E.C. §47605(e)</u> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. Affirmation that the school will be nonsectarian in its <ul style="list-style-type: none"> <li>- programs</li> <li>- admission policies</li> <li>- employment practices</li> <li>- and all other operations</li> </ul>	YES	6
2. Affirmation that the school shall not charge tuition	YES	6
3. Affirmation that the school shall not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code	YES	6
4. Affirmation that the admission to a charter school shall not be determined according to the place of residence of the pupil, or of the pupil’s parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that public school	YES	6
5. <u>Affirmation that the charter school shall admit all pupils who wish to attend the charter school</u>	YES	6, 7, 17
6. Affirmation that the school will comply with federal, state and local laws as required for charter schools	YES	8, 9

Comments by review team:

Affirmations were also included at the start of each section

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Alternative Education Charter School Criteria

Criteria in RED indicate a description that is required under law to be included in the charter petition.

Criteria in BLACK are strongly suggested to be included to ensure that the charter petition is reasonably comprehensive.

### For Alternative Education Charter Schools, If Applicable

	Evaluation Standard Met Yes / No	Located on Page(s)
Evaluation Criteria: E.C. §58500 - 58512 <i>The petition describes, at minimum</i>		
1. Acknowledgement that the charter school will maintain an unduplicated count of at least 70% of the school's total enrollment composed of the required high-risk student groups	NA	
2. Assurance that the school will maintain documentation that 70% of students will be reflected on Part 1 of their DASS Participation Form	NA	
4. Clearly articulated mission and purpose to recruit and educate high-risk students	NA	
5. Performance plan that include specific measures and goals for success, including one or two attainable norm references and/or verifiable alternative measures that support the school's mission and vision	NA	
6. Required assurances	NA	
a. the school will maintain documentation that 70% of students will be reflected on Part 1 of their DASS Participation Form, as defined in item 1, above	NA	
b. when applying for other alternative school status, ONLY the school's current enrollment will be used (in accordance with the DASS Eligibility Criteria and examples) to determine a school's percentage of high-risk student for DASS eligibility.	NA	
<p>Comments by review team:</p> <p>SCHS is not an alternative education setting.</p>		

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Independent Study Supplemental Criteria

Independent Study/Non - Classroom based Instruction - For Renewals Only (There is a moratorium on the approval of new petitions effective January 1, 2020)		
Evaluation Criteria: <a href="#">E.C. §51745</a> <i>The petition describes, at minimum</i>	Evaluation Standard Met Yes / No	Located on Page(s)
1. an assurance that the K-12 public school guidelines for independent study will be evident in the annual audit per Education Code 47612.5(b)	NA	
2. an assurance that the charter will meet the requirement related to the ratio of ADA to FTE certificated employees as prescribed under Education Code 51745.6(a)	NA	
3. an acknowledgement that independent study will be supervised by an appropriately credentialed teacher per EC 51747.5(a)	NA	
4. an acknowledgement that the charter may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certified teacher per EC 51747.5(b)	NA	
5. the maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work	NA	
6. the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in independent study, or whether he/she should return to a regular school program	NA	
7. an assurance that each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil	NA	
8. a description of how the required Written Agreement for each pupil will be processed and maintained, including at a minimum the following:	NA	
a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his/her progress	NA	
b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work	NA	
c. The specific resources, including materials and personnel that will be made available to the pupil	NA	
d. A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study	NA	
e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one semester, or one-half year for a school on a year-round calendar	NA	
f. A statement of the number of course credits, or, for elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion	NA	
g. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate	NA	

# CHARTER SCHOOL PETITION EVALUATION MATRIX

## Charter School Petition Review Findings of Fact -

### Education Code 47605(c)

In reviewing petitions for the establishment of charter schools pursuant to this section, the chartering authority shall be guided by the intent of the Legislature that charter schools are and should become an integral part of the California educational system and that the establishment of charter schools should be encouraged. The governing board of the school district shall grant a charter for the operation of a school under this part if it is satisfied that granting the charter is consistent with sound educational practice and with the interests of the community in which the school is proposing to locate. The governing board of the school district shall consider the academic needs of the pupils the school proposes to serve. The governing board of the school district shall not deny a petition for the establishment of a charter school unless it makes written factual findings, specific to the particular petition, setting forth specific facts to support one or more of the following findings:

- (1) The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.
- (2) The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
- (3) The petition does not contain the number of signatures required by subdivision (a).
- (4) The petition does not contain an affirmation of each of the conditions described in subdivision (e).
- (5) The petition does not contain reasonably comprehensive descriptions of all of the following: [A-O requirements]
- (6) The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.
- (7) The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding under this paragraph shall detail specific facts and circumstances that analyze and consider the following factors:
  - (A) The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings.
  - (B) Whether the proposed charter school would duplicate a program currently offered within the school district and the existing program has sufficient capacity for the pupils proposed to be served within reasonable proximity to where the charter school intends to locate.
- (8) The school district is not positioned to absorb the fiscal impact of the proposed charter school. A school district satisfies this paragraph if it has a qualified interim certification pursuant to Section 1240 and the county superintendent of schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the school district having a negative interim certification pursuant to Section 1240, has a negative interim certification pursuant to Section 1240, or is under state receivership. Charter schools proposed in a school district satisfying one of these conditions shall be subject to a rebuttable presumption of denial





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.3

**Meeting Date:** September 19, 2024

**Subject:** Public Hearing on Approval of Resolution No. 3438 Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act

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

**Department:** Academic Office/Curriculum & Instruction

**Recommendation:** The Sacramento Board of Education is requested to declare a public hearing, and approve Resolution No. 3438 certifying that funds earmarked for instructional materials are expended in compliance with the Pupil Textbook and Instructional Materials Incentive Act. The resolution ensures that each pupil has sufficient standards-aligned instructional materials consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education.

**Background/Rationale:** *Education Code Section 60119 (as revised by Chapter 900, Statutes of 2004)* specifies the governing board shall hold a public hearing on or before the end of the eighth week of the school year. The Board shall make a determination through a resolution as to whether each pupil in the district has sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the state board, and to identify the remedy for any insufficiencies.

The attached resolution certifies that each Sacramento City Unified School District student has sufficient textbooks and/or instructional materials in all core subjects that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks. Additionally, the resolution certifies the availability of science lab equipment at grades 9-12.

**Financial Considerations:**

The total funds allocated for textbooks and instructional materials for the 2024-25 school year totals \$2,150,000 to be used toward the purchase of state-adopted core instructional materials. An additional \$3,645,987 was spent in 2023-24 to purchase World Languages instructional materials for grades 9-12.

**Documents Attached:**

1. Notice of Public Hearing
2. Executive Summary

3. Resolution No. 3438

**Estimated Time of Presentation:** 5 minutes

**Submitted by:** Erin Findley, Assistant Superintendent, C&I

**Approved by:** Lisa Allen, Superintendent

**Sacramento City Unified School District**  
Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act

## **NOTICE OF PUBLIC HEARING**

The Sacramento City Unified School District hereby gives notice that a  
Public Hearing will be held as follows:

### **Topic of Hearing:**

**Review of the Pupil Textbook and Instructional Materials Incentive Program Act  
For 2024-25**

Copies of this program may be inspected at:

**Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824**

The Sacramento City Unified School District Governing Board will approve Resolution No. 3438:  
Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act

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**HEARING DATE:** Thursday, September 19, 2024

**TIME:** 6:00 p.m.

**LOCATION:** Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

**FOR ADDITIONAL INFORMATION CONTACT:** SCUSD Academic Office/Curriculum and  
Instruction Department (916) 643-9120

## Board of Education Executive Summary

### Curriculum and Instruction Department

*Public Hearing and Approval of Resolution No. 3438: Compliance with the Pupil Textbook and Instructional Materials Incentive Program*

September 19, 2024



#### I. OVERVIEW / HISTORY

Each year, the SCUSD Board of Education holds a Public Hearing and adopts a resolution certifying that the allocation earmarked for instructional materials is expended in compliance with the Pupil Textbook and Instructional Materials Incentive Act. The resolution attests to the sufficiency of core textbooks/instructional materials for each student reviewed school sites; **as is required by the Williams Act**. Additionally, the resolution certifies that materials in each core subject are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education. If insufficiencies are noted, the Board must identify the plan to remedy said insufficiencies within eight weeks from the adoption of the textbook sufficiency resolution.

The District's textbook/instructional materials ordering process for each school begins in the spring; deliveries of textbooks/instructional materials are made to schools beginning in June through September. To document sufficiency for purposes of the Pupil Textbook and Instructional Materials Incentive Act, each school is asked to complete a Textbook Sufficiency Survey. Schools must indicate whether they have sufficient textbooks/ instructional materials for each student. If there are not sufficient textbooks/instructional materials, schools are asked to note the number of textbooks/instructional materials needed and the reason for the insufficiency. The surveys are processed by the Library/Textbook Services and any needed materials ordered and are sent out to each school site.

#### II. DRIVING GOVERNANCE

*Education Code Section 60119 (as revised by Chapter 900, Statutes of 2004)* specifies that the governing board shall hold a public hearing on or before the end of the eighth week of the school year. The Board shall make a determination through a resolution as to whether each pupil in the district has sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the state board and to identify the remedy for the insufficiencies.

#### III. BUDGET

The total funds allocated for textbooks and instructional materials for the 2024-25 school year totals \$2,150,000 to be used toward the purchase of state-adopted core instructional materials. Additionally, \$3,645,987 was used to purchase instructional materials for World Languages in grades 9-12 for the 2024-25 school year.

## **Board of Education Executive Summary**

### **Curriculum and Instruction Department**

*Public Hearing and Approval of Resolution No. 3438: Compliance with the Pupil Textbook and Instructional Materials Incentive Program*

September 19, 2024



#### **IV. GOALS, OBJECTIVES, AND MEASURES**

The goal is to ensure that each student has the requisite set of state-adopted textbook and instructional materials in each core academic subject and to allocate sufficient funds to support annual textbook expenditures. The objective is to accurately project textbook and instructional materials needs so that adequate funds may be allocated to address student textbook/instructional materials needs, per Education Code section 60119. The School Textbook Sufficiency response from schools will serve as a measure for goals and objectives.

#### **V. MAJOR INITIATIVES**

The Library Textbook Services Department will assess the School Textbook/Instructional Materials Inventory and Order procedures and make recommendations for improving accuracy of projected needs, allocation of funding and the processing and distribution of textbooks and other instructional materials. As a part of this assessment, staff will take input from school site staff as well as other departments that interface with the textbook sufficiency process.

#### **VI. RESULTS**

100% percent of schools visited by SCOE during the 2024-25 "Williams Review" had sufficient textbooks and instructional materials by the eighth week of school, per Education Code 60119.

#### **VII. LESSONS LEARNED / NEXT STEPS**

In January 2025, site administrators will submit course offerings and projected student numbers for 2025-26 to Library Textbook Services. If courses require new adoptions, a course of study and textbooks are to be approved by the Board before April 1 to be incorporated into the budget and to assure that materials arrive by the beginning of the school year. If Board approval is made after April 1, textbooks will be purchased the following school year. The department will continue to bar code and maintain electronic records in Destiny of all new textbooks to ensure accurate accounting.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 3438**

**Resolution Regarding Sufficiency or Insufficiency of Instructional Materials:  
Education Code Section 60119**

**WHEREAS**, the governing board of the Sacramento City Unified School District is committed to providing appropriate instructional materials for all students, and;

**WHEREAS**, the governing board of the Sacramento City Unified School District, in order to comply with the requirements of Education Code Section 60119, held a public hearing September 19, 2024, at, or about 6:00 p.m., which is before the eighth week of school, and which did not take place during or immediately following school hours, and;

**WHEREAS**, the governing board provided at least 10 days notice of the public hearing posted in at least three places within the district stating the time, place and purpose of the hearing, and;

**WHEREAS**, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**WHEREAS**, the definition of “sufficient textbooks or instructional materials” signifies each pupil, including English learners, has textbooks, instructional materials, or both, to use in class and to take home, and;

**WHEREAS**, during distance learning, the definition of “sufficient textbooks or instructional materials” also includes the use of an electronic device and access to the internet and;

**WHEREAS**, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks or instructional materials were provided to pupils of the Sacramento City Unified School District, and;

**WHEREAS**, sufficient textbooks or instructional materials were provided to each student which are aligned to the academic content standards and consistent with the cycled and content of the curriculum frameworks in English Language Arts (including the English Language Development component of an adopted program), Mathematics, Science, History-Social Studies, Foreign Language and Health, and;

**WHEREAS**, laboratory science equipment is available for science laboratory classes offered in grades 9 – 12, inclusive.

**THEREFORE, IT IS RESOLVED**, for the 2024-25 school year, the Sacramento City Unified School District Board of Education has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 19th day of September, 2024, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTESTED TO:

\_\_\_\_\_  
Lisa Allen  
Superintendent

\_\_\_\_\_  
Lavinia Phillips  
President, Board of Education



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1

**Meeting Date:** September 19, 2024

**Subject:** Approve 2023-2024 Year-End Unaudited Actuals Financial Report and 2024-2025 Budget Update

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

**Division:** Business Services

**Recommendation:** Approve the 2023-2024 Year End Unaudited Actuals Financial Report and receive key 2024-2025 budget updates.

**Background/Rationale:** At the close of each fiscal year, school districts must complete a financial report. This unaudited financial report is filed with the county superintendent, provided to the auditors as the basis of their annual financial audit, and subsequently filed with the state. The 2023-24 Year End Financial Report includes a summary by fund of revenues and expenditures for the period beginning July 1, 2023, and ending June 30, 2024.

In addition, on June 26, 2024, Governor Gavin Newsom signed the 2024-25 state budget. The budget maintained several proposals included in the May Revision; however, changes have been incorporated. Tonight's presentation will include an update on changes to the 2024-25 budget since its adoption in June.

**Financial Considerations:** District revenue and expenditures are reported annually and are part of the Business Services Division's responsibilities. No additional expenses will be incurred, nor will additional revenue be received for 2023-24. As part of the budget revision, we identify the projected local impact based on critical items in the 2024-25 State-Enacted Budget and the district's Right-Sizing Plan.

**LCAP Goal(s):** Family and Community Empowerment; College, Career, and Life Ready Graduates; Operational Excellence

**Documents Attached:**

1. Executive Summary
2. 2023-2024 Year-End Unaudited Actuals Financial Report



**Estimated Time of Presentation:** 20 minutes

**Submitted by:** Janea Marking, Chief Business and Operations Officer

**Approved by:** Lisa Allen, Superintendent

# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



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### I. UNAUDITED ACTUALS

Per Education Code 42100(a), the governing board of each school district shall approve an annual statement of all receipts and expenditures of the district for the preceding fiscal year. The unaudited actuals financial report represents the financial position and results of operations of the Sacramento City Unified School District for the fiscal year of 2023-24.

The 2023-24 Unaudited Actuals represent the actual revenues, expenditures, and ending fund balance for all District funds for the fiscal year ending June 30, 2024.

The Unaudited Actuals are filed with the County Superintendent by September 15<sup>th</sup>. The 2023-24 Unaudited Actuals will be presented by staff at the September 19, 2024 Board meeting.

The following data tables are provided as a summary of the required SACS document information included for approval.

# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



### 2023-24 Unaudited Actuals Financial Report

2023-24 Unaudited Actuals General Fund			
Description	General Fund		
	Unrestricted	Restricted	Total
<b>REVENUES</b>			
General Purpose (LCFF) Revenues:			
State Aid & EPA	423,417,933	2,669,810	426,087,743
Property Taxes & Misc. Local	130,388,318	-	130,388,318
<b>Total General Purpose</b>	<b>553,806,251</b>	<b>2,669,810</b>	<b>556,476,061</b>
Federal Revenues	7,309,973	127,201,828	134,511,800
Other State Revenues	13,215,272	118,567,101	131,782,373
Other Local Revenues	27,263,798	4,822,036	32,085,834
<b>TOTAL - REVENUES</b>	<b>601,595,293</b>	<b>253,260,774</b>	<b>854,856,067</b>
<b>EXPENDITURES</b>			
Certificated Salaries	219,221,857	94,428,017	313,649,874
Classified Salaries	53,439,097	36,505,446	89,944,543
Employee Benefits (All)	135,321,246	84,667,516	219,988,763
Books & Supplies	6,076,780	21,498,348	27,575,128
Other Operating Expenses (Services)	32,794,110	106,351,939	139,146,049
Capital Outlay	990,885	23,280,636	24,271,521
Other Outgo	1,320,710	-	1,320,710
Direct Support/Indirect Costs	(7,951,112)	6,566,954	(1,384,158)
<b>TOTAL - EXPENDITURES</b>	<b>441,213,572</b>	<b>373,298,857</b>	<b>814,512,429</b>
<b>EXCESS (DEFICIENCY)</b>	<b>160,381,721</b>	<b>(120,038,082)</b>	<b>40,343,638</b>
<b>OTHER SOURCES/USES</b>			
Transfers In	2,330,603	-	2,330,603
Transfers (Out)	(1,085,010)	-	(1,085,010)
Net Other Sources (Uses)			
Contributions (to Restricted Programs)	(125,297,303)	125,297,303	-
<b>TOTAL - OTHER SOURCES/USES</b>	<b>(124,051,710)</b>	<b>125,297,303</b>	<b>1,245,594</b>
<b>FUND BALANCE INCREASE (DECREASE)</b>	<b>36,330,011</b>	<b>5,259,221</b>	<b>41,589,232</b>
<b>FUND BALANCE</b>			
Beginning Fund Balance	135,640,173	122,292,561	257,932,734
Other Restatements	35,199	(726,030)	(690,831)
<b>Ending Balance, June 30</b>	<b>172,005,384</b>	<b>126,825,752</b>	<b>298,831,135</b>
Revolving Cash/Stores	253,810	-	253,810
Restricted		126,825,752	126,825,752
Committed	-		-
Assigned	90,000,000		90,000,000
Reserve for Economic Uncertainty	16,290,249		16,290,249
<b>Unassigned/Unappropriated Amount</b>	<b>65,461,325</b>	<b>-</b>	<b>65,461,325</b>

# Board of Education Executive Summary

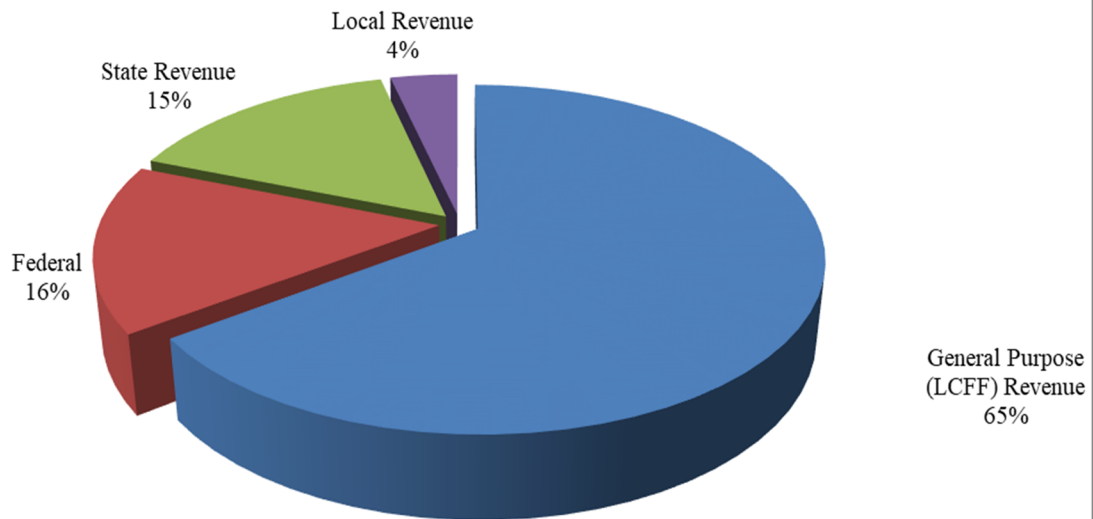
## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

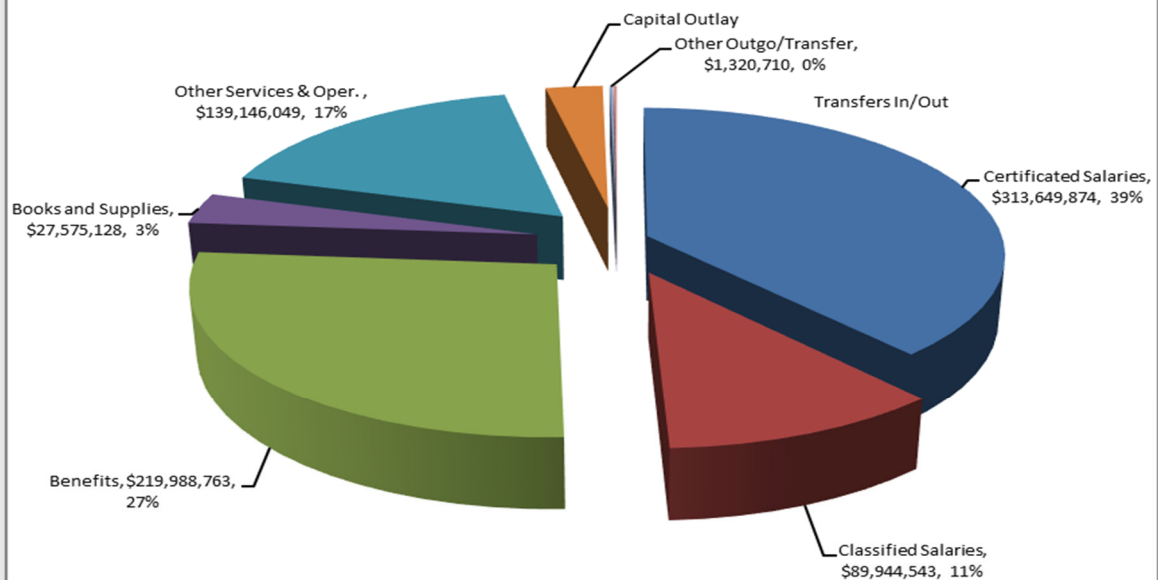
September 19, 2024



### Total General Fund Revenue 2023-24 Unaudited Actuals



### Total General Fund Expenditures 2023-24 Unaudited Actuals



# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



### Comparison of 2023-24 Estimated Actuals to 2023-24 Unaudited Actuals

	Estimated Actuals 2023-24			Unaudited Actuals 2023-24			Changes since Estimated Actuals 2023-24			Note
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	
<b>Revenue</b>										
General Purpose (LCFF)	500,355,264	2,478,216	502,833,480	553,806,251	2,669,810	556,476,061	53,450,987	191,594	53,642,581	1
Federal Revenue	-	157,711,903	157,711,903	7,309,973	127,201,828	134,511,800	7,309,973	(30,510,076)	(23,200,103)	2
State Revenue	12,193,830	127,068,758	139,262,588	13,215,272	118,567,101	131,782,373	1,021,441	(8,501,657)	(7,480,215)	3
Local Revenue	7,877,703	5,790,793	13,668,496	27,263,798	4,822,036	32,085,834	19,386,095	(968,757)	18,417,337	4
<b>Total Revenue</b>	<b>\$20,426,797</b>	<b>293,049,670</b>	<b>813,476,467</b>	<b>601,595,293</b>	<b>253,260,774</b>	<b>854,856,067</b>	<b>81,168,496</b>	<b>(39,788,896)</b>	<b>41,379,600</b>	
<b>Expenditures</b>										
Certificated Salaries	220,037,217	92,447,265	312,484,482	219,221,857	94,428,017	313,649,874	(815,361)	1,980,752	1,165,391	5
Classified Salaries	53,134,055	37,751,960	90,886,015	53,439,097	36,505,446	89,944,543	305,042	(1,246,514)	(941,472)	6
Benefits	139,679,571	87,980,697	227,660,268	135,321,246	84,667,516	219,988,763	(4,358,325)	(3,313,181)	(7,671,506)	7
Books and Supplies	8,649,616	48,571,851	57,221,467	6,076,780	21,498,348	27,575,128	(2,572,836)	(27,073,503)	(29,646,339)	8
Other Services & Oper. Expenses	35,750,339	120,081,775	155,832,114	32,794,110	106,351,939	139,146,049	(2,956,229)	(13,729,836)	(16,686,065)	9
Capital Outlay	2,350,051	24,256,594	26,606,645	990,885	23,280,636	24,271,521	(1,359,166)	(975,958)	(2,335,124)	10
Other Outgo 7xxx	1,510,300	-	1,510,300	1,320,710	-	1,320,710	(189,590)	-	(189,590)	11
Transfer of Indirect 73xx	(8,856,861)	7,405,042	(1,451,819)	(7,951,112)	6,566,954	(1,384,158)	905,749	(838,088)	67,661	12
<b>Total Expenditures</b>	<b>452,254,288</b>	<b>418,495,184</b>	<b>870,749,473</b>	<b>441,213,572</b>	<b>373,298,857</b>	<b>814,512,429</b>	<b>(11,040,716)</b>	<b>(45,196,327)</b>	<b>(56,237,044)</b>	
Deficit/Surplus	68,172,509	(125,445,514)	(57,273,005)	160,381,721	(120,038,082)	40,343,638	92,209,212	5,407,432	97,616,644	
Other Sources/(uses)	-	-	-	-	-	-	-	-	-	
Transfers in/(out)	2,368,261	-	2,368,261	1,245,594	-	1,245,594	(1,122,667)	-	(1,122,667)	13
Contributions to Restricted	(128,013,844)	128,013,844	-	(125,297,303)	125,297,303	-	2,716,541	(2,716,541)	-	14
<b>Net increase (decrease) in Fund Balance</b>	<b>(57,473,074)</b>	<b>2,568,330</b>	<b>(54,904,744)</b>	<b>36,330,011</b>	<b>5,259,221</b>	<b>41,589,232</b>	<b>93,803,085</b>	<b>2,690,891</b>	<b>96,493,976</b>	
Beginning Balance	135,640,173	122,292,561	257,932,734	135,640,173	122,292,561	257,932,734	-	-	-	
Other Restatements*	-	-	-	35,199	(726,030)	(690,831)	-	-	-	
<b>Ending Balance</b>	<b>\$ 78,167,099</b>	<b>\$ 124,860,891</b>	<b>\$ 203,027,990</b>	<b>\$ 172,005,384</b>	<b>\$ 126,825,752</b>	<b>\$ 298,831,135</b>	<b>\$ 93,803,085</b>	<b>\$ 2,690,891</b>	<b>\$ 96,493,976</b>	
<b>Components of Ending Fund Balance</b>										
Revolving/Stores/Prepays	325,000	-	325,000	253,810	-	253,810	(71,190)	-	(71,190)	
Reserve for Econ Uncertainty (2%)	17,367,624	-	17,367,624	16,290,249	-	16,290,249	(1,102,287.53)	-	(1,102,288)	
Restricted Programs	-	124,860,891	124,860,891	-	126,825,752	126,825,752	-	2,690,891	2,690,891	
Committed	-	-	-	-	-	-	-	-	-	
Other Assignments	-	-	-	90,000,000	-	90,000,000	90,000,000	-	90,000,000	
<b>Unappropriated Fund Balance</b>	<b>\$ 60,474,475</b>	<b>\$ -</b>	<b>\$ 60,474,475</b>	<b>\$ 65,461,325</b>	<b>\$ -</b>	<b>\$ 65,461,325</b>	<b>\$ 4,976,563</b>	<b>\$ -</b>	<b>\$ 4,976,563</b>	
<i>Unappropriated Percent</i>			<i>6.95%</i>			<i>8.04%</i>			<i>1.09%</i>	

# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



### Comparison of Revenues and Expenditures between the 2022-23 Estimated Actuals and 2023-24 Unaudited Actuals

<b>Notes: Explanation of Changes from Estimated Actuals to Unaudited Actuals</b>
<i>1. LCFF is adjusted based on the P-2 apportionment schedule provided by CDE for both unrestricted and restricted resources. Unrestricted LCFF increased revenues from estimated actuals due to \$41M from the release of liability for the 2021-22 Instructional Penalty Liability Waiver.</i>
<i>2. Restricted federal revenues adjustment due to return of 2021-22 \$9.3M in unused funds to Title I Reclassification in allocation of \$8M from FEMA funds to an allowable capital project. The remainder variance includes expected revenue from reimbursable grants yet to received such as \$9.5M from Spec Ed IDEA grant.</i>
<i>3. State revenue change includes an over projection of revenue in ELOP funds of \$5M, a decrease in revenue allocation to English Literacy grant of \$356K, an expected revenue from After school edu and safety of \$1M yet to received and other small state grants for which revenue has not been received.</i>
<i>4. The variance in unrestricted local revenues is primarily due to booking an additional \$15.9M in interest revenue, exceeding projections based on updated reports from the county treasury, along with an increase in collections for district expenditure billable. The decrease in restricted local revenues results from adjustments to local grant funding resources allocated to school sites and departments.</i>
<i>5. The \$1.1M increase in expenditures includes certificated salaries due to recent settlement agreements for 2022-23 and 2023-24, as well as an increase in staffing levels.</i>
<i>6. Decrease of \$1.2M in restricted classified salaries due to reclassification to ESSER to maximize use of funds.</i>
<i>7. Decrease of \$4.1M in benefits are due to reduction per bargain agreement to OPEB contribution, \$3.1M decrease due to reclassification to ESSER.</i>
<i>8. Unrestricted books &amp; supplies decreased by \$2.6M due to decrease in use of school sites and department materials and supplies. Restricted books &amp; supplies decreased by \$27M due to a decrease of \$11.6M in ESSER supplies and non-capitalized equipment, \$4.3M Title program instructional materials and supplies, \$1.6M in ELOP supplies, \$1.3M in restricted lottery, \$1.5M in CTE, \$1.3 Title IV Part A SSAE, \$1M in CSI and other restricted resources.</i>
<i>9. Restricted and unrestricted services and other operating expenses decrease of \$16.7M is due to decrease in contract services for Sacramento City Unified School District for Special Education and before and after school program.</i>
<i>10. Unrestricted capital outlay expenditures decreased by \$1.6M and \$681K primarily due to construction project, and bus purchase carrying over into 2024-25 respectively.</i>
<i>11. Other outgo variance is due to slight decrease in special education excess costs for County programs of \$96K.</i>
<i>12. Indirect costs net change of \$216K due to actual indirect charges to programs based on year end expenditures.</i>
<i>13. Change in transfer in/out due to contribution necessary for Adult Education as a result of expiration of Higher Education Emergency Relief Fund (HEERF).</i>
<i>14. Contributions came in lower than projected due to less expenditures in special education of \$5.4M and an increase of \$2.7M to RRMA contribution.</i>

# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



### Comparison of Revenues and Expenditures between the 2022-23 Estimated Actuals and 2023-24 Unaudited Actuals

Comparison of Expenditures - Estimated Actuals to 2023-24 Unaudited Actuals			
Description	Unrestricted	Restricted	Combined
Estimated Actuals	452,254,288.30	418,495,184.38	870,749,472.68
Unaudited Actuals	441,213,572.03	373,298,856.90	814,512,428.93
Percentage Change	-2.44%	-10.80%	-6.46%

Comparison of Revenues - Estimated Actuals to 2023-24 Unaudited Actuals			
Description	Unrestricted	Restricted	Combined
Estimated Actuals	520,426,797.14	293,049,670.14	813,476,467.28
Unaudited Actuals	601,595,292.90	253,260,774.43	854,856,067.33
Percentage Change	15.60%	-13.58%	5.09%

### Comparison of Contribution Changes from Estimated Actuals to Unaudited Actuals

Contributions From Unrestricted to Restricted			
	2023-24 Estimated Actuals	2023-24 Unaudited Actuals	Difference
Special Education	\$ 109,520,644	\$ 104,073,626	\$ (5,447,018)
Routine Restricted Maintenance Account	\$ 18,493,200	\$ 21,223,677	\$ 2,730,477
<b>Total</b>	<b>\$128,013,844</b>	<b>\$ 125,297,303</b>	<b>\$ (2,716,541)</b>

Contributions To Other Funds			
Other Funds		2023-24 Unaudited Actuals	Difference
Charter Fund	125,542	-	(125,542)
Adult Education Fund	1,000,000	1,085,010	85,010
Child Development Fund	-	-	-
Cafeteria Fund	-	-	-
<b>Totals</b>		<b>1,085,010</b>	<b>1,085,010</b>

# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



### Other Funds as of 2023-24 Unaudited Actuals

Fund	Unaudited Actuals Beginning Fund Balance - July 1, 2023	2023-24 Unaudited Actuals Net Change	2024-25 Budget Beginning Fund Balance
01 General (Unrestricted and Restricted)	\$257,932,734	\$40,898,401	298,831,135
08 Student Activity Special Revenue Fund	\$1,570,033	98,364	1,668,396
09 Charter Schools	\$15,520,269	165,122	15,685,391
11 Adult	\$1,061,008	(\$893,839)	167,168
12 Child Development	\$1,239,859	2,321,789	3,561,647
13 Cafeteria	\$18,388,342	(\$1,577,219)	16,811,123
21 Building Fund	\$277,090,337	180,241,258	457,848,204
25 Capital Facilities	\$26,933,108	\$3,919,715	30,852,823
35 County School Facilities Fund	\$0	\$3,237	3,237
49 Capital Projects for Blended Components	\$1,794,788	\$915,962	2,710,750
51 Bond Interest and Redemption	\$41,979,247	\$6,085,686	48,064,933
61 Cafeteria Enterprise Fund	\$25,047	\$20,399	45,446
67 Self-Insurance Fund	\$12,328,878	(\$160,869)	12,168,009



# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



### Summary

Overall the district's 2023-24 Unaudited Actuals report reflects an unrestricted surplus of \$36.3M, an increase of \$93.8M from the estimated actuals report. The primary factors for the increased surplus are:

- Unrestricted LCFF increased from estimated actuals due to 41M from the release of liability for the 2021-22 penalty.
- Restricted federal revenues adjustment due to return of 2021-22 \$9.3M in unused funds to Title I reduction in allocation of 8M from FEMA funds. The remainder variance includes expected revenue from reimbursable grants yet to be received, such as 9.5M from Spec Ed IDEA grant.
- Decrease of OPEB contribution per negotiated agreement of \$4.1M
- Increase of \$15.9M in interest revenue per updated information.
- Reclassification of funds to ESSER to maximize use of funds.
- \$2.5M in textbook encumbrances carried over into 2024-25 due to items not received
- \$1.4M in capital outlay encumbrances carried over into 2024-25 for unfinished construction at sites and bus purchase.
- Decrease in contributions to the charter fund.
- Decrease in the special education contribution of \$5.4M
- The remaining variance of \$7.8M is primarily due to additional site and department POs released or carried over into 23-24 and certificated vacancy savings.

Based on the 2023-24 Unaudited Actuals and Budget Revision, the district is projected to satisfy the 2% required to reserve for economic uncertainties.

# Board of Education Executive Summary

## Business Services

Approve 2023-24 Unaudited Actuals (Year End Financial Report) and 2024-25 Budget Revision

September 19, 2024



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## Revised Budget Updates

The District adopted the fiscal year 2024-25 Budget for all funds at the June 20, 2024 board meeting. The District's 2024-25 Proposed Budget projected \$668M in general fund revenue and \$760M in general fund expenditures.

Each district must determine the most appropriate way to make budget revisions available to its public after the state budget act is adopted. Presentation in SACS is not necessary, budget revisions can be displayed in any format (i.e., spreadsheet). Further, Education Code does not require the budget to be readopted, so revisions may be placed on the board agenda as a discussion item.

The attached revised multi year projection includes the following changes:

- Increased 2024-25 LCFE revenue adjusted for the final COLA of 1.07%, which includes a net change of 0.31% from 2024-25 Adopted Budget for a total change of \$950K.
- Elements of the Right-Sizing Plan
  - Increased lease and permit revenues
  - Increased use of restricted funds
  - Increased savings from solar
  - Reduction of OPEB assumptions
  - Savings due to adjustments to FTE calculations
  - Reduction of anticipated special education contribution
  - Adjustments to anticipated contract expenditures

**2023-2024**  
**Year-End Unaudited Actuals Financial Report**

**For the Period Ending June 30, 2024**



**Guiding Principle**

All students graduate with the greatest number of postsecondary choices from the widest array of options.

Board of Education  
September 19, 2024

# **Sacramento City Unified School District**

## **Board of Education**

Lavinia Grace Phillips, President, Area 7  
Jasjit Singh, Vice President, Area 2  
Chinua Rhodes, 2nd Vice President, Area 5  
Tara Jeane, Area 1  
Christina Pritchett, Area 3  
Jamee Villa, Area 4  
Taylor Kayatta, Area 6  
Justine Chueh-Griffith, Student Board Member

## **Cabinet**

Lisa Allen, Superintendent  
Mary Hardin Young, Deputy Superintendent  
Brian Heap, Chief Communications Officer  
Janea Marking, Chief Business and Operations Officer  
Cancy McArn, Chief Human Resource Officer and Lead Negotiator  
Tim Rocco, Chief Information Officer  
Yvonne Wright, Chief Academic Officer  
Vacant, Chief Legal Counsel

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Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	55.84%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$0.00
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2025-26 apportionment may be reduced by the lesser of the following two percentages:	MOE Met
	MOE Deficiency Percentage - Based on Total Expenditures	0.00%
	MOE Deficiency Percentage - Based on Expenditures Per ADA	0.00%
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1	\$0.00
	Adjusted Appropriations Limit	\$295,821,182.95
	Appropriations Subject to Limit	\$295,821,182.95
	These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	
ICR	Preliminary Proposed Indirect Cost Rate	4.09%
	Fixed-with-carry-forward indirect cost rate for use in 2025-26 subject to CDE approval.	

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2023-24 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed: \_\_\_\_\_  
Clerk / Secretary of the Governing Board  
(Original signature required)

Date of Meeting: \_\_\_\_\_

To the Superintendent of Public Instruction:

2023-24 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

Date: \_\_\_\_\_

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

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For School District:

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## GENERAL FUND

### **General Fund Definition**

The General Fund is the general operating fund of the District and accounts for all revenues and expenditures of the District not encompassed within other funds. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund. The General Fund also contains categorical programs such as Every Student Succeeds Act (ESSA), Title I, After School Education and Safety (ASES), and others.



Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>A. REVENUES</b>									
1) LCFF Sources		8010-8099	553,806,251.00	2,669,810.00	556,476,061.00	486,482,344.00	2,688,061.00	489,170,405.00	-12.1%
2) Federal Revenue		8100-8299	7,309,972.70	127,201,827.50	134,511,800.20	0.00	42,316,186.28	42,316,186.28	-68.5%
3) Other State Revenue		8300-8599	13,215,271.70	118,567,100.91	131,782,372.61	17,003,334.39	113,182,286.36	130,185,620.75	-1.2%
4) Other Local Revenue		8600-8799	27,263,797.53	4,822,036.02	32,085,833.55	4,145,523.02	2,302,271.01	6,447,794.03	-79.9%
5) TOTAL, REVENUES			601,595,292.93	253,260,774.43	854,856,067.36	507,631,201.41	160,488,804.65	668,120,006.06	-21.8%
<b>B. EXPENDITURES</b>									
1) Certificated Salaries		1000-1999	219,221,856.61	94,428,016.99	313,649,873.60	214,636,122.14	89,781,697.40	304,417,819.54	-2.9%
2) Classified Salaries		2000-2999	53,439,097.07	36,505,446.13	89,944,543.20	53,145,775.22	38,985,851.94	92,131,627.16	2.4%
3) Employee Benefits		3000-3999	135,321,246.13	84,667,516.44	219,988,762.57	148,187,551.70	97,337,182.16	245,524,733.86	11.6%
4) Books and Supplies		4000-4999	6,076,780.33	21,498,347.91	27,575,128.24	9,950,806.87	16,372,433.67	26,323,240.54	-4.5%
5) Services and Other Operating Expenditures		5000-5999	32,794,109.92	106,351,938.89	139,146,048.81	30,857,149.11	61,531,434.84	92,388,583.95	-33.6%
6) Capital Outlay		6000-6999	990,884.74	23,280,636.29	24,271,521.03	45,000.00	504,098.56	549,098.56	-97.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,320,709.68	0.00	1,320,709.68	10,535.00	0.00	10,535.00	-99.2%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(7,951,112.45)	6,566,954.25	(1,384,158.20)	(6,377,292.51)	4,919,790.51	(1,457,502.00)	5.3%
9) TOTAL, EXPENDITURES			441,213,572.03	373,298,856.90	814,512,428.93	450,455,647.53	309,432,489.08	759,888,136.61	-6.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>									
			160,381,720.90	(120,038,082.47)	40,343,638.43	57,175,553.88	(148,943,684.43)	(91,768,130.55)	-327.5%
<b>D. OTHER FINANCING SOURCES/USES</b>									
1) Interfund Transfers									
a) Transfers In		8900-8929	2,330,603.20	0.00	2,330,603.20	3,005,447.36	0.00	3,005,447.36	29.0%
b) Transfers Out		7600-7629	1,085,009.61	0.00	1,085,009.61	0.00	0.00	0.00	-100.0%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(125,297,303.29)	125,297,303.29	0.00	(120,159,401.48)	120,159,401.48	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(124,051,709.70)	125,297,303.29	1,245,593.59	(117,153,954.12)	120,159,401.48	3,005,447.36	141.3%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>									
			36,330,011.20	5,259,220.82	41,589,232.02	(59,978,400.24)	(28,784,282.95)	(88,762,683.19)	-313.4%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	135,640,173.48	122,292,561.11	257,932,734.59	172,005,383.87	126,825,751.54	298,831,135.41	15.9%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			135,640,173.48	122,292,561.11	257,932,734.59	172,005,383.87	126,825,751.54	298,831,135.41	15.9%
d) Other Restatements		9795	35,199.19	(726,030.39)	(690,831.20)	0.00	0.00	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			135,675,372.67	121,566,530.72	257,241,903.39	172,005,383.87	126,825,751.54	298,831,135.41	16.2%
2) Ending Balance, June 30 (E + F1e)			172,005,383.87	126,825,751.54	298,831,135.41	112,026,983.63	98,041,468.59	210,068,452.22	-29.7%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	150,000.00	0.00	150,000.00	0.00	0.00	0.00	-100.0%
Stores		9712	103,810.35	0.00	103,810.35	0.00	0.00	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	126,825,751.54	126,825,751.54	0.00	98,041,468.59	98,041,468.59	-22.7%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	90,000,000.00	0.00	90,000,000.00	0.00	0.00	0.00	-100.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	16,290,249.00	0.00	16,290,249.00	0.00	0.00	0.00	-100.0%
Unassigned/Unappropriated Amount		9790	65,461,324.52	0.00	65,461,324.52	112,026,983.63	0.00	112,026,983.63	71.1%
<b>G. ASSETS</b>									
1) Cash									
a) in County Treasury		9110	216,590,956.98	134,823,604.26	351,414,561.24				
1) Fair Value Adjustment to Cash in County Treasury		9111	3,637,253.00	0.00	3,637,253.00				
b) in Banks		9120	19,441.57	0.00	19,441.57				
c) in Revolving Cash Account		9130	150,000.00	0.00	150,000.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	17,347,319.25	1,019,040.30	18,366,359.55				
4) Due from Grantor Government		9290	6,254,827.33	45,426,640.40	51,681,467.73				
5) Due from Other Funds		9310	7,101,735.43	262,040.42	7,363,775.85				
6) Stores		9320	103,810.35	0.00	103,810.35				

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) Lease Receivable		9380	0.00	0.00	0.00				
10) TOTAL, ASSETS			251,205,343.91	181,531,325.38	432,736,669.29				
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
<b>I. LIABILITIES</b>									
1) Accounts Payable		9500	69,061,408.29	34,505,451.30	103,566,859.59				
2) Due to Grantor Governments		9590	3,069,855.70	10,964,308.79	14,034,164.49				
3) Due to Other Funds		9610	7,068,696.05	1,964,014.23	9,032,710.28				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	7,271,799.52	7,271,799.52				
6) TOTAL, LIABILITIES			79,199,960.04	54,705,573.84	133,905,533.88				
<b>J. DEFERRED INFLOWS OF RESOURCES</b>									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
<b>K. FUND EQUITY</b>									
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2)			172,005,383.87	126,825,751.54	298,831,135.41				
<b>LCFF SOURCES</b>									
Principal Apportionment									
State Aid - Current Year		8011	371,669,564.00	0.00	371,669,564.00	250,750,877.00	0.00	250,750,877.00	-32.5%
Education Protection Account State Aid - Current Year		8012	55,460,636.00	0.00	55,460,636.00	110,402,421.00	0.00	110,402,421.00	99.1%
State Aid - Prior Years		8019	1,091,443.00	0.00	1,091,443.00	0.00	0.00	0.00	-100.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	672,471.18	0.00	672,471.18	660,685.00	0.00	660,685.00	-1.8%
Timber Yield Tax		8022	18.18	0.00	18.18	0.00	0.00	0.00	-100.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes									
Secured Roll Taxes		8041	95,187,775.99	0.00	95,187,775.99	95,962,615.00	0.00	95,962,615.00	0.8%
Unsecured Roll Taxes		8042	3,608,291.40	0.00	3,608,291.40	3,339,725.00	0.00	3,339,725.00	-7.4%
Prior Years' Taxes		8043	1,158,378.69	0.00	1,158,378.69	742,967.00	0.00	742,967.00	-35.9%
Supplemental Taxes		8044	2,160,043.36	0.00	2,160,043.36	4,509,791.00	0.00	4,509,791.00	108.8%
Education Revenue Augmentation Fund (ERAF)		8045	25,909,895.92	0.00	25,909,895.92	21,094,643.00	0.00	21,094,643.00	-18.6%
Community Redevelopment Funds (SB 617/699/1992)		8047	15,374,046.79	0.00	15,374,046.79	13,400,481.00	0.00	13,400,481.00	-12.8%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)									
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	14,323.30	0.00	14,323.30	0.00	0.00	0.00	-100.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			572,306,887.81	0.00	572,306,887.81	500,864,205.00	0.00	500,864,205.00	-12.5%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00		0.00	0.00		0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(18,500,636.81)	0.00	(18,500,636.81)	(14,381,861.00)	0.00	(14,381,861.00)	-22.3%
Property Taxes Transfers		8097	0.00	2,669,810.00	2,669,810.00	0.00	2,688,061.00	2,688,061.00	0.7%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			553,806,251.00	2,669,810.00	556,476,061.00	486,482,344.00	2,688,061.00	489,170,405.00	-12.1%
<b>FEDERAL REVENUE</b>									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	9,896,921.35	9,896,921.35	0.00	9,921,824.47	9,921,824.47	0.3%
Special Education Discretionary Grants		8182	0.00	832,358.60	832,358.60	0.00	940,266.00	940,266.00	13.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	7,162,886.54	0.00	7,162,886.54	0.00	0.00	0.00	-100.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		18,652,055.60	18,652,055.60		22,064,045.41	22,064,045.41	18.3%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		1,881,344.45	1,881,344.45		3,020,958.48	3,020,958.48	60.6%
Title III, Immigrant Student Program	4201	8290		2,096.93	2,096.93		0.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Title III, English Learner Program	4203	8290		1,330,525.27	1,330,525.27		1,010,080.67	1,010,080.67	-24.1%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290		5,653,575.00	5,653,575.00		4,696,257.26	4,696,257.26	-16.9%
Career and Technical Education	3500-3599	8290		592,020.05	592,020.05		0.00	0.00	-100.0%
All Other Federal Revenue	All Other	8290	147,086.16	88,360,930.25	88,508,016.41	0.00	662,753.99	662,753.99	-99.3%
<b>TOTAL, FEDERAL REVENUE</b>			<b>7,309,972.70</b>	<b>127,201,827.50</b>	<b>134,511,800.20</b>	<b>0.00</b>	<b>42,316,186.28</b>	<b>42,316,186.28</b>	<b>-68.5%</b>
<b>OTHER STATE REVENUE</b>									
Other State Apportionments									
ROC/P Entitlement									
Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan									
Current Year	6500	8311		31,007,839.00	31,007,839.00		31,206,530.00	31,206,530.00	0.6%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	171,742.00	171,742.00	0.00	0.00	0.00	-100.0%
Mandated Costs Reimbursements		8550	1,618,950.00	0.00	1,618,950.00	1,625,347.26	0.00	1,625,347.26	0.4%
Lottery - Unrestricted and Instructional Materials		8560	7,409,649.70	3,577,144.84	10,986,794.54	7,100,610.13	3,510,487.50	10,611,097.63	-3.4%
Tax Relief Subventions									
Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from									
State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		11,263,662.19	11,263,662.19		9,160,217.35	9,160,217.35	-18.7%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		260,901.30	260,901.30		429,113.79	429,113.79	64.5%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		2,873,084.76	2,873,084.76		822,847.33	822,847.33	-71.4%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	4,186,672.00	69,412,726.82	73,599,398.82	8,277,377.00	68,053,090.39	76,330,467.39	3.7%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>13,215,271.70</b>	<b>118,567,100.91</b>	<b>131,782,372.61</b>	<b>17,003,334.39</b>	<b>113,182,286.36</b>	<b>130,185,620.75</b>	<b>-1.2%</b>
<b>OTHER LOCAL REVENUE</b>									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	229,246.82	0.00	229,246.82	50,000.00	0.00	50,000.00	-78.2%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	2,686,958.86	330,099.46	3,017,058.32	1,651,324.00	0.00	1,651,324.00	-45.3%
Interest		8660	15,898,312.84	0.00	15,898,312.84	1,250,000.00	0.00	1,250,000.00	-92.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	5,192,396.26	0.00	5,192,396.26	0.00	0.00	0.00	-100.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	1,086,826.22	4,500.00	1,091,326.22	813,851.00	0.00	813,851.00	-25.4%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue									

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Plus: Miscellaneous Funds Non-LCFF (50 Percent) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenue from Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	2,170,056.53	4,487,436.56	6,657,493.09	380,348.02	2,302,271.01	2,682,619.03	-59.7%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>27,263,797.53</b>	<b>4,822,036.02</b>	<b>32,085,833.55</b>	<b>4,145,523.02</b>	<b>2,302,271.01</b>	<b>6,447,794.03</b>	<b>-79.9%</b>
<b>TOTAL, REVENUES</b>			<b>601,595,292.93</b>	<b>253,260,774.43</b>	<b>854,856,067.36</b>	<b>507,631,201.41</b>	<b>160,488,804.65</b>	<b>668,120,006.06</b>	<b>-21.8%</b>
<b>CERTIFICATED SALARIES</b>									
Certificated Teachers' Salaries		1100	178,617,268.31	63,207,904.56	241,825,172.87	175,646,543.36	51,949,885.49	227,596,428.85	-5.9%
Certificated Pupil Support Salaries		1200	14,237,778.48	14,713,785.19	28,951,563.67	14,853,400.68	15,069,701.32	29,923,102.00	3.4%
Certificated Supervisors' and Administrators' Salaries		1300	23,921,514.28	5,854,938.53	29,776,452.81	22,848,749.74	4,311,862.10	27,160,611.84	-8.8%
Other Certificated Salaries		1900	2,445,295.54	10,651,388.71	13,096,684.25	1,287,428.36	18,450,248.49	19,737,676.85	50.7%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>219,221,856.61</b>	<b>94,428,016.99</b>	<b>313,649,873.60</b>	<b>214,636,122.14</b>	<b>89,781,697.40</b>	<b>304,417,819.54</b>	<b>-2.9%</b>
<b>CLASSIFIED SALARIES</b>									
Classified Instructional Salaries		2100	2,590,362.28	9,978,761.03	12,569,123.31	1,746,518.52	15,858,056.21	17,604,574.73	40.1%
Classified Support Salaries		2200	21,746,992.10	11,124,243.13	32,871,235.23	20,530,679.09	11,303,799.98	31,834,479.07	-3.2%
Classified Supervisors' and Administrators' Salaries		2300	7,739,065.33	6,744,017.65	14,483,082.98	9,492,611.84	4,575,205.40	14,067,817.24	-2.9%
Clerical, Technical and Office Salaries		2400	19,029,153.07	5,255,943.73	24,285,096.80	18,673,596.40	3,849,511.28	22,523,107.68	-7.3%
Other Classified Salaries		2900	2,333,524.29	3,402,480.59	5,736,004.88	2,702,369.37	3,399,279.07	6,101,648.44	6.4%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>53,439,097.07</b>	<b>36,505,446.13</b>	<b>89,944,543.20</b>	<b>53,145,775.22</b>	<b>38,985,851.94</b>	<b>92,131,627.16</b>	<b>2.4%</b>
<b>EMPLOYEE BENEFITS</b>									
STRS		3101-3102	38,239,267.78	36,501,148.30	74,740,416.08	39,523,309.08	38,048,456.65	77,571,765.73	3.8%
PERS		3201-3202	13,349,618.49	9,690,685.43	23,040,303.92	14,593,585.59	10,975,425.44	25,569,011.03	11.0%
OASDI/Medicare/Alternative		3301-3302	7,372,710.29	4,467,353.62	11,840,063.91	8,371,174.81	5,139,333.34	13,510,508.15	14.1%
Health and Welfare Benefits		3401-3402	58,057,297.48	25,723,139.34	83,780,436.82	65,797,432.52	32,907,188.22	98,704,620.74	17.8%
Unemployment Insurance		3501-3502	138,472.46	64,854.88	203,327.34	134,572.82	63,951.63	198,524.45	-2.4%
Workers' Compensation		3601-3602	4,093,312.93	1,964,688.38	6,058,001.31	4,013,640.45	1,920,741.70	5,934,382.15	-2.0%
OPEB, Allocated		3701-3702	14,039,209.55	6,240,781.04	20,279,990.59	15,718,094.93	8,269,863.08	23,987,958.01	18.3%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	31,357.15	14,865.45	46,222.60	35,741.50	12,222.10	47,963.60	3.8%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>135,321,246.13</b>	<b>84,667,516.44</b>	<b>219,988,762.57</b>	<b>148,187,551.70</b>	<b>97,337,182.16</b>	<b>245,524,733.86</b>	<b>11.6%</b>
<b>BOOKS AND SUPPLIES</b>									
Approved Textbooks and Core Curricula Materials		4100	27,720.59	9,702,887.17	9,730,607.76	54,931.00	3,265,549.50	3,320,480.50	-65.9%
Books and Other Reference Materials		4200	219,976.38	91,122.37	311,098.75	114,616.39	110,102.00	224,718.39	-27.8%
Materials and Supplies		4300	4,935,094.07	8,976,151.98	13,911,246.05	9,358,036.31	11,265,588.81	20,623,625.12	48.3%
Noncapitalized Equipment		4400	893,989.29	2,728,186.39	3,622,175.68	423,223.17	1,731,193.36	2,154,416.53	-40.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>6,076,780.33</b>	<b>21,498,347.91</b>	<b>27,575,128.24</b>	<b>9,950,806.87</b>	<b>16,372,433.67</b>	<b>26,323,240.54</b>	<b>-4.5%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>									
Subagreements for Services		5100	382,960.28	86,468,178.76	86,851,139.04	984,685.00	48,808,001.38	49,792,686.38	-42.7%
Travel and Conferences		5200	375,325.60	851,125.39	1,226,450.99	479,141.29	1,455,832.00	1,934,973.29	57.8%
Dues and Memberships		5300	153,641.58	24,591.68	178,233.26	169,272.00	4,000.00	173,272.00	-2.8%
Insurance		5400 - 5450	2,412,629.55	0.00	2,412,629.55	30,000.00	0.00	30,000.00	-98.8%
Operations and Housekeeping Services		5500	12,969,506.84	4,343.85	12,973,850.69	12,242,818.00	81,000.00	12,323,818.00	-5.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	1,254,931.07	542,010.35	1,796,941.42	1,544,299.00	373,500.00	1,917,799.00	6.7%
Transfers of Direct Costs		5710	(122,837.01)	122,837.01	0.00	(284,698.25)	284,698.25	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(1,660,492.28)	32,256.36	(1,628,235.92)	(1,192,155.00)	(13,000.00)	(1,205,155.00)	-26.0%
Professional/Consulting Services and Operating Expenditures		5800	15,662,974.00	18,302,419.20	33,965,393.20	15,131,712.50	10,501,054.21	25,632,766.71	-24.5%
Communications		5900	1,365,470.29	4,176.29	1,369,646.58	1,752,074.57	36,349.00	1,788,423.57	30.6%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>32,794,109.92</b>	<b>106,351,938.89</b>	<b>139,146,048.81</b>	<b>30,857,149.11</b>	<b>61,531,434.84</b>	<b>92,388,583.95</b>	<b>-33.6%</b>

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>CAPITAL OUTLAY</b>									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	1,039,064.31	1,039,064.31	0.00	295,000.00	295,000.00	-71.6%
Buildings and Improvements of Buildings		6200	120,450.29	20,470,250.21	20,590,700.50	0.00	83,904.00	83,904.00	-99.6%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	870,434.45	1,539,931.67	2,410,366.12	15,000.00	60,996.00	75,996.00	-96.8%
Equipment Replacement		6500	0.00	101,611.10	101,611.10	30,000.00	64,198.56	94,198.56	-7.3%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	129,779.00	129,779.00	0.00	0.00	0.00	-100.0%
TOTAL, CAPITAL OUTLAY			990,884.74	23,280,636.29	24,271,521.03	45,000.00	504,098.56	549,098.56	-97.7%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>									
Tuition									
Tuition for Instruction Under Interdistrict									
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	1,312,174.00	0.00	1,312,174.00	0.00	0.00	0.00	-100.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	8,535.68	0.00	8,535.68	10,535.00	0.00	10,535.00	23.4%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,320,709.68	0.00	1,320,709.68	10,535.00	0.00	10,535.00	-99.2%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>									
Transfers of Indirect Costs		7310	(6,566,954.25)	6,566,954.25	0.00	(4,919,790.51)	4,919,790.51	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(1,384,158.20)	0.00	(1,384,158.20)	(1,457,502.00)	0.00	(1,457,502.00)	5.3%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(7,951,112.45)	6,566,954.25	(1,384,158.20)	(6,377,292.51)	4,919,790.51	(1,457,502.00)	5.3%
TOTAL, EXPENDITURES			441,213,572.03	373,298,856.90	814,512,428.93	450,455,647.53	309,432,489.08	759,888,136.61	-6.7%
<b>INTERFUND TRANSFERS</b>									
<b>INTERFUND TRANSFERS IN</b>									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	2,330,603.20	0.00	2,330,603.20	3,005,447.36	0.00	3,005,447.36	29.0%
(a) TOTAL, INTERFUND TRANSFERS IN			2,330,603.20	0.00	2,330,603.20	3,005,447.36	0.00	3,005,447.36	29.0%
<b>INTERFUND TRANSFERS OUT</b>									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	1,085,009.61	0.00	1,085,009.61	0.00	0.00	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			1,085,009.61	0.00	1,085,009.61	0.00	0.00	0.00	-100.0%
<b>OTHER SOURCES/USES</b>									
<b>SOURCES</b>									
State Apportionments									
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds									
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>									
Contributions from Unrestricted Revenues		8980	(125,297,303.29)	125,297,303.29	0.00	(120,159,401.48)	120,159,401.48	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(125,297,303.29)	125,297,303.29	0.00	(120,159,401.48)	120,159,401.48	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a- b + c - d + e)</b>			(124,051,709.70)	125,297,303.29	1,245,593.59	(117,153,954.12)	120,159,401.48	3,005,447.36	141.3%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>A. REVENUES</b>									
1) LCFF Sources		8010-8099	553,806,251.00	2,669,810.00	556,476,061.00	486,482,344.00	2,688,061.00	489,170,405.00	-12.1%
2) Federal Revenue		8100-8299	7,309,972.70	127,201,827.50	134,511,800.20	0.00	42,316,186.28	42,316,186.28	-68.5%
3) Other State Revenue		8300-8599	13,215,271.70	118,567,100.91	131,782,372.61	17,003,334.39	113,182,286.36	130,185,620.75	-1.2%
4) Other Local Revenue		8600-8799	27,263,797.53	4,822,036.02	32,085,833.55	4,145,523.02	2,302,271.01	6,447,794.03	-79.9%
5) TOTAL, REVENUES			601,595,292.93	253,260,774.43	854,856,067.36	507,631,201.41	160,488,804.65	668,120,006.06	-21.8%
<b>B. EXPENDITURES (Objects 1000-7999)</b>									
1) Instruction		1000-1999	268,579,606.41	231,431,485.67	500,011,092.08	274,495,845.50	186,602,766.60	461,098,612.10	-7.8%
2) Instruction - Related Services		2000-2999	58,374,032.47	44,204,355.35	102,578,387.82	58,721,827.99	40,378,150.91	99,099,978.90	-3.4%
3) Pupil Services		3000-3999	40,050,722.33	43,015,090.61	83,065,812.94	40,735,584.10	56,189,924.02	96,925,508.12	16.7%
4) Ancillary Services		4000-4999	4,993,963.43	638,430.91	5,632,394.34	4,707,281.39	341,292.67	5,048,574.06	-10.4%
5) Community Services		5000-5999	210,396.37	53,934.84	264,331.21	0.00	0.00	0.00	-100.0%
6) Enterprise		6000-6999	32,800.00	0.00	32,800.00	0.00	0.00	0.00	-100.0%
7) General Administration		7000-7999	25,573,735.01	10,431,617.67	36,005,352.68	29,699,421.19	6,122,495.14	35,821,916.33	-0.5%
8) Plant Services		8000-8999	42,077,606.33	43,523,941.85	85,601,548.18	42,085,152.36	19,797,859.74	61,883,012.10	-27.7%
9) Other Outgo		9000-9999	1,320,709.68	0.00	1,320,709.68	10,535.00	0.00	10,535.00	-99.2%
10) TOTAL, EXPENDITURES			441,213,572.03	373,298,856.90	814,512,428.93	450,455,647.53	309,432,489.08	759,888,136.61	-6.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			160,381,720.90	(120,038,082.47)	40,343,638.43	57,175,553.88	(148,943,684.43)	(91,768,130.55)	-327.5%
<b>D. OTHER FINANCING SOURCES/USES</b>									
1) Interfund Transfers									
a) Transfers In		8900-8929	2,330,603.20	0.00	2,330,603.20	3,005,447.36	0.00	3,005,447.36	29.0%
b) Transfers Out		7600-7629	1,085,009.61	0.00	1,085,009.61	0.00	0.00	0.00	-100.0%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(125,297,303.29)	125,297,303.29	0.00	(120,159,401.48)	120,159,401.48	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(124,051,709.70)	125,297,303.29	1,245,593.59	(117,153,954.12)	120,159,401.48	3,005,447.36	141.3%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			36,330,011.20	5,259,220.82	41,589,232.02	(59,978,400.24)	(28,784,282.95)	(88,762,683.19)	-313.4%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	135,640,173.48	122,292,561.11	257,932,734.59	172,005,383.87	126,825,751.54	298,831,135.41	15.9%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			135,640,173.48	122,292,561.11	257,932,734.59	172,005,383.87	126,825,751.54	298,831,135.41	15.9%
d) Other Restatements		9795	35,199.19	(726,030.39)	(690,831.20)	0.00	0.00	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			135,675,372.67	121,566,530.72	257,241,903.39	172,005,383.87	126,825,751.54	298,831,135.41	16.2%
2) Ending Balance, June 30 (E + F1e)			172,005,383.87	126,825,751.54	298,831,135.41	112,026,983.63	98,041,468.59	210,068,452.22	-29.7%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	150,000.00	0.00	150,000.00	0.00	0.00	0.00	-100.0%
Stores		9712	103,810.35	0.00	103,810.35	0.00	0.00	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	126,825,751.54	126,825,751.54	0.00	98,041,468.59	98,041,468.59	-22.7%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	90,000,000.00	0.00	90,000,000.00	0.00	0.00	0.00	-100.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	16,290,249.00	0.00	16,290,249.00	0.00	0.00	0.00	-100.0%
Unassigned/Unappropriated Amount		9790	65,461,324.52	0.00	65,461,324.52	112,026,983.63	0.00	112,026,983.63	71.1%

Resource	Description	2023-24	2024-25
		Unaudited Actuals	Budget
2600	Expanded Learning Opportunities Program	21,620,811.48	21,620,811.48
6211	Literacy Coaches and Reading Specialists Grant Program	3,450,474.00	3,450,474.00
6266	Educator Effectiveness, FY 2021-22	5,644,524.13	5,644,524.13
6300	Lottery: Instructional Materials	1,330,164.64	1,330,164.64
6332	CA Community Schools Partnership Act - Implementation Grant	4,468,767.53	4,468,767.53
6371	CalWORKs for ROCP or Adult Education	11,331.00	11,331.00
6547	Special Education Early Intervention Preschool Grant	2,795,024.37	160,414.24
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	12,845,333.64	12,845,333.64
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	6,277,428.00	6,277,428.00
7028	Child Nutrition: Kitchen Infrastructure Upgrade Funds	984,769.60	984,769.60
7029	Child Nutrition: Food Service Staff Training Funds	140,352.62	140,352.62
7032	Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds	4,898,230.94	4,898,230.94
7085	Learning Communities for School Success Program	1,401,485.93	1,401,485.93
7311	Classified School Employee Professional Development Block Grant	41,903.82	41,903.82
7339	Dual Enrollment Opportunities	166,297.01	166,297.01
7388	SB 117 COVID-19 LEA Response Funds	196,853.26	196,853.26
7399	LCFF Equity Multiplier	3,060,468.00	3,060,468.00
7412	A-G Access/Success Grant	2,005,363.92	1,170,921.69
7413	A-G Learning Loss Mitigation Grant	865,181.00	865,181.00
7425	Expanded Learning Opportunities (ELO) Grant	202,277.89	202,277.89
7426	Expanded Learning Opportunities (ELO) Grant: Paraprofessional Staff	320,657.12	320,657.12
7435	Learning Recovery Emergency Block Grant	43,375,583.49	15,696,487.12
8150	Ongoing & Major Maintenance Account (RMA: Education Code Section 17070.75)	3,705,956.44	6,138,008.62
9010	Other Restricted Local	7,016,511.71	6,948,325.31
Total, Restricted Balance		126,825,751.54	98,041,468.59



## **SPECIAL REVENUE FUNDS**

### **Special Revenue Funds Definition**

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. This classification includes the Student Activity Fund, Charter Schools Fund, Adult Education Fund, Child Development Fund, and Cafeteria Fund.

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,649,408.30	0.00	-100.0%
5) TOTAL, REVENUES			1,649,408.30	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	1,551,044.62	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,551,044.62	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			98,363.68	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			98,363.68	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,570,032.53	1,668,396.21	6.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,570,032.53	1,668,396.21	6.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,570,032.53	1,668,396.21	6.3%
2) Ending Balance, June 30 (E + F1e)			1,668,396.21	1,668,396.21	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	5,934.00	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,662,462.21	1,668,396.21	0.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	1,662,462.21		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	5,934.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			1,668,396.21		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenues		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30					
(must agree with line F2) (G10 + H2) - (I6 + J2)			1,668,396.21		
<b>REVENUES</b>					
Sale of Equipment and Supplies		8631	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	1,649,408.30	0.00	-100.0%
TOTAL, REVENUES			1,649,408.30	0.00	-100.0%
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Materials and Supplies		4300	1,551,044.62	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,551,044.62	0.00	-100.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>					
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			1,551,044.62	0.00	-100.0%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a- b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,649,408.30	0.00	-100.0%
5) TOTAL, REVENUES			1,649,408.30	0.00	-100.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		1,551,044.62	0.00	-100.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			1,551,044.62	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			98,363.68	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			98,363.68	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,570,032.53	1,668,396.21	6.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,570,032.53	1,668,396.21	6.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,570,032.53	1,668,396.21	6.3%
2) Ending Balance, June 30 (E + F1e)			1,668,396.21	1,668,396.21	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	5,934.00	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,662,462.21	1,668,396.21	0.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
8210	Student Activity Funds	1,662,462.21	1,668,396.21
Total, Restricted Balance		1,662,462.21	1,668,396.21

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	19,919,234.00	20,874,241.00	4.8%
2) Federal Revenue		8100-8299	447,614.42	415,393.40	-7.2%
3) Other State Revenue		8300-8599	3,971,547.35	1,506,933.37	-62.1%
4) Other Local Revenue		8600-8799	1,093,695.31	0.00	-100.0%
5) TOTAL, REVENUES			25,432,091.08	22,796,567.77	-10.4%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	11,115,824.41	9,969,708.86	-10.3%
2) Classified Salaries		2000-2999	1,354,442.12	1,421,810.68	5.0%
3) Employee Benefits		3000-3999	6,547,544.97	6,420,820.15	-1.9%
4) Books and Supplies		4000-4999	768,033.40	502,630.72	-34.6%
5) Services and Other Operating Expenditures		5000-5999	3,087,380.52	1,850,979.00	-40.0%
6) Capital Outlay		6000-6999	28,652.15	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	34,488.13	8,150.00	-76.4%
9) TOTAL, EXPENDITURES			22,936,365.70	20,174,099.41	-12.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			2,495,725.38	2,622,468.36	5.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	468,281.64	New
b) Transfers Out		7600-7629	2,330,603.20	3,473,729.00	49.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,330,603.20)	(3,005,447.36)	29.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			165,122.18	(382,979.00)	-331.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	15,520,268.58	15,685,390.76	1.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			15,520,268.58	15,685,390.76	1.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			15,520,268.58	15,685,390.76	1.1%
2) Ending Balance, June 30 (E + F1e)			15,685,390.76	15,302,411.76	-2.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	7,674,687.78	7,532,232.78	-1.9%
Charter Fund	0000	9780	7,733,817.31		
Other	0000	9780	(59,129.53)		
Charter Funds	0000	9780		7,532,232.78	
e) Unassigned/Unappropriated Reserve for Economic Uncertainties					
Unassigned/Unappropriated Amount		9790	0.00	(103,455.00)	New
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	16,122,851.07		
1) Fair Value Adjustment to Cash in County Treasury		9111	162,424.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		



Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	631,402.29		
4) Due from Grantor Government		9290	1,135,136.99		
5) Due from Other Funds		9310	4,239,941.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			22,291,755.35		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	844,068.96		
2) Due to Grantor Governments		9590	1,380,245.31		
3) Due to Other Funds		9610	4,086,220.11		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	295,830.21		
6) TOTAL, LIABILITIES			6,606,364.59		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
(must agree with line F2) (G10 + H2) - (I6 + J2)			15,685,390.76		
<b>LCFF SOURCES</b>					
Principal Apportionment					
State Aid - Current Year		8011	13,793,133.00	12,589,161.00	-8.7%
Education Protection Account State Aid - Current Year		8012	1,934,130.00	4,011,890.00	107.4%
State Aid - Prior Years		8019	(47,489.00)	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	4,239,460.00	4,273,190.00	0.8%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			19,919,234.00	20,874,241.00	4.8%
<b>FEDERAL REVENUE</b>					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	394,628.76	415,393.40	5.3%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	0.00	0.00	0.0%
Title III, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, English Learner Program	4203	8290	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	52,985.66	0.00	-100.0%
TOTAL, FEDERAL REVENUE			447,614.42	415,393.40	-7.2%
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Special Education Master Plan					
Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	46,470.00	48,543.00	4.5%
Lottery - Unrestricted and Instructional Materials		8560	565,597.09	371,583.00	-34.3%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	3,359,480.26	1,086,807.37	-67.6%
TOTAL, OTHER STATE REVENUE			3,971,547.35	1,506,933.37	-62.1%
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	835,439.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	236,012.67	0.00	-100.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	22,243.64	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,093,695.31	0.00	-100.0%
TOTAL, REVENUES			25,432,091.08	22,796,567.77	-10.4%
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	9,313,696.43	8,328,299.37	-10.6%
Certificated Pupil Support Salaries		1200	544,523.02	436,826.36	-19.8%
Certificated Supervisors' and Administrators' Salaries		1300	1,136,370.92	1,203,397.13	5.9%
Other Certificated Salaries		1900	121,234.04	1,186.00	-99.0%
TOTAL, CERTIFICATED SALARIES			11,115,824.41	9,969,708.86	-10.3%
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	208,787.71	206,103.14	-1.3%
Classified Support Salaries		2200	486,827.39	460,648.03	-5.4%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	497,240.92	600,788.33	20.8%
Other Classified Salaries		2900	161,586.10	154,271.18	-4.5%
TOTAL, CLASSIFIED SALARIES			1,354,442.12	1,421,810.68	5.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	2,699,966.68	2,273,135.23	-15.8%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
PERS		3201-3202	316,866.38	354,580.44	11.9%
OASDI/Medicare/Alternative		3301-3302	276,728.10	316,772.69	14.5%
Health and Welfare Benefits		3401-3402	2,443,956.93	2,642,207.28	8.1%
Unemployment Insurance		3501-3502	6,206.60	5,499.89	-11.4%
Workers' Compensation		3601-3602	187,032.34	166,576.55	-10.9%
OPEB, Allocated		3701-3702	615,855.30	661,089.27	7.3%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	932.64	958.80	2.8%
TOTAL, EMPLOYEE BENEFITS			6,547,544.97	6,420,820.15	-1.9%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	77,166.66	16,704.00	-78.4%
Books and Other Reference Materials		4200	11,804.66	0.00	-100.0%
Materials and Supplies		4300	592,165.14	485,926.72	-17.9%
Noncapitalized Equipment		4400	86,896.94	0.00	-100.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			768,033.40	502,630.72	-34.6%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	292,715.95	0.00	-100.0%
Travel and Conferences		5200	95,563.09	8,730.00	-90.9%
Dues and Memberships		5300	3,358.00	0.00	-100.0%
Insurance		5400-5450	175.00	0.00	-100.0%
Operations and Housekeeping Services		5500	454,340.45	645,743.00	42.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	20,760.13	8,541.00	-58.9%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	1,508,504.00	1,123,660.00	-25.5%
Professional/Consulting Services and Operating Expenditures		5800	710,571.18	55,443.00	-92.2%
Communications		5900	1,392.72	8,862.00	536.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			3,087,380.52	1,850,979.00	-40.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	28,652.15	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			28,652.15	0.00	-100.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	.08	0.00	-100.0%
Transfers of Indirect Costs - Interfund		7350	34,488.05	8,150.00	-76.4%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			34,488.13	8,150.00	-76.4%
TOTAL, EXPENDITURES			22,936,365.70	20,174,099.41	-12.0%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	468,281.64	New

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	468,281.64	New
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	2,330,603.20	3,473,729.00	49.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			2,330,603.20	3,473,729.00	49.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(2,330,603.20)	(3,005,447.36)	29.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	19,919,234.00	20,874,241.00	4.8%
2) Federal Revenue		8100-8299	447,614.42	415,393.40	-7.2%
3) Other State Revenue		8300-8599	3,971,547.35	1,506,933.37	-62.1%
4) Other Local Revenue		8600-8799	1,093,695.31	0.00	-100.0%
5) TOTAL, REVENUES			25,432,091.08	22,796,567.77	-10.4%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		16,311,345.85	13,914,572.15	-14.7%
2) Instruction - Related Services	2000-2999		3,910,201.36	3,646,735.05	-6.7%
3) Pupil Services	3000-3999		886,475.11	664,709.14	-25.0%
4) Ancillary Services	4000-4999		6,257.44	0.00	-100.0%
5) Community Services	5000-5999		469.64	0.00	-100.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		34,488.13	8,150.00	-76.4%
8) Plant Services	8000-8999		1,787,128.17	1,939,933.07	8.6%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			22,936,365.70	20,174,099.41	-12.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			2,495,725.38	2,622,468.36	5.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	468,281.64	New
b) Transfers Out		7600-7629	2,330,603.20	3,473,729.00	49.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,330,603.20)	(3,005,447.36)	29.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			165,122.18	(382,979.00)	-331.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	15,520,268.58	15,685,390.76	1.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			15,520,268.58	15,685,390.76	1.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			15,520,268.58	15,685,390.76	1.1%
2) Ending Balance, June 30 (E + F1e)			15,685,390.76	15,302,411.76	-2.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	8,010,702.98	7,873,633.98	-1.7%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	7,674,687.78	7,532,232.78	-1.9%
Charter Fund	0000	9780	7,733,817.31		
Other	0000	9780	(59,129.53)		
Charter Funds	0000	9780		7,532,232.78	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	(103,455.00)	New

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
2600	Expanded Learning Opportunities Program	3,129,497.87	3,129,497.87
6266	Educator Effectiveness, FY 2021-22	194,808.13	194,808.13
6300	Lottery: Instructional Materials	566,649.85	566,649.85
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	920,616.96	920,616.96
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	236,395.00	236,395.00
7311	Classified School Employee Professional Development Block Grant	5,567.00	5,567.00
7339	Dual Enrollment Opportunities	225,000.00	225,000.00
7388	SB 117 COVID-19 LEA Response Funds	577.11	577.11
7399	LCFF Equity Multiplier	165,892.00	165,892.00
7412	A-G Access/Success Grant	137,950.80	881.80
7413	A-G Learning Loss Mitigation Grant	159,810.56	159,810.56
7425	Expanded Learning Opportunities (ELO) Grant	35,921.19	35,921.19
7426	Expanded Learning Opportunities (ELO) Grant: Paraprofessional Staff	45,949.67	45,949.67
7435	Learning Recovery Emergency Block Grant	2,167,218.39	2,167,218.39
7810	Other Restricted State	17,258.00	17,258.00
9010	Other Restricted Local	1,590.45	1,590.45
Total, Restricted Balance		8,010,702.98	7,873,633.98

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,046,420.11	1,533,477.23	46.5%
3) Other State Revenue		8300-8599	3,296,148.74	2,138,928.28	-35.1%
4) Other Local Revenue		8600-8799	2,370,147.45	3,014,201.09	27.2%
5) TOTAL, REVENUES			6,712,716.30	6,686,606.60	-0.4%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	2,643,007.64	1,554,692.94	-41.2%
2) Classified Salaries		2000-2999	1,668,164.86	1,745,143.08	4.6%
3) Employee Benefits		3000-3999	2,450,205.83	2,371,540.63	-3.2%
4) Books and Supplies		4000-4999	159,286.85	505,447.62	217.3%
5) Services and Other Operating Expenditures		5000-5999	1,617,907.01	342,354.00	-78.8%
6) Capital Outlay		6000-6999	73,943.17	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	79,049.90	102,754.00	30.0%
9) TOTAL, EXPENDITURES			8,691,565.26	6,621,932.27	-23.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,978,848.96)	64,674.33	-103.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	1,085,009.61	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			1,085,009.61	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(893,839.35)	64,674.33	-107.2%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,061,007.75	167,168.40	-84.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,061,007.75	167,168.40	-84.2%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,061,007.75	167,168.40	-84.2%
2) Ending Balance, June 30 (E + F1e)			167,168.40	231,842.73	38.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	167,168.40	231,842.73	38.7%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	751,910.26		
1) Fair Value Adjustment to Cash in County Treasury		9111	7,043.00		
b) in Banks		9120	143,819.24		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
3) Accounts Receivable		9200	947,613.89		
4) Due from Grantor Government		9290	1,663,350.53		
5) Due from Other Funds		9310	1,085,009.61		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			4,598,746.53		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	483,119.47		
2) Due to Grantor Governments		9590	(29,411.33)		
3) Due to Other Funds		9610	3,538,173.82		
4) Current Loans		9640			
5) Unearned Revenue		9650	439,696.17		
6) TOTAL, LIABILITIES			4,431,578.13		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
(must agree with line F2) (G10 + H2) - (I6 + J2)			167,168.40		
<b>LCFF SOURCES</b>					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
<b>FEDERAL REVENUE</b>					
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from					
Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	281,496.71	491,350.16	74.5%
All Other Federal Revenue	All Other	8290	764,923.40	1,042,127.07	36.2%
TOTAL, FEDERAL REVENUE			1,046,420.11	1,533,477.23	46.5%
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Adult Education Program	6391	8590	1,620,935.00	1,693,506.28	4.5%
All Other State Revenue	All Other	8590	1,675,213.74	445,422.00	-73.4%
TOTAL, OTHER STATE REVENUE			3,296,148.74	2,138,928.28	-35.1%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	(32,829.00)	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	9,920.90	0.00	-100.0%
Fees and Contracts					
Adult Education Fees		8671	832,799.62	1,176,712.00	41.3%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	1,560,255.93	1,837,489.09	17.8%
Tuition		8710	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,370,147.45	3,014,201.09	27.2%
TOTAL, REVENUES			6,712,716.30	6,686,606.60	-0.4%
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	1,995,112.71	1,281,214.86	-35.8%



Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Certificated Pupil Support Salaries		1200	158,466.46	0.00	-100.0%
Certificated Supervisors' and Administrators' Salaries		1300	489,428.47	273,478.08	-44.1%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>2,643,007.64</b>	<b>1,554,692.94</b>	<b>-41.2%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	224,180.28	226,903.68	1.2%
Classified Support Salaries		2200	691,036.02	635,016.19	-8.1%
Classified Supervisors' and Administrators' Salaries		2300	253,833.46	230,042.30	-9.4%
Clerical, Technical and Office Salaries		2400	437,220.15	551,350.91	26.1%
Other Classified Salaries		2900	61,894.95	101,830.00	64.5%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>1,668,164.86</b>	<b>1,745,143.08</b>	<b>4.6%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	554,256.57	364,320.09	-34.3%
PERS		3201-3202	409,365.97	470,248.47	14.9%
OASDI/Medicare/Alternative		3301-3302	161,054.00	156,255.38	-3.0%
Health and Welfare Benefits		3401-3402	999,547.26	1,070,827.74	7.1%
Unemployment Insurance		3501-3502	2,123.74	1,606.84	-24.3%
Workers' Compensation		3601-3602	64,625.39	48,393.31	-25.1%
OPEB, Allocated		3701-3702	258,674.52	259,506.00	0.3%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	558.38	382.80	-31.4%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>2,450,205.83</b>	<b>2,371,540.63</b>	<b>-3.2%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	4,288.51	0.00	-100.0%
Materials and Supplies		4300	119,879.06	505,447.62	321.6%
Noncapitalized Equipment		4400	35,119.28	0.00	-100.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>159,286.85</b>	<b>505,447.62</b>	<b>217.3%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	701,198.74	0.00	-100.0%
Travel and Conferences		5200	22,047.47	0.00	-100.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	311,472.02	127,054.00	-59.2%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	22,000.00	22,000.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	24,240.51	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	536,435.98	193,300.00	-64.0%
Communications		5900	512.29	0.00	-100.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,617,907.01</b>	<b>342,354.00</b>	<b>-78.8%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	73,943.17	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>73,943.17</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>Debt Service</b>					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	79,049.90	102,754.00	30.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			79,049.90	102,754.00	30.0%
TOTAL, EXPENDITURES			8,691,565.26	6,621,932.27	-23.8%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	1,085,009.61	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			1,085,009.61	0.00	-100.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			1,085,009.61	0.00	-100.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,046,420.11	1,533,477.23	46.5%
3) Other State Revenue		8300-8599	3,296,148.74	2,138,928.28	-35.1%
4) Other Local Revenue		8600-8799	2,370,147.45	3,014,201.09	27.2%
5) TOTAL, REVENUES			6,712,716.30	6,686,606.60	-0.4%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		4,774,776.97	2,914,181.05	-39.0%
2) Instruction - Related Services	2000-2999		2,120,234.43	2,299,725.50	8.5%
3) Pupil Services	3000-3999		752,714.35	651,080.94	-13.5%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		79,049.90	102,754.00	30.0%
8) Plant Services	8000-8999		964,789.61	654,190.78	-32.2%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			8,691,565.26	6,621,932.27	-23.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(1,978,848.96)	64,674.33	-103.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	1,085,009.61	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			1,085,009.61	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(893,839.35)	64,674.33	-107.2%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,061,007.75	167,168.40	-84.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,061,007.75	167,168.40	-84.2%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,061,007.75	167,168.40	-84.2%
2) Ending Balance, June 30 (E + F1e)			167,168.40	231,842.73	38.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	167,168.40	231,842.73	38.7%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
5810	Other Restricted Federal	0.00	64,674.33
6371	CalWORKs for ROCP or Adult Education	135,269.00	135,269.00
6391	Adult Education Program	3,050.70	3,050.70
7810	Other Restricted State	563.70	563.70
9010	Other Restricted Local	28,285.00	28,285.00
Total, Restricted Balance		167,168.40	231,842.73

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	7,076,076.24	8,505,656.00	20.2%
3) Other State Revenue		8300-8599	10,286,158.75	10,135,190.97	-1.5%
4) Other Local Revenue		8600-8799	839,448.41	298,901.34	-64.4%
5) TOTAL, REVENUES			18,201,683.40	18,939,748.31	4.1%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	5,372,555.90	5,332,806.28	-0.7%
2) Classified Salaries		2000-2999	3,048,951.12	3,364,444.50	10.3%
3) Employee Benefits		3000-3999	5,714,875.02	6,411,388.48	12.2%
4) Books and Supplies		4000-4999	942,682.55	2,780,928.48	195.0%
5) Services and Other Operating Expenditures		5000-5999	284,870.94	380,582.57	33.6%
6) Capital Outlay		6000-6999	30,303.17	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	485,655.92	669,598.00	37.9%
9) TOTAL, EXPENDITURES			15,879,894.62	18,939,748.31	19.3%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			2,321,788.78	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			2,321,788.78	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,239,858.64	3,561,647.42	187.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,239,858.64	3,561,647.42	187.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,239,858.64	3,561,647.42	187.3%
2) Ending Balance, June 30 (E + F1e)			3,561,647.42	3,561,647.42	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	3,205,660.93	3,205,660.93	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	355,986.49	355,986.49	0.0%
Child Development Fund	0000	9780	355,986.49		
Child Development Funds	0000	9780		355,986.49	
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,384,265.41		
1) Fair Value Adjustment to Cash in County Treasury		9111	11,411.00		
b) in Banks		9120	25,977.18		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	48,734.00		
4) Due from Grantor Government		9290	2,148,429.76		
5) Due from Other Funds		9310	2,331,057.19		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			5,949,874.54		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	565,711.57		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	157,656.96		
4) Current Loans		9640			
5) Unearned Revenue		9650	1,664,858.59		
6) TOTAL, LIABILITIES			2,388,227.12		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
(must agree with line F2) (G10 + H2) - (I6 + J2)			3,561,647.42		
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	7,076,076.24	8,505,656.00	20.2%
TOTAL, FEDERAL REVENUE			7,076,076.24	8,505,656.00	20.2%
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6105	8590	7,512,150.06	7,525,217.00	0.2%
All Other State Revenue	All Other	8590	2,774,008.69	2,609,973.97	-5.9%
TOTAL, OTHER STATE REVENUE			10,286,158.75	10,135,190.97	-1.5%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	101,136.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	16,399.99	0.00	-100.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	214,901.34	New
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	721,912.42	84,000.00	-88.4%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			839,448.41	298,901.34	-64.4%
TOTAL, REVENUES			18,201,683.40	18,939,748.31	4.1%
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	4,303,099.28	4,235,052.05	-1.6%
Certificated Pupil Support Salaries		1200	408,418.78	427,937.89	4.8%
Certificated Supervisors' and Administrators' Salaries		1300	649,345.14	663,586.34	2.2%
Other Certificated Salaries		1900	11,692.70	6,230.00	-46.7%
TOTAL, CERTIFICATED SALARIES			5,372,555.90	5,332,806.28	-0.7%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	1,310,037.27	1,478,181.06	12.8%
Classified Support Salaries		2200	944,060.30	1,064,033.49	12.7%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	709,267.59	633,138.00	-10.7%
Other Classified Salaries		2900	85,585.96	189,091.95	120.9%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>3,048,951.12</b>	<b>3,364,444.50</b>	<b>10.3%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	1,093,059.78	1,092,381.18	-0.1%
PERS		3201-3202	994,249.19	1,092,188.60	9.9%
OASDI/Medicare/Alternative		3301-3302	365,862.05	418,746.38	14.5%
Health and Welfare Benefits		3401-3402	2,558,946.76	2,997,841.86	17.2%
Unemployment Insurance		3501-3502	4,199.55	4,343.34	3.4%
Workers' Compensation		3601-3602	126,325.09	130,451.92	3.3%
OPEB, Allocated		3701-3702	571,386.29	674,454.00	18.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	846.31	981.20	15.9%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>5,714,875.02</b>	<b>6,411,388.48</b>	<b>12.2%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	556,688.22	2,744,965.48	393.1%
Noncapitalized Equipment		4400	385,994.33	35,963.00	-90.7%
Food		4700	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>942,682.55</b>	<b>2,780,928.48</b>	<b>195.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	50,366.27	73,043.43	45.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	62,500.00	35,000.00	-44.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	20,000.00	12,520.00	-37.4%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	51,338.54	46,075.00	-10.3%
Professional/Consulting Services and Operating Expenditures		5800	100,666.13	212,944.14	111.5%
Communications		5900	0.00	1,000.00	New
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>284,870.94</b>	<b>380,582.57</b>	<b>33.6%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	30,303.17	0.00	-100.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>30,303.17</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	485,655.92	669,598.00	37.9%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>485,655.92</b>	<b>669,598.00</b>	<b>37.9%</b>
<b>TOTAL, EXPENDITURES</b>			<b>15,879,894.62</b>	<b>18,939,748.31</b>	<b>19.3%</b>
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8911	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%



Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	7,076,076.24	8,505,656.00	20.2%
3) Other State Revenue		8300-8599	10,286,158.75	10,135,190.97	-1.5%
4) Other Local Revenue		8600-8799	839,448.41	298,901.34	-64.4%
5) TOTAL, REVENUES			18,201,683.40	18,939,748.31	4.1%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		9,936,280.36	11,789,662.79	18.7%
2) Instruction - Related Services	2000-2999		4,309,383.31	5,309,560.26	23.2%
3) Pupil Services	3000-3999		708,801.42	747,176.69	5.4%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		485,655.92	669,598.00	37.9%
8) Plant Services	8000-8999		439,773.61	423,750.57	-3.6%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			15,879,894.62	18,939,748.31	19.3%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			2,321,788.78	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			2,321,788.78	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,239,858.64	3,561,647.42	187.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,239,858.64	3,561,647.42	187.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,239,858.64	3,561,647.42	187.3%
2) Ending Balance, June 30 (E + F1e)			3,561,647.42	3,561,647.42	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	355,986.49	355,986.49	0.0%
Child Development Fund	0000	9780	355,986.49		
Child Development Funds	0000	9780		355,986.49	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
5058	Early Education: Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act - One-time Stipend	22,029.58	22,029.58
5059	Early Education: ARP California State Preschool Program One-time Stipend	195,596.17	195,596.17
5066	Early Education: ARP California State Preschool Program - Rate Supplements	505,160.05	505,160.05
5160	Child Care and Development Programs Administered by California Department of Social Services (Federal Funds)	71,909.05	71,909.05
6130	Early Education: Center-Based Reserve Account	119,896.08	119,896.08
7810	Other Restricted State	2,291,070.00	2,291,070.00
Total, Restricted Balance		3,205,660.93	3,205,660.93

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	29,585,632.31	38,392,286.72	29.8%
3) Other State Revenue		8300-8599	9,785,680.30	0.00	-100.0%
4) Other Local Revenue		8600-8799	1,223,185.03	0.00	-100.0%
5) TOTAL, REVENUES			40,594,497.64	38,392,286.72	-5.4%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	13,282,784.54	12,078,717.91	-9.1%
3) Employee Benefits		3000-3999	8,289,779.42	9,365,297.28	13.0%
4) Books and Supplies		4000-4999	18,378,149.27	15,072,851.53	-18.0%
5) Services and Other Operating Expenditures		5000-5999	732,308.35	976,920.00	33.4%
6) Capital Outlay		6000-6999	703,731.09	220,000.00	-68.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	784,964.25	677,000.00	-13.8%
9) TOTAL, EXPENDITURES			42,171,716.92	38,390,786.72	-9.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,577,219.28)	1,500.00	-100.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(1,577,219.28)	1,500.00	-100.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	18,388,342.30	16,811,123.02	-8.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			18,388,342.30	16,811,123.02	-8.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			18,388,342.30	16,811,123.02	-8.6%
2) Ending Balance, June 30 (E + F1e)			16,811,123.02	16,812,623.02	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	2,000.00	0.00	-100.0%
Stores		9712	1,821,053.53	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	14,687,718.93	16,512,272.46	12.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	300,350.56	300,350.56	0.0%
Cafeteria Special Revenue Fund	0000	9780	300,350.56		
Cafeteria Funds	0000	9780		300,350.56	
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	7,465,428.07		
1) Fair Value Adjustment to Cash in County Treasury		9111	73,894.00		
b) in Banks		9120	(466,209.33)		
c) in Revolving Cash Account		9130	2,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	14,649.97		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	10,409,708.22		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	466,245.56		
6) Stores		9320	1,821,053.53		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			19,786,770.02		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	1,515,097.32		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	1,295,190.03		
4) Current Loans		9640			
5) Unearned Revenue		9650	165,359.65		
6) TOTAL, LIABILITIES			2,975,647.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
(must agree with line F2) (G10 + H2) - (I6 + J2)			16,811,123.02		
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	27,993,738.37	38,392,286.72	37.1%
Donated Food Commodities		8221	1,591,893.94	0.00	-100.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			29,585,632.31	38,392,286.72	29.8%
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	9,682,782.08	0.00	-100.0%
All Other State Revenue		8590	102,898.22	0.00	-100.0%
TOTAL, OTHER STATE REVENUE			9,785,680.30	0.00	-100.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	35,082.32	0.00	-100.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	398,786.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	105,328.00	0.00	-100.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	683,988.71	0.00	-100.0%
TOTAL, OTHER LOCAL REVENUE			1,223,185.03	0.00	-100.0%
TOTAL, REVENUES			40,594,497.64	38,392,286.72	-5.4%
<b>CERTIFICATED SALARIES</b>					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	11,755,029.59	10,372,767.20	-11.8%
Classified Supervisors' and Administrators' Salaries		2300	964,402.35	904,406.96	-6.2%
Clerical, Technical and Office Salaries		2400	563,178.85	801,543.75	42.3%
Other Classified Salaries		2900	173.75	0.00	-100.0%
TOTAL, CLASSIFIED SALARIES			13,282,784.54	12,078,717.91	-9.1%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	240.43	0.00	-100.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
PERS		3201-3202	2,610,384.09	2,723,391.41	4.3%
OASDI/Medicare/Alternative		3301-3302	971,382.18	898,440.26	-7.5%
Health and Welfare Benefits		3401-3402	3,701,785.57	4,537,320.25	22.6%
Unemployment Insurance		3501-3502	6,545.32	6,029.98	-7.9%
Workers' Compensation		3601-3602	199,240.73	181,180.72	-9.1%
OPEB, Allocated		3701-3702	798,649.73	1,017,742.85	27.4%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	1,551.37	1,191.81	-23.2%
TOTAL, EMPLOYEE BENEFITS			8,289,779.42	9,365,297.28	13.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	1,683,208.21	1,527,187.31	-9.3%
Noncapitalized Equipment		4400	94,194.22	270,000.00	186.6%
Food		4700	16,600,746.84	13,275,664.22	-20.0%
TOTAL, BOOKS AND SUPPLIES			18,378,149.27	15,072,851.53	-18.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	3,550.00	4,500.00	26.8%
Travel and Conferences		5200	14,390.83	29,000.00	101.5%
Dues and Memberships		5300	107.60	0.00	-100.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	45,791.95	20,000.00	-56.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	151,333.73	205,000.00	35.5%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(23,395.69)	23,420.00	-200.1%
Professional/Consulting Services and Operating Expenditures		5800	537,816.81	690,000.00	28.3%
Communications		5900	2,713.12	5,000.00	84.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			732,308.35	976,920.00	33.4%
<b>CAPITAL OUTLAY</b>					
Buildings and Improvements of Buildings		6200	0.00	20,000.00	New
Equipment		6400	660,372.46	200,000.00	-69.7%
Equipment Replacement		6500	43,358.63	0.00	-100.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			703,731.09	220,000.00	-68.7%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	784,964.25	677,000.00	-13.8%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			784,964.25	677,000.00	-13.8%
TOTAL, EXPENDITURES			42,171,716.92	38,390,786.72	-9.0%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8916	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	29,585,632.31	38,392,286.72	29.8%
3) Other State Revenue		8300-8599	9,785,680.30	0.00	-100.0%
4) Other Local Revenue		8600-8799	1,223,185.03	0.00	-100.0%
5) TOTAL, REVENUES			40,594,497.64	38,392,286.72	-5.4%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		41,248,662.40	37,516,136.45	-9.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		784,964.25	677,000.00	-13.8%
8) Plant Services	8000-8999		138,090.27	197,650.27	43.1%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			42,171,716.92	38,390,786.72	-9.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(1,577,219.28)	1,500.00	-100.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(1,577,219.28)	1,500.00	-100.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	18,388,342.30	16,811,123.02	-8.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			18,388,342.30	16,811,123.02	-8.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			18,388,342.30	16,811,123.02	-8.6%
2) Ending Balance, June 30 (E + F1e)			16,811,123.02	16,812,623.02	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	2,000.00	0.00	-100.0%
Stores		9712	1,821,053.53	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	14,687,718.93	16,512,272.46	12.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	300,350.56	300,350.56	0.0%
Cafeteria Special Revenue Fund	0000	9780	300,350.56		
Cafeteria Funds	0000	9780		300,350.56	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	713,108.46	2,537,661.99
5320	Child Nutrition: Child Care Food Program (CCFP) Claims-Centers and Family Day Care Homes (Meal Reimbursements)	4,079,920.92	4,079,920.92
5330	Child Nutrition: Summer Food Service Program Operations	8,143,854.27	8,143,854.27
5466	Child Nutrition: Supply Chain Assistance (SCA) Funds	1,224,124.31	1,224,124.31
7033	Child Nutrition: School Food Best Practices Apportionment	526,710.97	526,710.97
Total, Restricted Balance		14,687,718.93	16,512,272.46



## CAPITAL PROJECTS FUNDS

### **Capital Projects Funds Definition**

The Capital Projects Funds are used to account for resources used for the acquisition or construction of capital facilities by the District. This classification includes the Building Fund, Capital Facilities Funds., County School Fund, and Capital Project Fund for Blended Components Units.

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13,923,573.86	0.00	-100.0%
5) TOTAL, REVENUES			13,923,573.86	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	819,518.15	1,026,999.92	25.3%
3) Employee Benefits		3000-3999	448,320.96	635,245.94	41.7%
4) Books and Supplies		4000-4999	1,732,895.89	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	3,769,337.81	1,650,000.00	-56.2%
6) Capital Outlay		6000-6999	91,455,708.05	89,245,704.59	-2.4%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			98,225,780.86	92,557,950.45	-5.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(84,302,207.00)	(92,557,950.45)	9.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,043,465.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	262,500,000.00	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			264,543,465.00	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			180,241,258.00	(92,557,950.45)	-151.4%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	277,090,337.37	457,848,203.57	65.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			277,090,337.37	457,848,203.57	65.2%
d) Other Restatements		9795	516,608.20	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			277,606,945.57	457,848,203.57	64.9%
2) Ending Balance, June 30 (E + F1e)			457,848,203.57	365,290,253.12	-20.2%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	457,848,203.57	365,290,253.12	-20.2%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	140,230,964.23		
1) Fair Value Adjustment to Cash in County Treasury		9111	1,484,373.00		
b) in Banks		9120	354,488.83		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	325,808,082.61		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	2,448,135.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	1,490,556.09		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			471,816,599.76		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	13,968,795.44		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	(399.25)		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			13,968,396.19		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2)			457,848,203.57		
<b>FEDERAL REVENUE</b>					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes					
Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	11,881,403.39	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	1,776,772.67	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue		8699	265,397.80	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			13,923,573.86	0.00	-100.0%
TOTAL, REVENUES			13,923,573.86	0.00	-100.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	41,868.00	New

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	479,269.66	471,299.20	-1.7%
Clerical, Technical and Office Salaries		2400	338,308.36	513,832.72	51.9%
Other Classified Salaries		2900	1,940.13	0.00	-100.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>819,518.15</b>	<b>1,026,999.92</b>	<b>25.3%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	198,474.10	277,016.96	39.6%
OASDI/Medicare/Alternative		3301-3302	62,506.54	76,349.13	22.1%
Health and Welfare Benefits		3401-3402	142,034.84	214,093.35	50.7%
Unemployment Insurance		3501-3502	408.18	511.58	25.3%
Workers' Compensation		3601-3602	12,293.51	15,405.15	25.3%
OPEB, Allocated		3701-3702	32,108.18	51,408.00	60.1%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	495.61	461.77	-6.8%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>448,320.96</b>	<b>635,245.94</b>	<b>41.7%</b>
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	511,102.03	0.00	-100.0%
Noncapitalized Equipment		4400	1,221,793.86	0.00	-100.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>1,732,895.89</b>	<b>0.00</b>	<b>-100.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	151.16	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	11,193.02	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	3,757,993.63	1,650,000.00	-56.1%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>3,769,337.81</b>	<b>1,650,000.00</b>	<b>-56.2%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	27,370.00	0.00	-100.0%
Land Improvements		6170	25,187,659.68	0.00	-100.0%
Buildings and Improvements of Buildings		6200	65,853,743.10	89,245,704.59	35.5%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	386,935.27	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>91,455,708.05</b>	<b>89,245,704.59</b>	<b>-2.4%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>98,225,780.86</b>	<b>92,557,950.45</b>	<b>-5.8%</b>
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	2,043,465.00	0.00	-100.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>2,043,465.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>Proceeds</b>					
Proceeds from Sale of Bonds		8951	262,500,000.00	0.00	-100.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
<b>Other Sources</b>					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
<b>Long-Term Debt Proceeds</b>					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			262,500,000.00	0.00	-100.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			264,543,465.00	0.00	-100.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13,923,573.86	0.00	-100.0%
5) TOTAL, REVENUES			13,923,573.86	0.00	-100.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		95,952,264.07	92,557,950.45	-3.5%
9) Other Outgo	9000-9999	Except 7600-7699	2,273,516.79	0.00	-100.0%
10) TOTAL, EXPENDITURES			98,225,780.86	92,557,950.45	-5.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)</b>			(84,302,207.00)	(92,557,950.45)	9.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,043,465.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	262,500,000.00	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			264,543,465.00	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			180,241,258.00	(92,557,950.45)	-151.4%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	277,090,337.37	457,848,203.57	65.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			277,090,337.37	457,848,203.57	65.2%
d) Other Restatements		9795	516,608.20	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			277,606,945.57	457,848,203.57	64.9%
2) Ending Balance, June 30 (E + F1e)			457,848,203.57	365,290,253.12	-20.2%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	457,848,203.57	365,290,253.12	-20.2%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
9010	Other Restricted Local	457,848,203.57	365,290,253.12
Total, Restricted Balance		457,848,203.57	365,290,253.12

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	8,388,945.81	3,880,000.00	-53.7%
5) TOTAL, REVENUES			8,388,945.81	3,880,000.00	-53.7%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	135,623.90	40,000.00	-70.5%
6) Capital Outlay		6000-6999	42,959.64	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	4,290,647.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			4,469,230.54	40,000.00	-99.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			3,919,715.27	3,840,000.00	-2.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			3,919,715.27	3,840,000.00	-2.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	26,933,107.67	30,852,822.94	14.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			26,933,107.67	30,852,822.94	14.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			26,933,107.67	30,852,822.94	14.6%
2) Ending Balance, June 30 (E + F1e)			30,852,822.94	34,692,822.94	12.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	30,852,822.94	34,692,822.94	12.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	30,273,007.64		
1) Fair Value Adjustment to Cash in County Treasury		9111	302,730.00		
b) in Banks		9120	257,543.50		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		



Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	114,471.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			30,947,752.14		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	2,004.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	92,925.20		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			94,929.20		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2)			30,852,822.94		
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions			8575	0.00	0.00
Other Subventions/In-Lieu Taxes			8576	0.00	0.00
All Other State Revenue			8590	0.00	0.00
TOTAL, OTHER STATE REVENUE				0.00	0.00
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll			8615	0.00	0.00
Unsecured Roll			8616	0.00	0.00
Prior Years' Taxes			8617	0.00	0.00
Supplemental Taxes			8618	0.00	0.00
Non-Ad Valorem Taxes					
Parcel Taxes			8621	0.00	0.00
Other			8622	0.00	0.00
Community Redevelopment Funds Not Subject to LCFF Deduction			8625	4,189,324.03	1,600,000.00
Penalties and Interest from Delinquent Non-LCFF Taxes			8629	0.00	0.00
Sales					
Sale of Equipment/Supplies			8631	0.00	0.00
Interest			8660	696,373.00	30,000.00
Net Increase (Decrease) in the Fair Value of Investments			8662	405,742.04	0.00
Fees and Contracts					
Mitigation/Developer Fees			8681	3,097,506.74	2,250,000.00
Other Local Revenue					
All Other Local Revenue			8699	0.00	0.00
All Other Transfers In from All Others			8799	0.00	0.00
TOTAL, OTHER LOCAL REVENUE				8,388,945.81	3,880,000.00
TOTAL, REVENUES				8,388,945.81	3,880,000.00
<b>CERTIFICATED SALARIES</b>					
Other Certificated Salaries			1900	0.00	0.00
TOTAL, CERTIFICATED SALARIES				0.00	0.00
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries			2200	0.00	0.00

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	92,925.20	0.00	-100.0%
Professional/Consulting Services and Operating Expenditures		5800	42,698.70	40,000.00	-6.3%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			135,623.90	40,000.00	-70.5%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	42,959.64	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			42,959.64	0.00	-100.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	1,175,647.00	0.00	-100.0%
Other Debt Service - Principal		7439	3,115,000.00	0.00	-100.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			4,290,647.00	0.00	-100.0%
TOTAL, EXPENDITURES			4,469,230.54	40,000.00	-99.1%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>Proceeds</b>					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
<b>Other Sources</b>					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
<b>Long-Term Debt Proceeds</b>					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	8,388,945.81	3,880,000.00	-53.7%
5) TOTAL, REVENUES			8,388,945.81	3,880,000.00	-53.7%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		178,583.54	40,000.00	-77.6%
9) Other Outgo	9000-9999	Except 7600-7699	4,290,647.00	0.00	-100.0%
10) TOTAL, EXPENDITURES			4,469,230.54	40,000.00	-99.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)</b>			3,919,715.27	3,840,000.00	-2.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			3,919,715.27	3,840,000.00	-2.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	26,933,107.67	30,852,822.94	14.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			26,933,107.67	30,852,822.94	14.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			26,933,107.67	30,852,822.94	14.6%
2) Ending Balance, June 30 (E + F1e)			30,852,822.94	34,692,822.94	12.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	30,852,822.94	34,692,822.94	12.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
9010	Other Restricted Local	30,852,822.94	34,692,822.94
Total, Restricted Balance		30,852,822.94	34,692,822.94

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,043,465.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	3,237.00	0.00	-100.0%
5) TOTAL, REVENUES			2,046,702.00	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			2,046,702.00	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,043,465.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,043,465.00)	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			3,237.00	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	3,237.00	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	3,237.00	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	3,237.00	New
2) Ending Balance, June 30 (E + F1e)			3,237.00	3,237.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	3,237.00	3,237.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	3,253.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	(16.00)		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			3,237.00		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2)			3,237.00		
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
School Facilities Apportionments		8545	2,043,465.00	0.00	-100.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			2,043,465.00	0.00	-100.0%
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	3,237.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,237.00	0.00	-100.0%
TOTAL, REVENUES			2,046,702.00	0.00	-100.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
To: State School Building Fund/County School Facilities Fund From: All Other Funds		8913	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	2,043,465.00	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			2,043,465.00	0.00	-100.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(2,043,465.00)	0.00	-100.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,043,465.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	3,237.00	0.00	-100.0%
5) TOTAL, REVENUES			2,046,702.00	0.00	-100.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)</b>			2,046,702.00	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,043,465.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,043,465.00)	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			3,237.00	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	3,237.00	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	3,237.00	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	3,237.00	New
2) Ending Balance, June 30 (E + F1e)			3,237.00	3,237.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	3,237.00	3,237.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
7710	State School Facilities Projects	3,237.00	3,237.00
Total, Restricted Balance		3,237.00	3,237.00

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,107,259.07	2,197,364.00	4.3%
5) TOTAL, REVENUES			2,107,259.07	2,197,364.00	4.3%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	15,650.00	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	1,175,647.00	2,197,364.00	86.9%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,191,297.00	2,197,364.00	84.5%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			915,962.07	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			915,962.07	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,794,788.37	2,710,750.44	51.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,794,788.37	2,710,750.44	51.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,794,788.37	2,710,750.44	51.0%
2) Ending Balance, June 30 (E + F1e)			2,710,750.44	2,710,750.44	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	2,710,750.44	2,710,750.44	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	2,694,256.44		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	16,494.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			2,710,750.44		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2)			2,710,750.44		
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes					
Parcel Taxes		8621	2,062,417.37	2,197,364.00	6.5%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	37,900.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	6,941.70	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,107,259.07	2,197,364.00	4.3%
TOTAL, REVENUES			2,107,259.07	2,197,364.00	4.3%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	15,650.00	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			15,650.00	0.00	-100.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
Transfers of Pass-Through Revenues					
		7211	0.00	0.00	0.0%
		7212	0.00	0.00	0.0%
		7213	0.00	0.00	0.0%
		7299	0.00	0.00	0.0%
Debt Service					
		7435	0.00	0.00	0.0%
		7438	1,175,647.00	2,197,364.00	86.9%
		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,175,647.00	2,197,364.00	86.9%
TOTAL, EXPENDITURES			1,191,297.00	2,197,364.00	84.5%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
		7613	0.00	0.00	0.0%
		7619	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,107,259.07	2,197,364.00	4.3%
5) TOTAL, REVENUES			2,107,259.07	2,197,364.00	4.3%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		15,650.00	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	1,175,647.00	2,197,364.00	86.9%
10) TOTAL, EXPENDITURES			1,191,297.00	2,197,364.00	84.5%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)</b>			915,962.07	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			915,962.07	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,794,788.37	2,710,750.44	51.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,794,788.37	2,710,750.44	51.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,794,788.37	2,710,750.44	51.0%
2) Ending Balance, June 30 (E + F1e)			2,710,750.44	2,710,750.44	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	2,710,750.44	2,710,750.44	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
9010	Other Restricted Local	2,710,750.44	2,710,750.44
Total, Restricted Balance		2,710,750.44	2,710,750.44

## DEBT SERVICE FUNDS

### Debt Service Funds Definition

The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. This classification includes the Bond Interest and Redemption Fund.

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	402,409.90	331,000.00	-17.7%
4) Other Local Revenue		8600-8799	77,131,402.38	38,430,000.00	-50.2%
5) TOTAL, REVENUES			77,533,812.28	38,761,000.00	-50.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	75,991,502.50	38,111,177.00	-49.8%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			75,991,502.50	38,111,177.00	-49.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			1,542,309.78	649,823.00	-57.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	6,210,043.30	0.00	-100.0%
b) Uses		7630-7699	1,666,666.67	0.00	-100.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			4,543,376.63	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			6,085,686.41	649,823.00	-89.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	41,979,246.85	48,064,933.26	14.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			41,979,246.85	48,064,933.26	14.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			41,979,246.85	48,064,933.26	14.5%
2) Ending Balance, June 30 (E + F1e)			48,064,933.26	48,714,756.26	1.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	48,064,933.26	48,714,756.26	1.4%
Bond Interest And Redemption Fund	0000	9780	48,064,933.26		
Bond Interest and Redemption Fund	0000	9780		48,714,756.26	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	68,509,060.90		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
d) with Fiscal Agent/Trustee		9135	6,210,043.30		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	6,209,441.76		
3) Accounts Receivable		9200	1,173,872.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			82,102,417.96		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	16,803,155.72		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	17,234,328.98		
6) TOTAL, LIABILITIES			34,037,484.70		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2)			48,064,933.26		
<b>FEDERAL REVENUE</b>					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions					
Voted Indebtedness Levies					
Homeowners' Exemptions		8571	401,955.24	330,000.00	-17.9%
Other Subventions/In-Lieu Taxes		8572	454.66	1,000.00	119.9%
TOTAL, OTHER STATE REVENUE			402,409.90	331,000.00	-17.7%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
County and District Taxes					
Voted Indebtedness Levies					
Secured Roll		8611	64,237,476.91	29,050,000.00	-54.8%
Unsecured Roll		8612	2,217,748.77	1,440,000.00	-35.1%
Prior Years' Taxes		8613	649,812.43	2,500,000.00	284.7%
Supplemental Taxes		8614	1,312,225.54	1,280,000.00	-2.5%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	8,264.32	10,000.00	21.0%
Interest		8660	2,110,878.58	1,250,000.00	-40.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	6,594,995.83	2,900,000.00	-56.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			77,131,402.38	38,430,000.00	-50.2%
TOTAL, REVENUES			77,533,812.28	38,761,000.00	-50.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Bond Redemptions		7433	0.00	0.00	0.0%
Bond Interest and Other Service Charges		7434	0.00	0.00	0.0%
Debt Service - Interest		7438	32,516,050.00	18,861,177.00	-42.0%
Other Debt Service - Principal		7439	43,475,452.50	19,250,000.00	-55.7%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			75,991,502.50	38,111,177.00	-49.8%
TOTAL, EXPENDITURES			75,991,502.50	38,111,177.00	-49.8%
<b>INTERFUND TRANSFERS</b>					

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: General Fund		7614	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	6,210,043.30	0.00	-100.0%
(c) TOTAL, SOURCES			6,210,043.30	0.00	-100.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	1,666,666.67	0.00	-100.0%
(d) TOTAL, USES			1,666,666.67	0.00	-100.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			4,543,376.63	0.00	-100.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	402,409.90	331,000.00	-17.7%
4) Other Local Revenue		8600-8799	77,131,402.38	38,430,000.00	-50.2%
5) TOTAL, REVENUES			77,533,812.28	38,761,000.00	-50.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	75,991,502.50	38,111,177.00	-49.8%
10) TOTAL, EXPENDITURES			75,991,502.50	38,111,177.00	-49.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)</b>			1,542,309.78	649,823.00	-57.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	6,210,043.30	0.00	-100.0%
b) Uses		7630-7699	1,666,666.67	0.00	-100.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			4,543,376.63	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			6,085,686.41	649,823.00	-89.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	41,979,246.85	48,064,933.26	14.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			41,979,246.85	48,064,933.26	14.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			41,979,246.85	48,064,933.26	14.5%
2) Ending Balance, June 30 (E + F1e)			48,064,933.26	48,714,756.26	1.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	48,064,933.26	48,714,756.26	1.4%
Bond Interest And Redemption Fund	0000	9780	48,064,933.26		
Bond Interest and Redemption Fund	0000	9780		48,714,756.26	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
Total, Restricted Balance		0.00	0.00

# ENTERPRISE FUNDS

## Enterprise Funds Definition

Enterprise Funds, as outlined in the California Department of Education’s Standardized Account Code Structure (SACS), may be used to account for activities for which fees are charged to external users for goods or services. .



Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,232.35	0.00	-100.0%
5) TOTAL, REVENUES			2,232.35	0.00	-100.0%
<b>B. EXPENSES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	9,779.40	0.00	-100.0%
3) Employee Benefits		3000-3999	2,190.20	0.00	-100.0%
4) Books and Supplies		4000-4999	16,587.76	0.00	-100.0%
5) Services and Other Operating Expenses		5000-5999	(46,724.11)	0.00	-100.0%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			(18,166.75)	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			20,399.10	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			20,399.10	0.00	-100.0%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	25,046.99	45,446.09	81.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			25,046.99	45,446.09	81.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			25,046.99	45,446.09	81.4%
2) Ending Net Position, June 30 (E + F1e)			45,446.09	45,446.09	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	45,011.09	New
b) Restricted Net Position		9797	45,011.09	0.00	-100.0%
c) Unrestricted Net Position		9790	435.00	435.00	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	35,495.30		
1) Fair Value Adjustment to Cash in County Treasury		9111	438.00		
b) in Banks		9120	(87.01)		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	919.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	8,850.45		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			45,615.74		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	139.24		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	30.41		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			169.65		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. NET POSITION</b>					
Net Position, June 30 (must agree with line F2) (G11 + H2) - (I7 + J2)			45,446.09		
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	1,649.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	583.35	0.00	-100.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,232.35	0.00	-100.0%
TOTAL, REVENUES			2,232.35	0.00	-100.0%
<b>CERTIFICATED SALARIES</b>					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Classified Support Salaries		2200	8,613.84	0.00	-100.0%
Classified Supervisors' and Administrators' Salaries		2300	1,165.56	0.00	-100.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			9,779.40	0.00	-100.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	1,291.75	0.00	-100.0%
OASDI/Medicare/Alternative		3301-3302	746.79	0.00	-100.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	4.79	0.00	-100.0%
Workers' Compensation		3601-3602	146.87	0.00	-100.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			2,190.20	0.00	-100.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	451.36	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	16,136.40	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			16,587.76	0.00	-100.0%
<b>SERVICES AND OTHER OPERATING EXPENSES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(47,191.10)	0.00	-100.0%
Professional/Consulting Services and					
Operating Expenditures		5800	466.99	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			(46,724.11)	0.00	-100.0%
<b>DEPRECIATION AND AMORTIZATION</b>					
Depreciation Expense		6900	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			(18,166.75)	0.00	-100.0%
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8916	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,232.35	0.00	-100.0%
5) TOTAL, REVENUES			2,232.35	0.00	-100.0%
<b>B. EXPENSES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		(18,166.75)	0.00	-100.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			(18,166.75)	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			20,399.10	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			20,399.10	0.00	-100.0%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	25,046.99	45,446.09	81.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			25,046.99	45,446.09	81.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			25,046.99	45,446.09	81.4%
2) Ending Net Position, June 30 (E + F1e)			45,446.09	45,446.09	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	45,011.09	New
b) Restricted Net Position		9797	45,011.09	0.00	-100.0%
c) Unrestricted Net Position		9790	435.00	435.00	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	45,011.09	0.00
Total, Restricted Net Position		45,011.09	0.00

## PROPRIETARY FUNDS

### **Proprietary Funds Definition**

Proprietary Funds are used to account for activities that are more business-like than government-like in nature. Business-type activities include those for which a fee is charged to external users or to other organizational units of the LEA, normally on a full cost-recovery basis. Proprietary funds are generally intended to be self-supporting. This classification includes the Self-Insurance fund, which includes the Dental/Vision fund.

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	16,068,562.10	17,804,913.46	10.8%
5) TOTAL, REVENUES			16,068,562.10	17,804,913.46	10.8%
<b>B. EXPENSES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	487,081.49	517,465.79	6.2%
3) Employee Benefits		3000-3999	259,461.97	375,123.67	44.6%
4) Books and Supplies		4000-4999	143,821.92	381,000.00	164.9%
5) Services and Other Operating Expenses		5000-5999	15,339,065.55	16,531,324.00	7.8%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			16,229,430.93	17,804,913.46	9.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(160,868.83)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			(160,868.83)	0.00	-100.0%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	12,328,877.98	12,168,009.15	-1.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			12,328,877.98	12,168,009.15	-1.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			12,328,877.98	12,168,009.15	-1.3%
2) Ending Net Position, June 30 (E + F1e)			12,168,009.15	12,168,009.15	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	12,168,009.15	12,168,009.15	0.0%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	10,976,203.72		
1) Fair Value Adjustment to Cash in County Treasury		9111	98,146.00		
b) in Banks		9120	10.30		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	250,000.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	243,422.89		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	1,217,380.31		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		



Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			12,785,163.22		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	616,845.57		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	308.50		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			617,154.07		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. NET POSITION</b>					
Net Position, June 30 (must agree with line F2) (G11 + H2) - (I7 + J2)			12,168,009.15		
<b>OTHER STATE REVENUE</b>					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	426,277.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	141,851.42	0.00	-100.0%
Fees and Contracts					
In-District Premiums/					
Contributions		8674	15,500,433.68	17,804,913.46	14.9%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			16,068,562.10	17,804,913.46	10.8%
TOTAL, REVENUES			16,068,562.10	17,804,913.46	10.8%
<b>CERTIFICATED SALARIES</b>					
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	243,779.33	268,054.07	10.0%
Clerical, Technical and Office Salaries		2400	243,302.16	249,411.72	2.5%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>487,081.49</b>	<b>517,465.79</b>	<b>6.2%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	128,003.77	139,974.49	9.4%
OASDI/Medicare/Alternative		3301-3302	24,834.07	38,882.28	56.6%
Health and Welfare Benefits		3401-3402	87,765.98	159,341.76	81.6%
Unemployment Insurance		3501-3502	124.44	256.96	106.5%
Workers' Compensation		3601-3602	3,774.91	7,761.98	105.6%
OPEB, Allocated		3701-3702	14,780.60	28,728.00	94.4%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	178.20	178.20	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>259,461.97</b>	<b>375,123.67</b>	<b>44.6%</b>
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	143,821.92	381,000.00	164.9%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>143,821.92</b>	<b>381,000.00</b>	<b>164.9%</b>
<b>SERVICES AND OTHER OPERATING EXPENSES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	6,154.47	30,000.00	387.5%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	567,892.00	New
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	10,621.44	12,000.00	13.0%
Professional/Consulting Services and					
Operating Expenditures		5800	15,322,289.64	15,921,432.00	3.9%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			<b>15,339,065.55</b>	<b>16,531,324.00</b>	<b>7.8%</b>
<b>DEPRECIATION AND AMORTIZATION</b>					
Depreciation Expense		6900	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
<b>TOTAL, DEPRECIATION AND AMORTIZATION</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENSES</b>			<b>16,229,430.93</b>	<b>17,804,913.46</b>	<b>9.7%</b>
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
(a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	16,068,562.10	17,804,913.46	10.8%
5) TOTAL, REVENUES			16,068,562.10	17,804,913.46	10.8%
<b>B. EXPENSES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		16,229,430.93	17,804,913.46	9.7%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			16,229,430.93	17,804,913.46	9.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(160,868.83)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			(160,868.83)	0.00	-100.0%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	12,328,877.98	12,168,009.15	-1.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			12,328,877.98	12,168,009.15	-1.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			12,328,877.98	12,168,009.15	-1.3%
2) Ending Net Position, June 30 (E + F1e)			12,168,009.15	12,168,009.15	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	12,168,009.15	12,168,009.15	0.0%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
Total, Restricted Net Position		0.00	0.00

Description	2023-24 Unaudited Actuals			2024-25 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	33,674.37	33,674.37	36,017.47	33,517.28	33,517.28	34,534.32
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	33,674.37	33,674.37	36,017.47	33,517.28	33,517.28	34,534.32
<b>5. District Funded County Program ADA</b>						
a. County Community Schools	87.15	87.15	87.15	87.15	87.15	87.15
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	87.15	87.15	87.15	87.15	87.15	87.15
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	33,761.52	33,761.52	36,104.62	33,604.43	33,604.43	34,621.47
<b>7. Adults in Correctional Facilities</b>						
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	2023-24 Unaudited Actuals			2024-25 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education Grant ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2. District Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4. Adults in Correctional Facilities</b>						
<b>5. County Operations Grant ADA</b>						
<b>6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	2023-24 Unaudited Actuals			2024-25 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
<b>1. Total Charter School Regular ADA</b>						
<b>2. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>3. Charter School Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
<b>5. Total Charter School Regular ADA</b>						
<b>6. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>7. Charter School Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)</b>	0.00	0.00	0.00	0.00	0.00	0.00

**Unaudited Actuals**  
**2023-24 Unaudited Actuals**  
**GENERAL FUND**  
**Current Expense Formula/Minimum Classroom Compensation**

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	313,649,873.60	301	0.00	303	313,649,873.60	305	6,484,786.24		307	307,165,087.36	309
2000 - Classified Salaries	89,944,543.20	311	349,107.02	313	89,595,436.18	315	8,037,758.76		317	81,557,677.42	319
3000 - Employee Benefits	219,988,762.57	321	20,403,473.75	323	199,585,288.82	325	8,256,516.75		327	191,328,772.07	329
4000 - Books, Supplies Equip Replace. (6500)	27,676,739.34	331	18,978.12	333	27,657,761.22	335	8,511,886.64		337	19,145,874.58	339
5000 - Services . . . & 7300 - Indirect Costs	137,761,890.61	341	356,857.26	343	137,405,033.35	345	69,793,581.25		347	67,611,452.10	349
<b>TOTAL</b>					<b>767,893,393.17</b>	<b>365</b>			<b>TOTAL</b>	<b>666,808,863.53</b>	<b>369</b>

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

\* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)	Object		EDP No.
1. Teacher Salaries as Per EC 41011. . . . .	1100	239,751,227.42	375
2. Salaries of Instructional Aides Per EC 41011. . . . .	2100	11,622,516.02	380
3. STRS. . . . .	3101 & 3102	57,742,649.57	382
4. PERS. . . . .	3201 & 3202	4,056,885.22	383
5. OASDI - Regular, Medicare and Alternative. . . . .	3301 & 3302	4,890,535.68	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans). . . . .	3401 & 3402	51,996,650.04	385
7. Unemployment Insurance. . . . .	3501 & 3502	128,145.81	390
8. Workers' Compensation Insurance. . . . .	3601 & 3602	3,822,500.83	392
9. OPEB, Active Employees (EC 41372). . . . .	3751 & 3752	0.00	
10. Other Benefits (EC 22310). . . . .	3901 & 3902	2,514.92	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10). . . . .		374,013,625.51	395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2. . . . .		0.00	
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted). . . . .		1,658,148.07	396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*. . . . .			396
14. TOTAL SALARIES AND BENEFITS. . . . .		372,355,477.44	397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372. . . . .		55.84%	
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X') . . . . .			



<b>PART III: DEFICIENCY AMOUNT</b>	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high) .....	55.00%
2. Percentage spent by this district (Part II, Line 15) .....	55.84%
3. Percentage below the minimum (Part III, Line 1 minus Line 2) .....	0.00%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369) .....	666,808,863.53
5. Deficiency Amount (Part III, Line 3 times Line 4) .....	0.00
<b>PART IV: Explanation for adjustments entered in Part I, Column 4b (required)</b>	

Section I - Expenditures	Funds 01, 09, and 62			2023-24 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	840,864,407.44
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	127,575,889.32
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	264,800.85
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6910	4,702,034.32
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	8,535.68
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	3,415,612.81
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	214,052.19
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00

<p>9. Supplemental expenditures made as a result of a Presidentially declared disaster</p>	<p>Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.</p>			
<p>10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)</p>				8,605,035.85
<p>D. Plus additional MOE expenditures:</p> <p>1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)</p>	All	All	<p>1000-7143, 7300-7439</p> <p>minus 8000-8699</p>	1,556,820.18
<p>2. Expenditures to cover deficits for student body activities</p>	<p>Manually entered. Must not include expenditures in lines A or D1.</p>			
<p>E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)</p>				706,240,302.45
<p><b>Section II - Expenditures Per ADA</b></p>				<p><b>2023-24 Annual ADA/Exps. Per ADA</b></p>
<p>A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)</p>				33,761.52
<p>B. Expenditures per ADA (Line I.E divided by Line II.A)</p>				20,918.50

Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	562,226,200.30	15,975.68
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	562,226,200.30	15,975.68
B. Required effort (Line A.2 times 90%)	506,003,580.27	14,378.11
C. Current year expenditures (Line I.E and Line II.B)	706,240,302.45	20,918.50
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00

<p>E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)</p>	MOE Met	
<p>F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2025-26 may be reduced by the lower of the two percentages)</p>	0.00%	0.00%

**SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)**

Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

**Part I - General Administrative Share of Plant Services Costs**

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 7200-7700, goals 0000 and 9000) 16,683,403.01
- 2. Contracted general administrative positions not paid through payroll
  - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. \_\_\_\_\_
  - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

**B. Salaries and Benefits - All Other Activities**

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 605,021,741.97

**C. Percentage of Plant Services Costs Attributable to General Administration**

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 2.76%

**Part II - Adjustments for Employment Separation Costs**

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

**A. Normal Separation Costs (optional)**

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. 0.00  
Retain supporting documentation.

**B. Abnormal or Mass Separation Costs (required)**

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

**Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)**

**A. Indirect Costs**

- 1. Other General Administration, less portion charged to restricted resources or specific goals  
(Functions 7200-7600, objects 1000-5999, minus Line B9) 21,121,489.87
- 2. Centralized Data Processing, less portion charged to restricted resources or specific goals  
(Function 7700, objects 1000-5999, minus Line B10) 6,006,905.86

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	117,499.68
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	1,804,811.61
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	4,096.39
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	29,054,803.41
9. Carry-Forward Adjustment (Part IV, Line F)	1,432,398.29
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	30,487,201.70
<b>B. Base Costs</b>	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	434,563,001.72
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	102,752,526.55
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	79,920,564.45
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	5,614,811.53
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	264,800.85
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	32,800.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	6,625,547.66
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	3,036,186.42
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	423,813.20
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	63,586,913.36
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	148,167.03
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	1,551,044.62
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	7,837,373.45
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	15,363,935.53
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	24,044,421.59
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	745,765,907.96
<b>C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment</b>	
<b>(For information only - not for use when claiming/recovering indirect costs)</b>	
(Line A8 divided by Line B19)	3.90%
<b>D. Preliminary Proposed Indirect Cost Rate</b>	
<b>(For final approved fixed-with-carry-forward rate for use in 2025-26 see www.cde.ca.gov/fg/ac/ic)</b>	
(Line A10 divided by Line B19)	4.09%

**Part IV - Carry-forward Adjustment**

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

<b>A. Indirect costs incurred in the current year (Part III, Line A8)</b>	29,054,803.41
<b>B. Carry-forward adjustment from prior year(s)</b>	
1. Carry-forward adjustment from the second prior year	(3,310,436.52)
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
<b>C. Carry-forward adjustment for under- or over-recovery in the current year</b>	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (3.26%) times Part III, Line B19); zero if negative	1,432,398.29
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (3.26%) times Part III, Line B19) or (the highest rate used to recover costs from any program (3.26%) times Part III, Line B19); zero if positive	0.00
<b>D. Preliminary carry-forward adjustment (Line C1 or C2)</b>	1,432,398.29
<b>E. Optional allocation of negative carry-forward adjustment over more than one year</b>	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
<b>F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)</b>	1,432,398.29



Approved indirect cost rate: 3.26%  
Highest rate used in any program: 3.26%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	2600	9,790,259.31	319,162.45	3.26%
01	3010	17,700,323.87	577,030.56	3.26%
01	3182	792,257.60	25,827.60	3.26%
01	3213	42,079,777.85	958,652.38	2.28%
01	3225	631,874.43	20,599.14	3.26%
01	3227	341,069.65	11,118.87	3.26%
01	3310	2,236,123.59	72,897.63	3.26%
01	3311	24,963.38	813.81	3.26%
01	3312	236,321.85	7,704.09	3.26%
01	3315	223,559.95	7,288.05	3.26%
01	3327	438,614.18	14,298.82	3.26%
01	3345	2,167.34	70.66	3.26%
01	3386	63,916.33	2,083.67	3.26%
01	3395	38,309.71	1,248.89	3.26%
01	3410	110,466.38	3,601.20	3.26%
01	3550	342,394.21	11,162.05	3.26%
01	4035	1,821,948.92	59,395.53	3.26%
01	4124	1,354,222.74	44,147.66	3.26%
01	4127	1,488,482.19	48,524.52	3.26%
01	4201	2,030.73	66.20	3.26%
01	4203	1,288,519.53	42,005.74	3.26%
01	4510	29,282.23	954.61	3.26%
01	5630	74,635.41	2,433.11	3.26%
01	5632	20,028.26	652.92	3.26%
01	5634	126,931.62	4,137.97	3.26%
01	5810	419,467.86	2,902.83	0.69%
01	6010	1,967,058.46	64,126.11	3.26%
01	6053	508,390.54	16,573.53	3.26%
01	6266	1,787,070.00	58,258.48	3.26%
01	6332	710,505.04	23,162.46	3.26%
01	6385	69,677.86	2,271.49	3.26%
01	6387	2,364,377.25	77,078.70	3.26%
01	6388	260.32	8.49	3.26%
01	6500	93,640,483.35	3,052,679.76	3.26%
01	6520	361,490.00	11,785.00	3.26%
01	6546	1,937,518.36	63,163.10	3.26%
01	6547	3,027,815.83	98,706.80	3.26%
01	6695	247,822.29	8,079.01	3.26%

01	6762	1,863,215.51	60,740.83	3.26%
01	7085	353,858.74	11,535.79	3.26%
01	7220	464,612.57	15,146.38	3.26%
01	7311	88,390.62	2,881.53	3.26%
01	7339	13,270.38	432.61	3.26%
01	7388	69,793.61	2,275.27	3.26%
01	7412	292,878.25	9,547.83	3.26%
01	7435	2,084,745.35	67,962.70	3.26%
01	7810	1,337,939.97	39,558.87	2.96%
01	8150	17,860,407.31	582,249.28	3.26%
01	9010	2,026,184.48	59,949.27	2.96%
09	2600	950,350.85	30,981.44	3.26%
09	6546	107,567.31	3,506.69	3.26%
11	3550	240,143.06	7,828.66	3.26%
11	5810	685,651.18	15,946.92	2.33%
11	6391	1,695,531.44	55,274.32	3.26%
12	5025	87,970.85	2,867.85	3.26%
12	5059	63,920.04	2,083.79	3.26%
12	5066	9,767.53	318.42	3.26%
12	5160	5,115.87	166.78	3.26%
12	5210	6,773,598.14	215,965.40	3.19%
12	6052	8,255.53	269.13	3.26%
12	6105	7,245,639.06	236,207.83	3.26%
12	6127	163,365.32	5,325.71	3.26%
12	9010	694,962.30	22,451.01	3.23%
13	5310	22,604,155.39	736,895.47	3.26%
13	5320	891,935.55	29,077.10	3.26%
13	5330	501,060.14	16,334.56	3.26%
13	7810	42,671.50	1,391.09	3.26%
13	9010	38,835.16	1,266.03	3.26%

Unaudited Actuals  
2023-24 Unaudited Actuals  
LOTTERY REPORT  
Revenues, Expenditures and  
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
<b>A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>					
1. Adjusted Beginning Fund Balance	9791-9795	0.00		5,629,026.17	5,629,026.17
2. State Lottery Revenue	8560	7,768,166.98		3,784,224.65	11,552,391.63
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		7,768,166.98	0.00	9,413,250.82	17,181,417.80
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>					
1. Certificated Salaries	1000-1999	5,078,678.95		0.00	5,078,678.95
2. Classified Salaries	2000-2999	0.00		0.00	0.00
3. Employee Benefits	3000-3999	2,689,488.03		0.00	2,689,488.03
4. Books and Supplies	4000-4999	0.00		7,432,892.66	7,432,892.66
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	0.00			0.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800			2,252.76	2,252.76
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800			81,290.91	81,290.91
6. Capital Outlay	6000-6999	0.00		0.00	0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211, 7212, 7221, 7222, 7281, 7282	0.00			0.00
b. To JPAs and All Others	7213, 7223, 7283, 7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399	0.00			0.00
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11 )		7,768,166.98	0.00	7,516,436.33	15,284,603.31
<b>C. ENDING BALANCE (Must equal Line A6 minus Line B12)</b>	979Z	0.00	0.00	1,896,814.49	1,896,814.49
<b>D. COMMENTS:</b>					
Funds used for reproduction costs of textbooks and instructional materials as well as for digital access to instructional materials					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

\*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Sacramento City Unified School District  
2024-25 Revised Budget

Description	Revised Budget 2024-25			Projection 2025-26			Projection 2026-27		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
<b>Revenue</b>									
General Purpose	487,433,290	2,688,061	490,121,351	443,518,594	2,688,061	446,206,655	456,475,526	2,688,061	459,163,587
Federal Revenue	-	33,016,186	33,016,186	-	42,316,186	42,316,186	-	42,316,186	42,316,186
State Revenue	17,003,334	113,182,286	130,185,621	17,003,334	113,182,286	130,185,621	17,003,334	113,182,286	130,185,621
Local Revenue	4,243,480	2,304,314	6,547,794	4,341,437	2,306,357	6,647,794	4,341,437	2,308,400	6,649,837
<b>Total Revenue</b>	<b>508,680,104</b>	<b>151,190,848</b>	<b>659,870,952</b>	<b>464,863,365</b>	<b>160,492,891</b>	<b>625,356,256</b>	<b>477,820,297</b>	<b>160,494,934</b>	<b>638,315,231</b>
<b>Expenditures</b>									
Certificated Salaries	212,511,583	93,073,188	305,584,770	217,268,150	87,634,287	304,902,437	221,698,469	88,397,678	310,096,147
Classified Salaries	59,174,106	42,276,886	101,450,992	59,334,177	37,906,667	97,240,844	58,769,228	38,819,019	97,588,246
Benefits	145,667,442	99,205,929	244,873,370	147,804,681	99,474,309	247,278,990	160,355,038	97,747,747	258,102,785
Books and Supplies	5,052,986	21,372,434	26,425,420	2,552,986	23,997,312	26,550,298	5,052,986	21,629,558	26,682,543
Other Services & Oper. Expenses	36,575,988	68,439,591	105,015,579	21,294,672	49,612,740	70,907,413	26,836,271	35,410,541	62,246,812
Capital Outlay	726,000	19,304,099	20,030,099	726,000	19,304,099	20,030,099	726,000	19,304,099	20,030,099
Other Outgo 7xxx	10,535	-	10,535	10,535	-	10,535	10,535	-	10,535
Transfer of Indirect 73xx	(6,377,293)	4,919,791	(1,457,502)	(5,212,360)	3,754,858	(1,457,502)	(5,963,056)	4,505,554	(1,457,502)
Budget Reductions	-	-	-	-	(1,979,189)	(1,979,189)	-	(4,034,426)	(4,034,426)
<b>Total Expenditures</b>	<b>453,341,347</b>	<b>348,591,916</b>	<b>801,933,263</b>	<b>443,778,841</b>	<b>319,705,082</b>	<b>763,483,923</b>	<b>467,485,471</b>	<b>301,779,768</b>	<b>769,265,239</b>
Deficit/Surplus	55,338,758	(197,401,069)	(142,062,311)	21,084,525	(159,212,192)	(138,127,667)	10,334,827	(141,284,834)	(130,950,007)
Other Sources/(uses)	-	-	-	-	-	-	-	-	-
Transfers in/(out)	3,005,447	-	3,005,447	3,005,447	-	3,005,447	3,005,447	-	3,005,447
Contributions to Restricted	(115,159,401)	115,159,401	-	(116,971,313)	116,971,313	-	(134,441,285)	134,441,285	-
<b>Net increase (decrease) in Fund Balance</b>	<b>(56,815,196)</b>	<b>(82,241,667)</b>	<b>(139,056,863)</b>	<b>(92,881,341)</b>	<b>(42,240,879)</b>	<b>(135,122,220)</b>	<b>(121,101,011)</b>	<b>(6,843,549)</b>	<b>(127,944,560)</b>
Beginning Balance	172,005,384	126,825,752	298,831,136	115,190,188	44,584,084	159,774,272	22,308,847	2,343,205	24,652,052
<b>Ending Balance</b>	<b>115,190,188</b>	<b>44,584,084</b>	<b>159,774,272</b>	<b>22,308,847</b>	<b>2,343,205</b>	<b>24,652,052</b>	<b>(98,792,164)</b>	<b>(4,500,344)</b>	<b>(103,292,508)</b>
Revolving/Stores/Prepays	-	-	-	-	-	-	-	-	-
Reserve for Econ Uncertainty	15,978,556	-	15,978,556	15,209,570	-	15,209,570	15,325,196	-	15,325,196
Restricted Programs	-	44,584,084	44,584,084	-	2,343,205	2,343,205	-	(4,500,344)	(4,500,344)
Committed	-	-	-	-	-	-	-	-	-
Other Assignments	-	-	-	-	-	-	-	-	-
<b>Unappropriated Fund Balance</b>	<b>99,211,632</b>	<b>-</b>	<b>99,211,632</b>	<b>7,099,278</b>	<b>-</b>	<b>7,099,278</b>	<b>(114,117,359)</b>	<b>-</b>	<b>(114,117,359)</b>



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1a

**Meeting Date:** September 19, 2024

**Subject:** Approval/Ratification of Grants, Entitlements, and Other Income Agreements  
Approval/Ratification of Other Agreements  
Approval of Bid Awards  
Approval of Declared Surplus Materials and Equipment  
Change Notices  
Notices of Completion

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

**Division:** Business Services

**Recommendation:** Recommend approval of items submitted.

**Background/Rationale:**

**Financial Considerations:** See attached.

**LCAP Goal(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy, Engaged Students; Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Grants, Entitlements, and Other Income Agreements
2. Approval of Declared Surplus Materials and Equipment
3. Change Notices – Facilities Projects

**Estimated Time of Presentation:** N/A

**Submitted by:** Janea Marking, Chief Business Officer

Tina Alvarez Bevens, Contract Analyst

**Approved by:** Lisa Allen, Superintendent

## GRANTS, ENTITLEMENTS AND OTHER INCOME AGREEMENTS – REVENUE

<u>Contractor</u>	<u>New Grant</u>	<u>Amount</u>
<b><u>ADULT EDUCATION DEPARTMENT</u></b>		
SCOE A24-00167	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$14,370,934 No Match
Period: 7/1/24 – 6/30/27 Description: Capital Adult Education Regional Consortium (CAERC), SCOE and SCUSD.		

<b><u>TECHNOLOGY DEPARTMENT</u></b>		
AMS.net A24-00168	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$0 No Match
Period: 8/30/24-8/30/29 Description: Equipment Delivery Letter for eRate 27 Multiple sites project.		

<b><u>CURRICULUM AND INSTRUCTION DEPARTMENT</u></b>		
University of Pacific A24-00154	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$0 No Match
Period: 9/3/24- 9/3/29 Description: Needs and desires to aid in the educational development of Pacific's students and is willing to make its employees and premises available for Pacific students to participate in Student Placements.		

<b><u>STUDENT SUPPORT &amp; HEALTH DEPARTMENT</u></b>		
County of Sacramento A24-00166	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$751,130 No Match
Period: 7/1/24 – 6/30/25 Description: DHS Agreement No. 7202400-25-243 for Safe Zone Squad providing Mental Health Services.		

## APPROVAL OF DECLARED SURPLUS MATERIALS AND EQUIPMENT

SITE/DEPT	ITEM
The Met Hubert Bancroft ES New Technology Oak Ridge ES Engineering and Science John F. Kennedy HS Caroline Wenzel ES Golden Empire ES Phoebe Hearst ES	BACKGROUND: The Education Code regulates the procedures by which a school district can dispose of personal property. Education Code section 17546 provides that the governing board may, by unanimous vote, dispose of items valued at \$2,500 or less by private sale without advertising, by selling the items at public auction, or if the board finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump. The District has held previous auctions, but they have generally cost more than they have netted for the District.
ITEMS	STATUS: The District has determined these items are not repairable nor usable.
786 (each) Chromebooks 218 (each) Laptops 35 (each) Desktop Computers 19 (each) Printers	

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4 (each) Projectors  
35 (each) Monitors  
375 (each) Misc.: keyboards,  
mice

RECOMMENDATION: It is recommended that the Board of Education approve the salvage of the listed items per Education Code section 17546

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TOTAL VALUE

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\$0.00

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DISPOSAL METHOD

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e-Waste

### **CHANGE NOTICES – FACILITIES PROJECTS**

The following change notice is submitted for approval.

**Project: C.K. McClatchy HS New Softball and Baseball Field Improvements**

**Recommendation:** Robert A. Bothman Construction, Inc. was awarded construction services at the February 15, 2024 Board of Education Meeting; Measure H Funds. Project consists of a new softball and baseball field, removal of existing vegetation, irrigation, concrete paving, asphalt, scoreboard, tennis court posts, signs and utility boxes.

Original Contract Amount: \$8,755,000; Measure H Funds

Approve Change Order No. 1 \$0 for Unused Owner Allowance.

New Contract Amount: \$8,755,000; Measure H Funds

**Memorandum of Understanding (MOU) # 24-J-SC**  
**Between**  
**Sacramento County Office of Education (SCOE)**  
**and**  
**Sacramento City Unified School District**

**Term of Agreement – July 1, 2024, through June 30, 2027**

**I. Purpose and Parties**

The purpose of this MOU is to document the relationship and articulate roles and responsibilities between the Capital Adult Education Regional Consortium (CAERC), the fiscal agent and program manager, Sacramento County Office of Education, (SCOE) and each of the CAERC members of the consortium. This Memorandum of Understanding is entered into between SCOE and Sacramento City Unified School District (hereinafter “CAERC Member.”)

**II. Background**

The Sacramento County Office of Education (SCOE) serves as the fiscal agent and program manager for the Capital Adult Education Regional Consortium (CAERC), a regional delivery system for adult education programs across the greater Sacramento region. CAERC provides education and workforce development services to the adult members of our communities whose level of education is at or below high-school diploma and/or who need basic and intermediate skills for local jobs. CAERC supports courses for adults in seven program areas including 1) programs to develop elementary and secondary basic skills, 2) programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation, 3) programs for entry or reentry into the workforce, 4) programs to develop knowledge and skills to assist school children to succeed academically, 5) programs for adults with disabilities, 6) short-term career technical educational programs, and 7) pre-apprenticeship programs. Additionally, outcomes include adherence to the consortium governance structure, public meetings, and a three-year planning cycle to include an annual plan.

Program and Fiscal Year 2023-24

For fiscal year 2023-24 the California Adult Education Program Office allocated \$14,370,934 to the Capital Adult Education Regional Consortium. This allocation was locally designated as Fund I.

Program and Fiscal Year 2024-25

For fiscal year 2024-25, the California Adult Education Program Office allocates \$14,492,212 to the Capital Adult Education Regional Consortium. This allocation is locally designated as Fund J.

Education Code [84914](#) guides the allocation process for all members as follows:



84914.

(a) As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule that includes both of the following:

(1) The amount of funds to be distributed to each member of the consortium for that fiscal year.

(2) A narrative justifying how the planned allocations are consistent with the adult education plan.

(b)

(1) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

(C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

(2) For any year for which the chancellor and the Superintendent allocate an amount of funds to the consortium less than the amount allocated in the prior year, the amount of funds to be distributed to a member of that consortium shall not be reduced by a percentage greater than the percentage by which the total amount of funds allocated to the consortium decreased, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced further:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

(C) The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

(c) A distribution schedule shall also include preliminary projections of the amount of funds that would be distributed to each member of the consortium in each of the subsequent two fiscal years. The preliminary projections shall not constitute a binding commitment of funds.

#### Role and Function of CAERC

The Capital Adult Education Regional Consortium is comprised of 13 members: 10 K-12 school districts, 2 county offices of education, and the Los Rios Community College District representing 4 colleges. Members opt in to receive funds through a base allocation to provide instruction in any of the seven authorized program areas, in accordance with the regional plan.

Members collaborate with multiple regional partners to provide support services to adult learners. SCOE acts as a fiscal agent and a program manager for the consortium. Funds are allocated at the consortium-level for activities to strengthen the region and to coordinate the financial aspects of the consortium. Regional strategies in the Annual Plan for 2023-24 includes plans to address program development and expansion after the COVID-19 pandemic. SCOE-CAERC Program/Fiscal PY 2024-25 budget consists of staff salaries and other associated expenses, for the following services:

- Facilitating and carrying out consortium business and working meetings.
- Facilitating and carrying out the work defined by regional strategies.
- Facilitating annual and strategic planning processes.
- Leveraging regional resources and activities for the benefit of the adult learners.
- Carrying out administrative work in support of the overall activities.
- Additionally, 1% of the overall allocation shall be used to maintain the following services:
  - Processing member allocations and, if applicable, re-allocations of member funds.
  - Hosting quarterly fiscal meetings with district fiscal staff and member representatives.
  - Disseminating state updates pertaining to CAEP funds.
  - Reviewing quarterly budget and expenditure reports.
  - Compiling and storing fiscal data files from members.
  - Providing technical assistance with budget, expenses and other reports as required by the State.

### **III. Role of SCOE and CAERC Member**

#### Role of SCOE

As the fiscal agent, SCOE will distribute consortium funds in accordance with the CAERC Governance and Shared Fiscal and Budget Agreement Policy (amended February 3, 2021), AB 104, and California Education Code section 84913. SCOE will be responsible for collecting, compiling, and reporting consortium-level fiscal and program information.

#### Role of CAERC Member

Members of CAERC will adhere to the agreements outlined in the CAERC Shared Fiscal and Budget Agreement Policy (amended February 3, 2021). CAERC Member will be responsible for participating in the consortium decision-making process and reporting member fiscal and program information to the consortium, and learner performance data to the CAEP Office as specified in AB 104, Education Code and any associated CAEP guidelines.

#### Role of Both Parties

Both parties will work together to comply with CAEP reporting requirements. CAEP requires that each consortium report allocations by participating members, budgets by object code, by program area and objective, and file expenditure and progress reports. Allocations by members

should match expenditures, follow CAERC's Annual Plan, and adhere to the expenditure guidelines outlined in the *CAEP Adult Education Program Fiscal Management Guide, Allowable Uses of Adult Education Program Funds*

#### **IV. SCOE Responsibilities**

As the CAERC fiscal agent, SCOE will process expenses and expenditure contracts, as agreed upon by the members, and work with the members to implement fiscal decisions per CAERC's 2024-25 Annual Plan and Three-Year Consortium Plan for 2022-2025.

As the designated fiscal and program information-reporting agency, SCOE will:

1. Upon SCOE's receipt of CAEP funds from the California Department of Education and California Community College Chancellor's Office, in accordance with Education Code 84912, SCOE will distribute monthly payments to CAERC members.
2. Starting in 2017, the CAEP Office has been developing - in multiple phases - a new online fiscal reporting system, NOVA, through which CAERC members submit budget and expenditure information directly to the CAEP Office. SCOE will continue to provide member training and support with the reporting system. SCOE will provide the Consortium lead and fiscal staffing needed to certify member work plans and budgets for the fiscal year.
3. SCOE will facilitate members' reporting of program-area expenditures for their respective allocations within the consortium.
4. SCOE will compile and report to CAEP any additional qualitative and quantitative consortium-level data, as needed.
5. SCOE will carry out the consortium-level activities as approved by the members in the annual plan for the current program year.

#### **V. CAERC Member Responsibilities**

To enable SCOE's reporting to the CAEP Office, CAERC Member will be responsible for monitoring their own activities and reporting to SCOE all CAERC related fiscal and program activities. This includes any necessary student participation data, expenditure documentation, and any AB104/CAEP information necessary for the successful completion of AB104/CAEP mandated reports, performance measures, and program outcomes. Expenditures must follow CAERC's Annual Plan, adhere to the expenditure guidelines outlined in the *AB 104/CAEP Adult Education Program Fiscal Management Guide, Allowable Uses of Adult Education Program Funds*, and follow other guidelines established by the CAEP Office. In addition, all CAERC Members will adhere to CAERC-approved policies related to fiscal, program and governance procedures.

CAERC Member will designate a person/persons with proper authority to certify all information submitted to SCOE and NOVA. CAERC Member acknowledges and accepts all responsibility for program related expenditures and certifies that expenditures are in compliance with the approved objectives, rules and regulations that govern the CAEP program. Furthermore, CAERC Member accepts all liability for any disallowed costs, should they arise.

Subject to [84914.b.2](#), in exchange for a minimum of **\$1,560,662** CAERC Member will:

1. Submit expenditure information.
  - a. Report member expenditures into NOVA as per dates set by the CAEP Office.
  - b. Report final member expenditures to SCOE within 15 days after the close of the fiscal cycle as outlined in **Exhibit A, Shared Fiscal and Budget Agreement Policy**, attached and incorporated herein.
  - c. Member has until December 31, 2025, to spend the funds.
  - d. Provide to CAERC Project staff with an expenditure summary narrative, progress update narrative and/or other data for the reports as required by the CAEP Office.
  - e. Use the lesser of the California Department of Education approved indirect cost rate for Program Year 2024-25 or the maximum set forth by the CAEP Office.
2. Submit required quarterly and end-of-year student level information via the CASAS TOPSpro Enterprise data reporting systems and as specified by the CAEP Office.
3. Conduct professional development activities.
  - a. A minimum of \$5,000 per year is included in the CAERC Member total allocation for Fund I to cover professional development activities.
    - i. This additional funding is specifically allocated to address the following CAERC regional strategy: Offer Professional Development to Support the Regional Strategies
  - b. Members may be asked to be responsible for the logistics and cost of hosting consortium meetings and professional development events at their locations.
4. Develop regional partnerships and the CAERC Network of Transition Navigators.
  - a. A minimum of \$35,000 per year is included in the CAERC Member total allocation for Fund I to cover Transition Navigator network activities and funding.
    - i. This additional funding is specifically allocated to address the following CAERC regional strategy: Strengthen the development of transitional activities and services that support English as a Second Language (ESL) and Adult Basic Education (ABE) to secondary transitions to postsecondary or the workforce.
5. Submit other data as required by AB 104/CAEP guidelines.
6. Submit reports and questions to the CAERC Office by email: [caercsubmit@scoe.net](mailto:caercsubmit@scoe.net)

7. Follow Annual Plan General Assurances:

- a. Participate in planning processes (Annual Plan, Three-Year Plan).
- b. Spend funds within the CAEP program areas.
- c. Participate in public meetings and decision-making.
- d. Report student data in CASAS TOPSpro Enterprise.
- e. Share information on other resources being used to serve adults.
- f. Share financial expenditure and progress reports with the regional consortium.
- g. Provide services that address the needs identified in the adult education plan.

## **VI. Term**

This MOU Agreement shall be effective July 1, 2024, and end on June 30, 2026. Either party may terminate this MOU with at least sixty- (60) days written notice of intention to terminate this agreement. This agreement may also be terminated by CAERC officially designated members if it is determined a member is not compliant with the *CAEP Adult Education Program Fiscal Management Guide, Allowable Uses of Adult Education Program Funds* or for non-performance with fiscal and/or program reporting or as specified on the CAERC Governance Plan. Upon termination, any unexpended funds shall be returned to SCOE within 30 calendar days of the date of termination.

## **VII. Privacy**

SCOE and all CAERC members will comply with all state and federal education privacy policies. SCOE and CAERC members will not disclose any personally identifiable information except upon written consent of the participating adult learners or as otherwise permitted by law.

## **VIII. Indemnity**

CAERC Member agrees to defend, indemnify, and hold harmless SCOE (including its directors, agents, officers, and employees), from any claim, action, or proceeding arising from any actual or alleged acts or omissions of CAERC Member, its director, agents, officers, or employees relating to CAERC Member's duties and obligations described in this agreement or imposed by law.

SCOE agrees to defend, indemnify, and hold harmless CAERC Member (including its directors, agents, officers, and employees), from any claim, action, or proceeding arising from any actual or alleged acts or omissions of SCOE, its director, agents, officers, or employees relating to SCOE's duties and obligations described in this agreement or imposed by law.

It is the intention of the parties that this section imposes on each party responsibility to the other for the acts and omissions of their respective officials, employees, representatives,

agents, subcontractors, and volunteers, and that the provisions of comparative fault shall apply. The parties hereto agree this provision shall survive termination of this MOU.

#### **IX. Modification**

Any changes to this MOU must be agreed to in writing by both parties. Should changes in legislation, the State budget or health and safety guidelines related to infectious disease outbreak occur that necessitate revision of this MOU, the CAERC Member and SCOE shall meet to revise accordingly.

#### **X. Independent Agents**

This MOU is by and between two independent agents, SCOE and CAERC Member, and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association between the two independent agents. The parties shall be expected to independently comply with all relevant laws, including those regarding worker's compensation.

#### **XI. Nondiscrimination**

Any service provided by either party pursuant to this MOU shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.

#### **XII. Insurance**

Both parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$2,000,000 per occurrence. Such requirement may be satisfied by coverage through joint powers' authority. Evidence of insurance coverage shall be furnished upon request by CAERC Member or by SCOE.

#### **XIII. Audit**

SCOE or its agent shall have the right to review and to copy any records and supporting documents pertaining to the performance of this MOU. All parties agree to maintain relevant records for possible audit for a minimum of five years after final payment unless a longer period of records retention is stipulated. Each party also agrees to be financially responsible for any audit exceptions that arise related to its performance under this MOU.

#### **XIV. Execution of Agreement**

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

Nancy Herota, Deputy Superintendent  
Sacramento County Office of Education

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CAERC Member  
Sacramento City Unified School District

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Authorized Sacramento City Unified School  
District Representative

\_\_\_\_\_  
Signature

Janea Marking  
\_\_\_\_\_  
Printed Name

Chief Business & Operations Officer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Equipment Delivery Letter

August 30, 2024

Janea Marking  
Sacramento City Unified School District  
5735 47TH Ave Fl 2  
Sacramento, CA 95824-4528


Dear Janea Marking,

This letter is in regards to our upcoming project and the handling of the equipment involved. As a standard for most installs, we will process the equipment portion of the order in total (ref. project #100263, Sacramento City Unified School District E-Rate 27 - Multiple Sites - Net- 100263). We will have the equipment delivered directly to AMS.NET and held in our warehouse for your convenience until you are ready for installation.

The above described method of equipment delivery and staging has worked very well in past projects and we believe this will help logistically in your case as well.

By signing this equipment delivery letter, Sacramento City Unified School District is accepting receipt of the equipment held by AMS.NET. We will provide a report of proof of delivery to AMS.NET and serial numbers for documentation to Sacramento City Unified School District. AMS.NET will, at time of delivery to our warehouse, submit invoices reflecting the hardware portion of the project and you can at that time release payments for the full amount of the hardware within 30 days of receipt.

We appreciate your business and look forward to our continued relationship. Please acknowledge below.

Signature	Signed by:  <small>51183576AD6148B...</small>
Name	Janea Marking
Date	9/3/2024



**Affiliation Agreement  
between  
Sacramento City Unified School District  
and  
University of the Pacific**

This Affiliation Agreement ("Agreement") is entered into the 1<sup>st</sup> day of August, 2024 (“**Effective Date**”), by and between Sacramento City Unified School District (“**Host**”) and the University of the Pacific (“**Pacific**”).

WHEREAS, Pacific through its Benerd College, is accredited by the California Commission on Teacher Credentials (“**CCTC**”) and Western Association of Schools and Colleges (“**WASC**”) Senior College and University Commission (“**WSCUC**”) for credentialing and graduate-level degree programs in Education (including, without limitation, Curriculum and Instruction, Educational Administration and Leadership, and Counseling and School Psychology) and must provide onsite Student Placement (defined below) for candidates enrolled in the curriculum with a hosted Student Placement experience.

WHEREAS, Host recognizes the need and desires to aid in the educational development of Pacific’s students and is willing to make its employees and premises available for Pacific students to participate in Student Placements.

WHEREAS, it is for the mutual benefit of both parties that they hereby agree to provide on-site Student Placement opportunities for students in Benerd College who are seeking a **California teaching credential/pupil personnel services placement/internship, and other certificate/degree/preliminary administrative services credentials, or licensure as a Licensed Professional Clinical Counselor (LPCC)**, we enter into this Agreement to provide the candidates with Student Placement opportunities that lead to the candidates obtaining a **student teacher/administrative preliminary credential/internship or pupil personnel services credential, or state licensure**.

WHEREAS, the Student Placements under this Agreement (“**Program**”) will be performed at the Host facility or facilities identified in **Exhibit 1**; and

WHEREAS, Host faculty/administrators will supervise and mentor the students participating in the Program (“**Students**”) for the duration of the Program; and

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth below, Pacific and Host hereby agree as follows:

**1. Program Description.** The Program is further described in **Exhibit 1** (Program Description) attached hereto and by this reference incorporated herein. For purposes of this Agreement, the term “Student Placement” encompasses Pacific students, student teachers, student teacher interns, preliminary administrative services credential students, Licensed Professional Clinical Counselor interns (LPCC) and other interns completing field work experience. The term “student teacher intern” means any student teacher working on a credential in a certificated position. Except as expressly provided in this Agreement or in any subsequent amendment hereto, no monetary obligation on the part of Pacific or the Host to the other party is hereby created; consideration for this Agreement is furnished by the mutual benefits and promises of the parties.

**2. Pacific Responsibilities and Understandings**

- a) The Program is a program of Pacific, and not of the Host.

- b) Pacific shall be responsible for the academic content of the Program and shall provide necessary instruction and academic supervision and award academic credit, if any. Pacific shall be responsible for clear and specific objectives and planned learning activities and for the development of manuals and appropriate evaluation instruments for Student learning.
- c) Pacific shall comply with applicable accrediting agencies' standards and guidelines.
- d) Pacific shall have the right to designate the individuals who will participate in the Program subject to the following limitations:
  - i) Each Student must be enrolled at Pacific and have the requisite academic background, as determined by Pacific in its reasonable discretion, for participation; and
  - ii) Host and Pacific shall agree on the number of Students who may be allowed to participate at one time.
- e) Pacific shall be responsible for keeping all attendance and academic records of the Students. Pacific may delegate to Host and its personnel the Student evaluation activities where appropriate and as long as Pacific's primary responsibility for this function is not compromised.
- f) Pacific shall notify Host of Student Placements, including the name of the Student, level of academic preparation, and length and dates of proposed participation in the Program.
- g) Pacific shall require each Student to conform to the health examination and background check requirements and standards of State and Federal laws and regulations, which include submission of a negative tuberculosis screening test prior to commencing a Student Placement.
- h) As further described in **Exhibit 1** to this Agreement, Pacific faculty will determine reasonable criteria for Student evaluations. Dr. Brittany Auernig-Roan, Assistant Dean, is a designated Pacific faculty member who will monitor the Students' instruction and experiences that occur under this Program and shall be available for conference or assistance as needed by Host during the Program.
- i) Pacific shall provide a University Supervisor (US) who is an adjunct faculty member, or graduate student who serves as a liaison among the Intern, the employing Host, and Pacific. The University Supervisor shares the responsibility for assessing the Intern's professional competencies with the members of the Site Support Team. The University Supervisor works with the Intern throughout the internship experience to offer instructional help and guidance and to share in the decisions affecting the Intern in the school. The University Supervisor also serves as a liaison between the University and the Host.

### **3. Host Responsibilities and Understandings**

- a) Host shall provide appropriate facilities for the aspects of the Program conducted at Host's premises under this Agreement. The facilities designated by Host shall not endanger the health, safety or welfare of Pacific's Students.
- b) Host shall provide any required safety training to Students.
- c) Host shall be responsible for ensuring all its employees comply with all laws, rules, and regulations with regard to their conduct and interaction with students.
- d) Host shall appoint a site supervisor for each Student. The site supervisor must have a valid credential or license for the area he/she is supervising and be an employee of Host, in order to serve as the Student's supervisor; and, must have at least three (3) years post-licensure experience for Pupil Personnel Services/School Psychologists credential and/or for Licensed

Professional Clinical Counselors, Licensed Marriage and Family Therapists and Licensed Clinical Psychologist.

- e) Host shall ensure that Students are familiar with and observe all applicable rules, regulations, and policies of Host to which Students are expected to adhere during the Program and while on Host premises (including, without limitation, applicable health and safety training in accordance with prevailing federal and state laws).
- f) Consistent with the availability of resources for Host's employed staff, Students shall be provided adequate supplies and materials to carry out the functions of the Student Placement experience.
- g) Pacific personnel shall be permitted to participate in the instruction of Students on Host premises as necessary to effectively implement the Program except when, in the reasonable opinion of the Host, such participation interferes with the Host's operations.
- h) Host shall permit Pacific to visit Host's premises, to consult with Host personnel involved in the Program, and to evaluate Student progress while they are on Host premises; provided, however, that such visits shall be subject to reasonable rules and policies of Host.
- i) In the event of a medical emergency involving a Student while the Student is on Host premises, Host shall respond according to the same procedure it would follow if one of its employees experienced the same emergency.
- j) Host shall provide educational learning experiences (including opportunities for professional development) which are planned, organized, administered, and supervised by qualified staff in accordance with mutually agreed upon educational objectives and guidelines to help prepare Students for future careers in their fields of study.
- k) Students, designated as Student Teachers, shall perform services as part of their participation in the Program only when under the supervision of authorized, licensed or certified Host personnel. Host understands and agrees that these Students are trainees, they shall not be considered employees or contractors of the Host while participating in the Program, and shall not be used to replace School personnel (except for teacher residency and internship pathways).
- l) Intern and teacher residency eligible students that are participating in the Program, are paid employees of the Host and for the purposes of employment are consider School personnel.

#### **4. Joint Responsibilities of Pacific and Host**

- a) The parties shall coordinate the planning, scheduling, requirements, and evaluations of Students who participate in the Program. Schedules and Student assignments shall be developed to enhance the goals, objectives and missions of both Host and Pacific. Each party's final examination and vacation schedules will be honored by the parties.
- b) Each party shall perform independent and joint reviews to determine the effectiveness of the Program.
- c) Each party may enter into similar agreements with other institutions at any time.
- d) The parties agree that Pacific may request the transfer or removal of a Student from a particular teaching assignment.

**5. Confidentiality and the Family Educational Rights and Privacy Act.**

- a) The parties agree to comply with the applicable requirements of state of California and federal privacy laws, including the Family and Educational Rights and Privacy Act (“**FERPA**”) and its implementing regulations. The parties acknowledge that student educational records are protected by FERPA and that student permission generally must be obtained before releasing specific student data to anyone other than the student’s school. Each party agrees to cooperate with the other party regarding compliance with FERPA with respect to records pertaining to Students. Each party certifies that access to such records is necessary for the performance by each party under this Agreement, and agrees that each party shall be subject to, and shall comply with, the same conditions and restrictions on the use and re-disclosure such records pursuant to applicable law.
- b) Records maintained by Host of Students paid by Host may also constitute employment records protected from disclosure absent consent under applicable state and federal laws and regulations.
- c) In order for Pacific and the Host to jointly monitor the Student’s performance in the Program, all Students shall, as a condition to their placement, execute a “Release of Records” (Exhibit 2) which allows the Host and Pacific to share information that may otherwise be protected from disclosure as an educational record (and/or an employment record) to the extent the information relates to the performance of the Student in the Program. Failure to execute the “Release of Records” shall make the Student ineligible for placement with Host.
- d) Each party to this Agreement will immediately notify the other in the event it becomes aware of violations of the other party’s rules, regulations, policies or procedures by the Student and/or any negligent or intentional conduct when the conduct of the Student jeopardizes the health and/or safety of Host’s students or staff. The parties agree to cooperate in the investigation of any such conduct so long as an appropriate Release of Records has been obtained.

**6. Insurance.**

- a) Both parties during the term of this Agreement will provide at their sole cost and expense Commercial General Liability insurance in the amount of one million per occurrence (\$1,000,000) and two million aggregate (\$2,000,000). Upon request, each party will provide the other with evidence of such insurance. By virtue of this Agreement, Pacific does not assume any liability under any law relating to workers compensation on account of any of act of any Student performing any activity related to or arising out of this Agreement.
- b) The student is a participant in an educational program, and for purposes of this Agreement, shall not be considered an employee of either Host or Pacific and neither party shall have responsibility for payment of workers’ compensation benefits to the student.
- c) Host agrees to make available, whenever possible, emergency health care for the assigned student in case of accident or illness while on Host premises. Any student receiving such emergency services shall be financially responsible for the charges. The student shall otherwise be responsible to procure and maintain his or her own health care coverage.

**7. Indemnification.** Each party agrees to defend, indemnify and hold one another, their respective regents, officers, directors, employees, students and agents harmless from and against all third party claims for injury or damages, liability, loss, expense (including reasonable attorney’s fees and costs) (“**Loss**”), arising out of the performance of its obligations under this Agreement, but only in proportion to and to the

extent the Loss is caused by or results from the negligence or intentional acts or omissions of the indemnifying party. The indemnities provided under this Section 7 shall not be limited by reason of any insurance coverage required under this Agreement and shall survive termination of this Agreement.

**8. Relationship of the Parties and Students.** Each party is and shall be an independent contractor of the other party. Neither party nor its employees or subcontractors shall be deemed to be employees or agents of the other party. Neither party's employees nor subcontractors will be entitled to any benefits made available to the other party's employees. Nothing in this Agreement is intended to establish a partnership, joint venture, or agency relationship between the parties, and neither party nor its employees or subcontractors are authorized to bind the other party or make any representations on its behalf in any matter.

**9. Term and Termination.** The term of this Agreement shall commence on the Effective Date and shall terminate five (5) years thereafter, unless earlier terminated or extended as provided herein. The Agreement may be renewed for up to two (2) subsequent one (1) year terms upon the mutual agreement of the parties in writing. This Agreement may be terminated at any time without cause by either party, upon giving the other party sixty (60) days written notice; provided, however, that any such termination shall not be effective as to any Student who as of the date of mailing of notice by the terminating party is participating in the Program until the Student has completed his/her participation in the Program for the then current academic term (semester or year), unless otherwise agreed by the parties. Host agrees to return any Pacific property to Pacific within thirty (30) days of the early termination or expiration of the Agreement, or such other timeframe as agreed upon by the parties in writing.

**10. Compliance with Laws; Accreditation, Licensing and Credentials.** Each party shall be separately responsible for compliance with all laws, rules and regulations which may be applicable to its respective activities under this Agreement. Each party shall be separately responsible for accreditation, licensing, and credentialing of its own entities and employees, as applicable, and each party agrees to furnish to the other party with evidence of such accreditation, licensing, and credentials upon request by the other party. Host further agrees to cooperate with Pacific with respect to its accreditation requirements and will gather data related to Students' participation in a Student Placement under this Agreement.

**11. Nondiscrimination.** With respect to the parties' obligations under this Agreement, the parties agree not to discriminate in employment, academic programs, or the provision of services on the basis of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition, disability or any other basis protected by federal, state, or local ordinance or regulation. Host shall comply with applicable state of California and federal laws and regulations governing reasonable accommodations and the Americans with Disabilities Act.

**12. Cooperation in Disposition of Claims.** The parties agree to cooperate with each other in the timely investigation and disposition of audits, peer review matters, disciplinary actions and third-party liability claims arising out of this Agreement. The parties shall notify one another as soon as possible of any adverse event that may result in liability to the other party. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, timely notice, joint investigation, and making witnesses available.

**13. Student Discipline or Reassignment.** Students' discipline shall be the sole responsibility of Pacific, however Host or Pacific may terminate the participation of any Student, who, at the determination of Host or Pacific does not comply with the Program requirements or applicable rules or regulations of Host, Pacific, or state of California or federal laws or regulations. If Host reasonably determines that a Student is not performing satisfactorily for reasons including, but not limited to, tardiness or absenteeism, failure to follow instructions, or failure to follow rules or policies, Host agrees to contact Dr. Brittany

Auernig-Roan, Assistant Dean, at [bauernig@PACIFIC.EDU](mailto:bauernig@PACIFIC.EDU) or 916.220.2805 to either counsel or reassign the Student.

#### 14. Miscellaneous Provisions.

**a) Dispute Resolution.** In the event of any dispute, controversy, claim or disagreement arising out of or related to this Agreement, or the acts or omissions of the parties with respect to this Agreement (each, a “**Dispute**”), the parties shall, as soon as reasonably practicable after one party gives written notice of a Dispute to the other party (“**Dispute Notice**”), meet and confer in good faith regarding such Dispute at such time and place as mutually agreed upon by the parties. If any Dispute is not resolved to the mutual satisfaction of the parties within ten (10) business days after delivery of the Dispute Notice (or such other period as may be mutually agreed upon by the parties in writing), the parties shall settle such Dispute as otherwise set forth in this Section. In the event a Dispute is not resolved by the meet and confer provisions under this Section above, the parties may choose any other available legal means to settle the Dispute. Each party agrees that a violation or threatened violation of this Agreement may cause irreparable injury to the other party, entitling the other party to seek injunctive relief in addition to all legal remedies.

**b) Legal Fees and Costs.** The prevailing party is entitled to recover the cost of enforcing the understanding and agreements as reflected herein, including, without limitation, any attorneys’ fees and costs incurred.

**c) Notices.** All notices or other communications given hereunder shall be in writing and shall be deemed to have been duly given (1) on the date delivered if delivered by personal delivery or by overnight delivery service (such as FedEx); (2) on the third (3<sup>rd</sup>) business day after mailing by U.S. registered or certified mail, first class, postage prepaid; or (3) on the date transmitted by facsimile with confirmation of successful transmission. Any notices or other communications given hereunder shall be addressed as follows, provided that either party may specify a different address by written notice to the other party in accordance with this paragraph:

If to Pacific: University of the Pacific, Stockton  
Benerd College  
3601 Pacific Avenue  
Stockton, CA 95211  
Phone: 209-946-2683  
Email: [benerd@pacific.edu](mailto:benerd@pacific.edu)

If to Host: Sacramento City Unified School District  
5735 47th Ave., Sacramento, CA 95824  
Attn: Hillary Harrell, Director of Curriculum Dept.  
Email: [Hillary-Harrell@scusd.edu](mailto:Hillary-Harrell@scusd.edu)  
Phone: 916-643-9120

**d) Force Majeure.** Either party’s obligations under this Agreement will be excused if and to the extent that any delay or failure to perform such obligations is due to fire or other casualty, product or material shortages, strikes or labor disputes, transportation delays, changes in business conditions (other than insignificant changes), acts of God, or other causes beyond the reasonable control of such party (each a “**Force Majeure Event**”). Notwithstanding the Force Majeure Event, each party shall make a good faith effort to resume performance as soon as the excusable delay is mitigated.

**e) Governing Law.** This Agreement, and any dispute between the parties arising out of or related to this Agreement, shall be governed by and construed in accordance with the laws of the State of California,

excluding its conflict of laws rules. Any and all legal action that is initiated to enforce any provision of this Agreement or arising out of or related to this Agreement must be brought or filed in either the state or federal court located in California.

**f) Use of Names and Logos.** Each party agrees that it shall not use the other party's name, logo or insignia, or the name, logo or insignia of any school or division thereof, or otherwise identify the other party or any of its schools or divisions in any form of publicity or disclosure without the prior written permission of the other party, which permission may be given or withheld in the other party's sole discretion.

**g) No Assignment.** Neither party may voluntarily or by operation of law, assign or otherwise transfer any part of this Agreement without the prior written consent of the other party. Any purported assignment in violation of this Section shall be void.

**h) Entire Agreement.** This Agreement is the entire agreement between the parties regarding its subject matter. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

**i) Modifications.** This Agreement may not be modified or amended except by an instrument in writing executed by duly authorized representatives of the parties.

**j) Severability of Terms.** If any provision of this Agreement is held invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions will not in any way be affected or impaired thereby, unless the effect of such severance would be to alter substantially this Agreement or the obligations of the parties, in which case this Agreement may be immediately terminated by either party upon thirty (30) days' prior written notice, or as otherwise allowed by the termination provisions of this Agreement.

**k) Counterparts.** This Agreement may be executed in several counterparts, each of which so executed shall constitute one and the same instrument.

[Signatures on the following page]

**SIGNATURE PAGE**  
**Affiliation Agreement**  
**between**  
**Sacramento City Unified School District**  
**and**  
**University of the Pacific**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or delegates, as of the Effective Date.

**Sacramento City Unified School District**

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By: Janea Marking  
Its: Chief Business & Operations Officer  
Address: 5735 47th Ave., Sacramento, CA  
95824

Telephone: 916-643-9120  
Fax:  
Email: Hillary-Harrell@scusd.edu

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By:  
Its:  
Address:

Telephone:  
Fax:  
Email:

**University of the Pacific**

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By: Elisa Anders  
Its: Chief of Staff to the Provost  
University of the Pacific  
3601 Pacific Avenue  
Stockton, CA 95211  
Telephone: 209-946-2552  
Email: provost@pacific.edu  
Fax: 209-946-2063



## **EXHIBIT 1 PROGRAM DESCRIPTION**

### **Program Objective & Goals**

Through program coursework and fieldwork experiences in TK-16 school settings and beyond, our candidates must satisfy learning outcomes by demonstrating proficiency in all standards, Teaching Performance Expectations (TPEs), and Teaching Performance Assessments (TPAs) as required by the California Commission on Teacher Credentialing, as well as those requirements in School Psychology/Pupil Personnel Services, Licensed Professional Clinical Counselors (LPCC), and Administrative Services Credential.

### **Program Overview**

All professional education degree and credential programs at University of the Pacific are offered and coordinated through Benerd College. Students in Benerd College are prepared to deliver thoughtful, reflective, caring, and collaborative services to diverse populations. The College directs its efforts toward researching the present and future needs of schools and the community, fostering intellectual and ethical growth, and developing compassion and collegiality through personalized learning experiences. Per the California Commission on Accreditation/California Commission for Teacher Education, candidates seeking credentials must be placed in clinical practice experiences that extend candidates' learning and application of theory to practice with Transitional Kindergarten to grade 12 students in public and/or private school settings, as according to the California Commission on Teacher Credentialing, the range of Clinical Practice Experiences includes early field experiences, advanced experiences for co-planning and co-teaching (i.e. teacher residency), and student teaching or approved internships for related programs (i.e. Pupil Personnel, LPCC & Administrative Services Programs).

### **Location(s) of Program**

**Sacramento City Unified School District** [*Schools within the District if applicable*]

### **Student Evaluation Method(s)**

Cooperative Evaluation of *Multiple Subjects and Single Subject* Student Teacher  
Candidate Competence and Performance Checklist

- Single subject student teacher
- Single subject intern/residence
- Multiple subjects student teacher
- Multiple subjects intern/residence
- Education Specialist, student teacher (SPED)
- Education Specialist, intern/residence (SPED)
- Student Teacher Placement Confirmation
- Intern Site Support Team Confirmation
- School Psychology Fieldwork/Practicum and Internship Performance Evaluation Instrument

### **Host's Responsibilities**

Host shall participate with Pacific in planning the Program, including those experiences required to complete the EdTPA Teaching Events (pursuant to SB2042 and SB1209), as well as data collection required by the (CCTC/COA) and (CAEP).

For student teacher interns, Host shall:

- (1) assign an on-site mentor who possesses a valid Clear or Life credential in the appropriate subject area, has 3 years documented successful teaching experience and holds an English Learner Authorization (or the equivalent, as established by the Commission on Teacher Credentialing); and
- (2) Participate with Pacific in planning and implementing a comprehensive and coordinated program of support and mentoring for the student teacher intern, in conformance with the most current requirements established by the Commission on Teacher Credentialing and articulated by Pacific in its approved Intern Document, attached hereto as **Exhibit 1-A** and incorporated herein.

**Additional Student Qualifications**

Pacific Students are only eligible to participate in the Program during a defined academic semester/term (Fall or Spring).

For student teacher interns only, Pacific shall:

- (i) Confirm that the Student meets all the criteria for an intern credential, as established by this Program sponsor and approved by the Commission on Teacher Credentialing pursuant to Exhibit 1-A, and provides the information requested pursuant to Exhibit 1-B;
- (ii) Assign a supervisor who has successfully completed Pacific-provided intern supervision training;
- (iii) Assign intern supervision duties that adhere to the most current requirements established by the Commission on Teacher Credentialing and articulated by Pacific in Exhibit 1-A; and
- (iv) Participate with Host in planning and implementing a comprehensive and coordinated program of support and mentoring for the intern teacher, in conformance with the most current requirements established by the Commission on Teacher Credentialing and articulated by Pacific in Exhibit 1-A.

**EXHIBIT 1-A  
INTERN DOCUMENT**

**NOTE: This section shall apply only for student teacher interns.**

On June 3, 2013, the Commission on Teacher Credentialing issued Program Sponsor Alert 1306 detailing new requirements for programs that offered intern credentials. This PSA is available at:  
<http://www.ctc.ca.gov/educator-prep/PS-alerts/2013/PSA-13-06.pdf>.

In response to this PSA, PACIFIC prepared and submitted revised program documents reflecting the new requirements. On May 19, 2014 the Commission on Teacher Credentialing approved these revised program documents, thereby granting approval to the University of the Pacific to issue intern credentials to qualified teacher credential candidates. Terms of the revised program documents include specific mentoring and support that the HOST and PACIFIC must provide including:

- Assignment of a PACIFIC supervisor who meets the criteria identified in 2.i. of this Agreement and who is assigned to provide regular on-site support to the intern teacher, in coordination with the HOST mentor.
- Assignment by the HOST of a site supervisor who meets the criteria identified in 3.d. of this Agreement and who is available to provide regular on-site support to the intern teacher.
- Regular on-site support includes observation/coaching sessions, provision of materials and resources, feedback on lesson plans, logistical support (bulletin boards, instructional materials, etc.), and other types of assistance designed to strengthen the intern teacher's instructional effectiveness
- Regular on-site support must be provided in a scheduled and coordinated manner and must adhere to these requirements: 144 hours with at least 2 hours of support per every five instructional days for general instruction coaching and mentoring AND 5 hours of support per month specific to teaching English learners, or if less than a full academic year, the total number of hours of support must equal four hours times the number of instructional weeks remaining in the year, with at least two hours of support provided every five instructional days. English language learner support less than a full academic year must equal five hours times the number of months in the school year.
- The intern teacher's faculty advisor will assist the HOST mentor and PACIFIC supervisor in creating this coordinated and regular system of support

**Note: This section shall apply only to PPS School Psychology Interns**

1. Host will provide the Interns with the opportunity to transfer methodology and theories into applied situations via their participation in the internship experience and is responsible for providing the Interns with diverse experience in preparation for their future careers as school psychologists, in accordance with the Interns' knowledge and level of training, in the form all the activities normally expected of a Host-employed school psychologist. These experiences may include, but are not limited to, the experiences and activities set forth in below under the heading Intern Experiences.
2. Host will provide the Interns with experiences that will allow them to complete 1200 clock hours of work during their internship experience, depending on the degree sought by each Intern.

3. Each Site Supervisor will have the following responsibilities as part of his or her supervision of the Interns:
  - a. The Site Supervisor will cooperatively plan and schedule the Interns' activities and experiences during the internship experience. Attached is the program's syllabi for required and suggested activities.
  - b. The Site Supervisor will schedule and provide a minimum of 2 hours of direct face-to-face supervision each week.
  - c. The Site Supervisor will review and sign each entry from the Interns' log and progress notes to verify content.
  - d. The Site Supervisor will complete and submit end-of-semester evaluation forms, which will be provided by Pacific.
  - e. The Site Supervisor will release the Intern, as needed, to attend fieldwork supervision and classes. (It is understood that the Intern will need to be released with sufficient time to travel between the fieldwork site and Pacific).
  - f. The Site Supervisor will hold a valid Pupil Personnel Services credential appropriate to the role and function of the duties being performed by the Intern.
  - g. The Site Supervisor will participate in Pacific-sponsored supervisor meetings held 2-3 times per year.
  - h. The Site Supervisor will ensure that the Intern meets, at a minimum, the Hourly Requirement of the fieldwork in a preschool-grade 12 setting in which he or she is qualified to supervise.
  
4. Consistent with the availability of resources to employed staff, the Intern is provided adequate supplies and materials to carry out the functions of the internship experience. An appropriate work environment should include adequate privacy of office facilities and access to secretarial assistance, telecommunication services, office equipment, and copying machines.
  
5. Ongoing professional development is a significant aspect of the internship experience. Conferences, seminars, and in-service training opportunities available to employed school psychologists should also be available to the Interns. The Interns are encouraged to participate in state, regional, and national level meetings for school psychologists. Release time is granted by Pacific and is expected to be granted by the Host.

## INTERN EXPERIENCES

1. **Role and Function:** Develop a knowledge base and understanding of the various roles and functions of the school psychologist, and be able to selectively deliver services utilizing a variety of alternative models.
2. **Legal/Ethical:** Develop a knowledge base of federal and state laws, professional ethics, and professional standards as well as the skills to apply them in public and private educational agencies. Develop the skills to adhere to due process guidelines in major decisions affecting all students and to accepted standards in the practice of school psychology.
3. **Organization and Operation of Schools:** Develop an understanding of the organization and administration of public schools and the cultural, ethnic, religious, and geographic diversity of the students, parents, and staff served by school psychologists. Develop an awareness of community resources and the roles of other professionals in helping children, parents, and school personnel. Develop the skills to foster and facilitate interagency partnerships among family, school, health care, and community agencies to create healthy school environments.
4. **Assessment:** Develop the skills to select, administer, score, and interpret psychoeducational tests for individuals of different ages, exceptionalities, and cultural backgrounds. Develop competence in the use of interviewing, functional behavioral assessment, and curriculum-

- based methods. Develop the skills to integrate psychological and educational data into a psychological report and be able to link assessment results to educationally relevant interventions.
5. **Counseling:** Develop a counseling and mental health knowledge base and the skills to work with Interns who have educational, emotional, and/or behavioral problems to mitigate the emergence of enduring, unhealthy patterns of behavior. Develop a knowledge base and skills to help students, families, and schools deal with crises, such as school violence, suicide, and loss.
  6. **Intervention:** Develop a knowledge base and the skills to identify controllable, causal aspects of social, emotional, and academic difficulties and be able to consult and collaborate in the design, implementation, and evaluation of interventions based on these aspects.
  7. **Communication Skills:** Develop the interpersonal skills and both oral and written communication skills necessary to communicate effectively with children, parents, and school personnel from varied cultural, ethnic, religious, and geographic backgrounds. Develop the interpersonal skills to function as team leaders in school-based multidisciplinary teams.
  8. **Research:** Become educated consumers of research relating to school psychology and be able to apply these research findings to the development of solutions for educational psychological problems. Be able to disseminate information from the school psychology knowledge base to promote healthy school environments.

**EXHIBIT 1-B**  
**University of the Pacific, Benerd College**

**INTERN AUTHORIZATION ADDENDUM**

By signing below, I understand that I have received, read, and comply with program requirements of the department I am enrolled in as a student. If at any time I am unable to continue as an intern, I will notify my academic advisor and the Benerd College Office of Credentialing and Student Services.

**I. TO BE COMPLETED BY CANDIDATE**

Candidate Name: \_\_\_\_\_

Pacific ID # - \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

**II. Signature of Benerd College Dean or Designee**

I verify that the candidate has met program requirements and is eligible to be hired as an intern.

\_\_\_\_\_  
Patricia Campbell, Dean Benerd College

**III. TO BE COMPLETED BY EMPLOYING AGENCY:**

**A. Please check Organization Type:**  County Office     School District     Charter School

**County-District-School Code (required):** \_\_\_\_\_

Employing Agency: \_\_\_\_\_

School Name: \_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_ Email: \_\_\_\_

Effective date of hire (month/day/year): \_\_\_\_

**Please indicate authorization requested:**  Multiple Subject     Single Subject, Subject: \_\_\_\_\_

Education Specialist:  Mild to Moderate Support Needs     Extensive Support Needs  
Pupil Personnel Services:  School Psychology

**Site Support Team**

**Name(s)** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**B. Personnel Division Approval:**

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Host Personnel Specialist - E-mail \_\_\_\_\_ Host Personnel Specialist - Phone \_\_\_\_\_

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Signature of Host Personnel Specialist \_\_\_\_\_ Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

**C. Signature of Site Administrator**

By signing below, I verify that I have read and understand the intern support requirements as outlined in the MOU on file and will provide supervision in cooperation with in collaboration with the University of the Pacific, Benerd College.

---

Signature of Site Administrator \_\_\_\_\_ Name (Please Print) \_\_\_\_\_

**EXHIBIT 2**  
**STUDENT CONSENT FOR RELEASE OF RECORDS FOR STUDENT PLACEMENT**

The Family Educational Rights and Privacy Act (“**FERPA**”) provides that an educational institution may not release confidential information about a student without the student’s consent.

In order to enable the University of the Pacific (“**Pacific**”) and Host (identified below) to monitor my performance in the Student Placement, I hereby grant permission to authorized personnel at Pacific and Host, and their authorized representatives, to release all education records (as defined by FERPA) and/or employment records relating to my performance in the Student Placement described below, and the information contained therein, from one to the other. I further release Pacific and the Host, and their respective trustees, officers, directors, and employees from any and all liability relating to the release of such education and/or employment records.

This Release is subject to the following:

- My authorization to release this information (“**Release**”) will be used in conjunction with my Student Placement with Host only.
- I understand that this Release, and the authorization given above, is effective immediately upon my signature and shall expire upon the completion of my Student Placement with the Host;
- I understand that this Release is necessary for my Student Placement for the sharing of information between Pacific and Host relating to my performance in the Student Placement;
- I understand that I may revoke this Release, in writing, at any time, but if I revoke the Release, I may no longer be eligible to participate in the Student Placement, and my participation may be terminated;
- I understand that I may submit a request in writing in the form required by Pacific to request a copy of all my records released pursuant to this Release;
- I hereby waive all rights under FERPA with regard to the release of the records described above as well as any other state and federal law governing the privacy of records held by Host that may constitute employment records;
- This Release does not apply to any other third party that requests my education records; and
- I understand that Pacific and Host will not release my education and/or employment records to any third party without my express written consent.

I hereby voluntarily authorize the release of my records to the individuals and/or parties identified in this Release. I also understand that if I am under 18 years old, Pacific may disclose such information to my parents or legal guardians regardless of whether I have consented to such disclosure.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (Printed)

\_\_\_\_\_  
Pacific School or Department

Sacramento City Unified School District  
 \_\_\_\_\_  
 Host/Organization

\_\_\_\_\_  
Nature of Student Placement (Student Teacher,  
Student Intern, etc.)

5735 47th Ave., Sacramento, CA 95824  
 \_\_\_\_\_  
 School Address

\_\_\_\_\_  
Dates of Student Placement





COUNTY OF SACRAMENTO

COST REIMBURSEMENT AGREEMENT NO. 7202400-25-243

CONTRACT ANALYST: Lucy Stanley 875-3151

DHS AGREEMENT SUMMARY

CONTRACTOR'S NAME: Sacramento City Unified School District

Subject of Agreement: Safe Zone Squad Providing Mental Health Services

Contract Term: July 1, 2024 through June 30, 2025

Maximum Payment to Contractor through this Agreement: \$751,130.00

County Counsel Approval: Corrie E Bute Date 07/26/2024

or

County Counsel Approval Not Required: (Sacramento County Code Section)

Authorized by: 2024-0454 & 2.61.440 (Sacramento County Resolution Number or County Code Section) SUPER RESO

Tax Waiver Granted

Tax Waiver Denied

Standard Agreement CA Agency Agr Five or more employees letter on file

Non Standard Agreement Exhibit D

Risk Management has approved waiver to insurance requirements

Risk Management has approved indemnification modifications

This is a contract that must be reviewed and approved of County Counsel in accordance with Section 2.61.014 of the Sacramento County Code:

- 2.61.014 (a): Contract requires Board approval including but not limited to Section 71-J
2.61.014 (b): Contract approved in concept or otherwise authorized by Board with the exception of those reviewed from the prior fiscal year.
2.61.014 (c): Contract for services not previously provided by or to the department
2.61.014 (d): Contract does not utilize the standard format developed by County Counsel
2.61.014 (e): Contract with another governmental entity
2.61.014 (f): Contract involving an acquisition or grant of an interest in real property
2.61.014 (g): Contract requiring waiver of withholding
2.61.014 (h): Retroactive contracts

FISCAL SUMMARY

Fund Center: 7202400/7202100 G/L Account: 30312100 Order #: HS-BHSPCR-30/A21129

CONTRACTOR'S Federal Tax Identification Number: 94-6002491

**COUNTY OF SACRAMENTO**

**COST REIMBURSEMENT AGREEMENT NO. 7202400-25-243**

**AGREEMENT**

THIS AGREEMENT is made and entered into as of this 1<sup>st</sup> day of July, 2024, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and SACRAMENTO CITY UNIFIED SCHOOL DISTRICT, a Political Subdivision of the State of California, hereinafter referred to as "CONTRACTOR".

**RECITALS**

WHEREAS, the Sacramento County Department of Health Services desires to contract for Mental Health crisis and triage services at several school campuses; and

WHEREAS, the Sacramento County Board of Supervisors authorized the Department of Health Services to enter into an Agreement with CONTRACTOR in Resolution Number 2024-0454 approved on June 11, 2024 and using amendment authority as authorized in Sacramento County Code 2.61.440; and

WHEREAS, pursuant to the resolution cited as providing authority to execute this Agreement, the Director of the Department of Health Services, or designee, has amendment authority for non-monetary changes, monetary decreases, to terminate or to assign this contract, and to monetarily increase the total contract amount by up to 10 percent of the total value of the contract, so long as budget appropriations are not exceeded; and

WHEREAS, CONTRACTOR has appropriate expertise to provide students, ages 11 to 14, a team called the Safe Zone Squad (SZS) to provide mental health crisis and triage services on 3 identified school campuses; and

WHEREAS, COUNTY AND CONTRACTOR desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and CONTRACTOR agree as follows:

**I. SCOPE OF SERVICES**

CONTRACTOR shall provide services in the amount, type, and manner described in Exhibit A, which is attached hereto and incorporated herein.

**II. TERM**

This Agreement shall be effective and commence as of the date first written above and shall end on June 30, 2025.

**III. NOTICE**

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO COUNTY

TO CONTRACTOR

DIRECTOR  
Department of Health Services  
7001-A East Parkway, Suite 1000  
Sacramento, CA 95823-2501

Sacramento City Unified School District  
5735 47th Avenue  
Sacramento, CA 95824

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

**IV. COMPLIANCE WITH LAWS**

CONTRACTOR shall observe and comply with all applicable federal, state, and county laws, regulations, and ordinances.

**V. GOVERNING LAWS AND JURISDICTION**

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

**VI. LICENSES, PERMITS, AND CONTRACTUAL GOOD STANDING**

- A. CONTRACTOR shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, County of Sacramento, and all other appropriate governmental agencies, including any certification and credentials required by COUNTY. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by COUNTY.
- B. CONTRACTOR further certifies to COUNTY that it and its principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

**VII. PERFORMANCE STANDARDS**

CONTRACTOR shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to CONTRACTOR's services. COUNTY may evaluate CONTRACTOR's performance of the scope of services provided in Exhibit A in accordance with performance outcomes determined by COUNTY. CONTRACTOR shall maintain such records concerning performance outcomes as required by COUNTY and provide the records to COUNTY upon request.

**VIII. OWNERSHIP OF WORK PRODUCT**

All technical data, evaluations, plans, specifications, reports, documents, or other work products developed by CONTRACTOR hereunder shall be the exclusive property of COUNTY and shall be delivered to COUNTY upon completion of the services authorized hereunder. CONTRACTOR may retain copies thereof for its files and internal use. Publication of the information directly derived from work performed or data obtained in connection with services rendered under this Agreement must first be approved in writing by COUNTY. COUNTY recognizes that all technical data, evaluations, plans, specifications, reports, and other work products are instruments of CONTRACTOR's services and are not designed for use other than what is intended by this Agreement.

**IX. STATUS OF CONTRACTOR**

- A. It is understood and agreed that CONTRACTOR (including CONTRACTOR's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. CONTRACTOR's assigned personnel shall not be entitled to any benefits payable to employees of COUNTY. COUNTY is not required to make any deductions or withholdings from the compensation payable to CONTRACTOR under the provisions of this Agreement; and as an independent contractor, CONTRACTOR hereby indemnifies and holds COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
- B. It is further understood and agreed by the parties hereto that CONTRACTOR in the performance of its obligation hereunder is subject to the control or direction of COUNTY as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by CONTRACTOR for accomplishing the results.
- C. If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such person shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR, and COUNTY shall have no right or authority over such persons or the terms of such employment.
- D. It is further understood and agreed that as an independent contractor and not an employee of COUNTY, neither CONTRACTOR nor CONTRACTOR's assigned personnel shall have any entitlement as a COUNTY employee, right to

act on behalf of COUNTY in any capacity whatsoever as agent, nor to bind COUNTY to any obligation whatsoever. CONTRACTOR shall not be covered by workers' compensation; nor shall CONTRACTOR be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life, and other insurance programs, or entitled to other fringe benefits payable by COUNTY to employees of COUNTY.

- E. It is further understood and agreed that CONTRACTOR must issue W-2 and 941 Forms for income and employment tax purposes, for all of CONTRACTOR's assigned personnel under the terms and conditions of this Agreement.

**X. CONTRACTOR IDENTIFICATION**

CONTRACTOR shall provide COUNTY with the following information for the purpose of compliance with California Unemployment Insurance Code Section 1088.8 and Sacramento County Code Chapter 2.160: CONTRACTOR's name, address, telephone number, social security number or tax identification number, and whether dependent health insurance coverage is available to CONTRACTOR.

**XI. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS**

- A. CONTRACTOR's failure to comply with state and federal child, family, and spousal support reporting requirements regarding a contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this Agreement.
- B. CONTRACTOR's failure to cure such default within ninety (90) days of notice by COUNTY shall be grounds for termination of this Agreement.

**XII. BENEFITS WAIVER**

If CONTRACTOR is unincorporated, CONTRACTOR acknowledges and agrees that CONTRACTOR is not entitled to receive the following benefits and/or compensation from COUNTY: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rule, the Sacramento County Employees' Retirement System and/or any and all memoranda of understanding between COUNTY and its employee organizations. Should CONTRACTOR or any employee or agent of CONTRACTOR seek to obtain such benefits from COUNTY, CONTRACTOR agrees to indemnify and hold harmless COUNTY from any and all claims that may be made against COUNTY for such benefits.

**XIII. CONFLICT OF INTEREST**

CONTRACTOR and CONTRACTOR's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

**XIV. LOBBYING AND UNION ORGANIZATION ACTIVITIES**

- A. CONTRACTOR shall comply with all certification and disclosure requirements prescribed by Section 319, Public Law 101-121 (31 U.S.C. § 1352) and any implementing regulations.
- B. If services under this Agreement are funded with state funds granted to COUNTY, CONTRACTOR shall not utilize any such funds to assist, promote, or deter union organization by employees performing work under this Agreement and shall comply with the provisions of Government Code Sections 16645 through 16649.
- C. If services under this Agreement are funded in whole or in part with Federal funds no funds may be used to support or defeat legislation pending before Congress or any state legislature. CONTRACTOR further agrees to comply with all requirements of the Hatch Act (Title 5 USC, Sections 1501-1508).

**XV. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS, AND FACILITIES**

- A. CONTRACTOR agrees and assures COUNTY that CONTRACTOR and any subcontractors shall comply with all applicable federal, state, and local anti-discrimination laws, regulations, and ordinances and to not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of COUNTY, or recipient

of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of COUNTY employees and agents, and recipients of services are free from such discrimination and harassment.

- B. CONTRACTOR represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code § 12900 et seq.), and regulations and guidelines issued pursuant thereto.
- C. CONTRACTOR agrees to compile data, maintain records, post required notices and submit reports to permit effective enforcement of all applicable anti-discrimination laws and this provision.
- D. CONTRACTOR shall include this nondiscrimination provision in all subcontracts related to this Agreement.

**XVI. INDEMNIFICATION**

- A. To the fullest extent permitted by law, for work or services (including professional services), provided under this Agreement, CONTRACTOR shall indemnify, defend, and hold harmless COUNTY, its governing Board, officers, directors, officials, employees, and authorized volunteers and agents, (individually an “Indemnified Party” and collectively “Indemnified Parties”), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively “Claims”), including cost of defense, settlement, arbitration, expert fees, and reasonable attorneys' fees, resulting from injuries to or death of any person, including employees of either party hereto, and damage to or destruction of any property, or loss of use or reduction in value thereof, including the property of either party hereto, and recovery of monetary losses incurred by COUNTY directly attributable to the performance of CONTRACTOR, arising out of, pertaining to, or resulting from the negligent acts, errors, omissions, recklessness, or willful misconduct of CONTRACTOR, its employees, or CONTRACTOR’s subconsultants or subcontractors at any tier, or any other party for which CONTRACTOR is legally liable under law.
- B. The right to defense and indemnity under this indemnity obligation arises upon occurrence of an event giving rise to a Claim and, thereafter, upon tender in writing to CONTRACTOR. Upon receipt of tender, CONTRACTOR shall provide prompt written response that it accepts tender. Failure to accept tender may be grounds for termination of the Agreement. CONTRACTOR shall control the defense of Indemnified Parties; subject to using counsel reasonably acceptable to COUNTY. Both parties agree to cooperate in the defense of a Claim.
- C. This indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by CONTRACTOR or CONTRACTOR’S subcontractors at any tier.
- D. Nothing in this indemnity obligation shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.
- E. The provisions of this indemnity obligation shall survive the expiration or termination of the Agreement

**XVII. INSURANCE OR SELF-INSURANCE**

Each party, at its sole cost and expense, shall carry insurance -or self-insure- its activities in connection with this Agreement, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation, property, professional liability, cyber liability, and business automobile liability adequate to cover its potential liabilities hereunder. Each party agrees to provide the other thirty (30) days’ advance written notice of any cancellation, termination, or lapse of any of the insurance or self-insurance coverages. Failure to maintain insurance as required in this Agreement is a material breach of contract and is grounds for termination of the Agreement.

**XVIII. INFORMATION TECHNOLOGY ASSURANCES**

CONTRACTOR shall take all reasonable precautions to ensure that any hardware, software, and/or embedded chip devices used by CONTRACTOR in the performance of services under this Agreement, other than those owned or provided by COUNTY, shall be free from viruses. Nothing in this provision shall be construed to limit any rights or remedies otherwise available to COUNTY under this Agreement.

**XIX. WEB ACCESSIBILITY**

CONTRACTOR shall ensure that all web sites and web applications provided by CONTRACTOR pursuant to this Agreement shall comply with COUNTY's Web Accessibility Policy adopted by the Board of Supervisors on February 18, 2003, as well as any approved amendment thereto.

**XX. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS**

- A. Compensation under this Agreement shall be limited to the Maximum Total Payment Amount set forth in Exhibit C, or Exhibit C as modified by COUNTY in accordance with express provisions in this Agreement.
- B. CONTRACTOR shall submit an invoice on the forms and in accordance with the procedures prescribed by COUNTY on a monthly basis. Invoices shall be submitted to COUNTY no later than the fifteenth (15th) day of the month following the invoice period, and COUNTY shall pay CONTRACTOR within thirty (30) days after receipt of an appropriate and correct invoice.
- C. COUNTY operates on a July through June fiscal year. Invoices for services provided in any fiscal year must be submitted no later than July 31, one (1) month after the end of the fiscal year. Invoices submitted after July 31 for the prior fiscal year shall not be honored by COUNTY unless CONTRACTOR has obtained prior written COUNTY approval to the contrary.
- D. CONTRACTOR shall maintain for four (4) years following termination of this Agreement full and complete documentation of all services and expenditures associated with performing the services covered under this Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; applicable overhead and indirect expenditures.
- E. In the event CONTRACTOR fails to comply with any provisions of this Agreement, COUNTY may withhold payment until such non-compliance has been corrected.

**XXI. LEGAL TRAINING INFORMATION**

If under this Agreement CONTRACTOR is to provide training of County personnel on legal issues, then CONTRACTOR shall submit all training and program material for prior review and written approval by County Counsel. Only those materials approved by County Counsel shall be utilized to provide such training.

**XXII. SUBCONTRACTS, ASSIGNMENT**

- A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor whether approved by COUNTY or not.
- B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

**XXIII. AMENDMENT AND WAIVER**

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach, or condition precedent shall not be construed as a waiver of any other default, breach, or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and counsel for COUNTY.

**XXIV. SUCCESSORS**

This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named.

**XXV. TIME**

Time is of the essence of this Agreement.

**XXVI. INTERPRETATION**

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

**XXVII. DIRECTOR**

As used in this Agreement, "DIRECTOR" shall mean the Director of the Department of Health Services, or his/her designee.

**XXVIII. DISPUTES**

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. Pending resolution of any such dispute, CONTRACTOR shall continue without delay to carry out all its responsibilities under this Agreement unless the Agreement is otherwise terminated in accordance with the Termination provisions herein. COUNTY shall not be required to make payments for any services that are the subject of this dispute resolution process until such dispute has been mutually resolved by the parties. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in this Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

**XXIX. TERMINATION**

- A. Either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).
- B. COUNTY may terminate this Agreement for cause immediately upon giving written notice to CONTRACTOR should CONTRACTOR materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.
- C. COUNTY may terminate or amend this Agreement immediately upon giving written notice to CONTRACTOR that funds are not available because: 1) Sufficient funds are not appropriated in COUNTY'S Adopted or Adjusted Budget; 2) the COUNTY is advised that funds are not available from external sources for this Agreement or any portion thereof, including if distribution of such funds to the COUNTY is suspended or delayed; 3) if funds for the services and/or programs provided pursuant to this Agreement are not appropriated by the State; 4) funds that were previously available for this Agreement are reduced, eliminated and/or re-allocated by COUNTY as a result of budget or revenue reductions during the fiscal year.
- D. If this Agreement is terminated under Paragraph A or C above, CONTRACTOR shall only be paid for any service completed and provided prior to notice of termination. In the event of termination under paragraph A or C above, CONTRACTOR shall be paid an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of CONTRACTOR covered by this Agreement, less payments of compensation previously made. In no event, however, shall COUNTY pay CONTRACTOR an amount which exceeds a pro rata portion of the Agreement total based on the portion of the Agreement term that has elapsed on the effective date of the termination.
- E. CONTRACTOR shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expense obligations to a third party that CONTRACTOR can legally cancel.



**XXX. REPORTS**

- A. CONTRACTOR shall, without additional compensation therefore, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.
- B. CONTRACTOR agrees that, pursuant to Government Code section 7522.56, CONTRACTOR shall make best efforts to determine if any of its employees or new hires providing direct services to the COUNTY are members of the Sacramento County Employees' Retirement System (SCERS). CONTRACTOR further agrees that it shall make a report bi-annually (due no later than January 31st and July 31st) to the COUNTY with a list of its employees that are members of SCERS along with the total number of hours worked during the previous 6 months. This report shall be forwarded to where Notice is sent pursuant to Roman numeral III of this Agreement.

**XXXI. AUDITS AND RECORDS**

Upon COUNTY's request, COUNTY or its designee shall have the right at reasonable times and intervals to audit, at CONTRACTOR's premises, CONTRACTOR's financial and program records as COUNTY deems necessary to determine CONTRACTOR's compliance with legal and contractual requirements and the correctness of claims submitted by CONTRACTOR. CONTRACTOR shall maintain such records for a period of four (4) years following termination of the Agreement, and shall make them available for copying upon COUNTY's request at COUNTY's expense. COUNTY shall have the right to withhold any payment under this Agreement until CONTRACTOR has provided access to CONTRACTOR's financial and program records related to this Agreement.

**XXXII. PRIOR AGREEMENTS**

This Agreement constitutes the entire contract between COUNTY and CONTRACTOR regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between COUNTY and CONTRACTOR regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

**XXXIII. SEVERABILITY**

If any term or condition of this Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

**XXXIV. FORCE MAJEURE**

Neither CONTRACTOR nor COUNTY shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

**XXXV. TRANSITION OF CARE**

If CONTRACTOR provides services to patients/clients under the terms of this AGREEMENT, CONTRACTOR shall cooperate with COUNTY and any other Provider of services in circumstances where Patient care is transferred from CONTRACTOR to another Provider. CONTRACTOR understands and agrees that such cooperation is necessary for coordination of care and will make all reasonable efforts to make such transfers as seamless for the Patient as is possible.

**XXXVI. SURVIVAL OF TERMS**

All services performed and deliverables provided pursuant to this Agreement are subject to all of the terms, conditions, price discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions, and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this Agreement shall so survive.

**XXXVII. DUPLICATE COUNTERPARTS**

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

Signatures scanned and transmitted electronically shall be deemed original signatures for purposes of this Agreement, with such scanned signatures having the same legal effect as original signatures. This Agreement may be executed through the use of an electronic signature and will be binding on each party as if it were physically executed.

**XXXVIII. AUTHORITY TO EXECUTE**

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

**XXXIX. DRUG FREE WORKPLACE**

If the contract is funded in whole or in part with State funds the CONTRACTOR shall comply, and require that its Subcontractors comply, with Government Code Section 8355. By executing this contract Contractor certifies that it will provide a drug free workplace pursuant to Government Code Section 8355.

**XL. CLEAN AIR ACT AND WATER POLLUTION CONTROL ACT**

CONTRACTOR shall comply with applicable standards of the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Subcontracts (Subgrants) of amounts in excess of \$150,000 must contain a provision that requires the non-Federal awardee to agree to comply with all applicable standards, orders or regulations issued pursuant to the two Acts cited in this section. Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**XLI. CULTURAL AND LINGUISTIC PROFICIENCY**

To ensure equal access to quality care by diverse populations, CONTRACTOR shall adopt the federal Office of Minority Health Culturally and Linguistically Appropriate Service (CLAS) national standards, which can be found at <http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

**XLII. COVID-19 REQUIREMENTS**

CONTRACTOR shall be solely and completely responsible for implementing the applicable COVID-19 guidelines from the California Division of Industrial Safety, the Centers for Disease Control and Prevention (CDC), and the Occupational Safety and Health Administration's (OSHA) non-emergency COVID-19 prevention regulations. (see Title 8 sections 3205, 3205.1, 3205.2, and 3205.3 (2023).)

**XLIII. ADDITIONAL PROVISIONS**

The additional provisions contained in Exhibits A, B, C, D, E, and F attached hereto are part of this Agreement and are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

**COUNTY OF SACRAMENTO, a political subdivision of the State of California**      **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

Signed by:  
By           *Kelli Weaver*            
3CF890D0653453...  
Timothy W. Lutz, Director, Department of Health Services, or designee. Approval delegated pursuant to Sacramento County Code Section 2.61.012 (h)

Signed by:  
By           *Janea Marking*            
6D79D9C4D46A455...  
Janea Marking, Chief Business Officer

Date:           8/28/2024          

Date:           8/28/2024

CONTRACT AND CONTRACTOR TAX STATUS  
REVIEWED AND APPROVED BY COUNTY COUNSEL

By: Corrie L. Dute Date: 07/26/2024

COUNTY OF SACRAMENTO

COST REIMBURSEMENT AGREEMENT NO. 7202400-25-243

**EXHIBIT A to Agreement  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY," and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,  
hereinafter referred to as "CONTRACTOR"**

**SCOPE OF SERVICE: Triage Grant Program: Safe Zone Squad (SZS)**

**I. SERVICE LOCATION(S)**

**Facility Name:** Sacramento City Unified School District  
**Street Address:** 5735 47th Avenue  
**City and Zip Code:** Sacramento, CA 95824

**II. CONTRACT MONITOR**

**Name and Title:** Mental Health Program Coordinator, Martha Sinclair-West, LCSW  
**Organization:** Behavioral Health Services (BHS)  
**Street Address:** 7001-A East Parkway, Suite 300  
**City and Zip Codes:** Sacramento, CA 95823

**III. DESCRIPTION OF SERVICES**

A. Summary Description:

The SZS team will provide mental health crisis and triage services to students, ages 11 to 15 (6<sup>th</sup>-8<sup>th</sup> grade), on identified school campuses). Each SZS will be comprised of a 3-person team on each campus consisting of one Safe Zone Coach (also referred to as Student Support Center Coordinator) and two Youth & Family Mental Health advocates. Mental health supportive services include but are not limited to crisis intervention services, listening circles, skill development, psychoeducation, stress/crisis management, parent/caregiver trainings, restorative mediation, and mental health screening to identify appropriate levels of support from the SZS and provide linkage to a mental health provider or other resources within the community, if needed. The SZS program is referred to as Student Support Center on each campus.

B. Program Level Goals:

The SZS will assist in reducing gaps within the existing service continuum on designated school campuses for students ages 11 to 14. SZS will: enhance school and/or relationship success for students, teachers, families, and staff; reduce stigma; and reduce future mental health crises that result in psychiatric hospitalization. Additionally, SZS will provide improved access to services for student populations that are being unserved and underserved including Lesbian Gay Bisexual Transgender Queer (LGBTQ) students, homeless students, students served by Child Welfare or Probation, Commercially Sexually Exploited Children/Youth (CSEC) and immigrant and refugee students.

C. Program Capacity:

The SZS sites will maintain the capability to provide services and supports, annually, in accordance with this Agreement to the maximum number of unduplicated students enrolled on each campus ages 11 to 14.

**IV. CONTRACT IDENTIFIERS**

A. **CONTRACTOR:** Throughout this contract, CONTRACTOR is identified as Sacramento City Unified School District (SCUSD), who will act as the grant administrator and facilitator of these services provided through the schools.

B. **Safe Zone Mentor (SZM):** Through the "Safe Zone Mentorship" program, students will be educated on managing their own escalating stress, learn additional skills on how to identify a stress/crisis and how to respond. Students will have the opportunity to become SZMs to offer information to students who may be showing signs of worry or stress, so they know who they could turn to if they decided to seek help.

Parents/caregivers will be educated on mental health, learn skills to improve communication, develop problem solving skills between parents/caregivers and youth, learn how to listen to their child's worries and set boundaries, rules, and expectations.

- C. **Pupil Personnel Services (PPS):** A K-12 School Counseling Credential that qualifies individuals to work as school counselors in K-12 public schools. PPS authorizes individuals to perform duties related to the following four specializations: school counseling, school social work, school psychology, and school child welfare and attendance services.
- D. **Safe Zone Coach (SZC):** Also referred to as a Student Support Center Coordinator, or Safe Zone Coaches, will be a Licensed Practitioner of the Healing Arts (LPHA) or LPHA-waived clinician to provide mental health related services and have a current license or are registered Associates with the California Board of Behavioral Sciences (BBS). In situations where schools cannot hire LPHA or LPHA waived staff for these positions, the staff may hold a Pupil Personnel Services with a master's degree as a behavioral science major.
- E. **Youth and Family Mental Health Advocate (YA):** A person who has had direct life experience with receiving services from a mental health system, alcohol and drug services, child welfare, and/or juvenile justice system. YAs Perform a variety of functions to advocate for the needs of students with mental health issues, including participating in program management decisions, working directly with students and family members, and training school staff.
- F. **Health Insurance Portability and Accountability Act of 1996 (HIPAA):** A Federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
- G. **Family Educational Rights and Privacy Act (FERPA):** A Federal law that protects the privacy of student education records. For the purpose of this scope, parties will adhere to the standards and requirements found in FERPA and HIPAA to the fullest extent legally possible. In addition to FERPA, the CONTRACTOR shall implement HIPAA standards to the fullest extent legally possible for the purpose of protecting personal health information (PHI) of students receiving services from this program.

V. **PERFORMANCE MEASURES**

CONTRACTOR shall:

A. Meet the following performance measures:

1. OBJECTIVE:

- a) 80% of students identified as chronically absent at any time in the 24-25 school year will receive a responsive service from SZS.
- b) 60% of students who receive a responsive service will show improvement equal or greater than 5% in their attendance in the 24-25 school year.
  - i. Chronic absenteeism includes a child who missed 10% or more of the school year.
  - ii. Responsive Service is defined as any Tier 2/3 service/intervention.

OUTCOME MEASUREMENT METHOD: Number of students with chronic absenteeism who also received SZS services divided by the total number of students with chronic absenteeism. These should be submitted at the end of the quarter.

2. OBJECTIVE: There will be a 40% reduction in disciplinary action for students served by the SZS.

OUTCOME MEASUREMENT METHOD: Number of students with disciplinary action who also received SZS services divided by the total number of students with disciplinary action. These should be submitted no later than 30 days after the end of the academic year.

3. OBJECTIVE: 90% of the student body that have a first or second disciplinary referral will receive a responsive service from SZS.

OUTCOME MEASUREMENT METHOD: Number of students who have a first or second disciplinary referral that site staff referred to the program divided by the number of first or second disciplinary referrals. These should be submitted at the end of the quarter.

4. OBJECTIVE: 5% of the student body will participate in identified Peer mentoring program.

OUTCOME MEASUREMENT METHOD: Number of SZM divided by the total student body count. These should be submitted no later than 30 days after the end of the academic year. OBJECTIVE: Of the students engaged in SZS services, 85% of students who received a crisis intervention service will not have a reported psychiatric hospitalization.

OUTCOME MEASUREMENT METHOD: Number of students who report having a psychiatric hospitalization will have a reentry meeting upon returning to school. These should be submitted at the end of the quarter.

**VI. SERVICE STANDARDS**

CONTRACTOR shall:

- A. Monitor submission of approval and authorization has been completed in COUNTY Electronic Health Record (EHR) for students and/or parents/caregivers receiving SZS services. No services shall be reimbursed without such approval and authorization.
- B. Provide timely crisis intervention and provide Tier 2/3 responsive service including linking students to school-based and/or community mental health services when needed.
- C. Provide culturally responsive services to increase the likelihood of equitable and just outcomes including integrated services for co-occurring conditions and substance use disorders: outreach strategies to engage LGBTQ students, homeless students, students served by Child Welfare or Probation, CSEC identified students and immigrant and refugee students. These services shall include student voice and choice provided in collaboration with those individuals and agencies involved with the student including significant others/family/parents/ caregivers/guardians.
- D. Collect and disaggregate data by race/ethnicity/gender identity, with the resources available in County EHR or in CONTRACTOR’S own EHR. CONTRACTOR shall analyze the data to look for inequities, and provide changes based on the analysis to ensure that race/ethnicity/sexual orientation/gender identity are not predictors for a client’s success.
- E. Submit approval and authorization of services through an approved EHR or CONTRACTOR approved EHR system for students and/or parents/caregivers receiving SZS services. No services shall be reimbursed without such submission approval and authorization.
- F. Utilize specific identifiers to warrant a referral. Identifying criteria can include but are not limited to behaviors related to aggression, self-harm, depression, anxiety, isolation, frequent absences, and academic decline.
  - 1. Disciplinary referrals will be reviewed and assessed by site staff to determine if the student’s behavior or events leading to disciplinary referrals meets identifying criteria for mental health services provided by the SZS. If a student meets the criteria, a referral will be made to the SZS.
  - 2. Protocols to identify criteria will be shared for the purpose of enhancing and streamlining protocol.
  - 3. Referrals can also include students whose behaviors may not warrant disciplinary action but are concerning and may be negatively impacting the student’s quality of life and opportunities for learning.
- G. Publish program access information on the campus website and any social media platforms used by the CONTRACTOR. Provide link to COUNTY’s triage website, on social media and on promotional brochures and flyers.
- H. Provide services Monday through Friday during school hours and some evenings or weekends for parent outreach/training.
- I. Provide access to SZS services using a referral form, refer-a-friend, website, the centralized phone number, or standard office hours for students to drop in and to initiate services.
- J. Provide accessible space for SZS staff to talk privately with students who call or drop in needing services.
- K. Provide accessible space for group consultation among SZS staff members, restorative mediation, parent/caregiver coaching, and psychoeducation groups.
- L. Coordinate care and collaborate with all parties involved with the student and family including, but not limited to parents, schools, doctors, hospitals, social services, child welfare, courts, Alta Regional Center, Substance Use Prevention and Treatment Services, and Juvenile Justice.
- M. Accept referrals for students of the assigned campus and triage as appropriate.
- N. Provide support and coaching to parents/caregivers whose student attends the assigned campus. Ensure staff utilize strength-based, student-centered engagement and crisis management skills to support de-escalation and assist students to identify, manage, and cope with triggers.

- O. Ensure staff are aware of community resources for students and can support culturally relevant linkage to supports where individuals live.
- P. Utilize County approved EHR or CONTRACTOR approved EHR system, in which CONTRACTOR shall follow protocols for secondary entry of data, such as billing, into County EHR as needed for invoicing. Additionally, CONTRACTOR shall adhere to confidentiality as outlined in this contract.
- Q. Establish and distribute to clients and caregiver any crisis protocols when the client and caregiver need crisis intervention support, and modalities of support (phone, in-person, etc.) outside of normal business hours. This shall include but is not limited to providing all methods of contacting The Source for after-hours crisis support.
- R. Provide telehealth services when appropriate notwithstanding the primary expectation to maintain face-to-face services.

**VII. CONFIDENTIALITY**

- A. The parties will adhere to the standards and requirements found in the FERPA and the HIPAA to the fullest extent legally possible. In addition to the FERPA, CONTRACTOR shall ensure implementation of HIPAA standards to the fullest extent legally possible for the purpose of protecting PHI of students receiving services from this program.
- B. Students receiving SZS services will be considered students/recipients of COUNTY Behavioral Health Services (BHS). CONTRACTOR shall maintain the confidentiality of all student mental health records and information, including billings and computerized records.
- C. All student information related to mental health services provided may not be disclosed to another entity without specific authorization from the student or his/her legally authorized representative for disclosure. Types of information include but not limited to, name, identifying numbers, photograph, resources provided, and linkage to community services as it related to mental health services provided. If student is providing this authorization for disclosure, it must be determined that student fully understands, is competent and developmentally aware to provide such authorization and/or the parent/guardian can provide consent.
  - 1. CONTRACTOR shall maintain confidential communications with a student receiving mental health services unless the student has waived confidentiality by using an Authorization for Exchange of Information, there is a mandated reporting duty, or the court orders a release of information after a hearing. If CONTRACTOR is subpoenaed to court, communications remain confidential until the court orders that the CONTRACTOR shall provide testimony.
  - 2. In the event that CONTRACTOR is required by subpoena to testify in any matter arising out of or concerning this Agreement by any party other than COUNTY, CONTRACTOR shall not be entitled to any compensation from COUNTY for time spent or expense incurred in giving or preparing for such testimony, including travel time. CONTRACTOR must seek compensation from the subpoenaing party, and COUNTY shall not be liable if CONTRACTOR fails to receive compensation.
- D. CONTRACTOR shall implement policies and procedures for staff and/or other entities to obtain student’s mental health information. These policies and procedures will be shared with the COUNTY.
- E. CONTRACTOR shall provide training on how to comply with confidentiality standards related to students receiving SZS services, which includes but not limited to SZS staff, teachers, administrative staff, school psychologists, etc.
- F. CONTRACTOR shall develop and implement appropriate safeguards within their electronic database. These safeguards are to maintain the confidentiality of students and prevent further use or disclosure. Such safeguards can include but are not limited to disclaimers and electronic database permissions, which require written request and authorization in order for any staff outside of the SZS program to access. Requests for electronic database permission to access a student’s mental health record will be reviewed by the CONTRACTOR to ensure request is relevant to the services provided, which includes a “legitimate education interests,” and is in the best interest of the student. CONTRACTOR has the right to decline access to staff as deemed appropriate.
- G. CONTRACTORS will enter specified information into the COUNTY’S EHR system or CONTRACTOR approved EHR system regarding services provided under the SZS grant. COUNTY will be responsible for maintaining the security and confidentiality of the County EHR system. COUNTY and CONTRACTOR shall each be responsible for complying with



applicable FERPA and HIPAA requirements related to maintaining the confidentiality of the SZS information within County EHR including complying with notice, consent, access, and redisclosure requirements.

- H. Information disclosure of students receiving mental health services in violation of law may subject the party releasing the information to civil and/or criminal fines, penalties, and damages.
- I. In certain situations, involving a patient or recipient of services, who is a danger to himself or others, all parties in relation to this contract (CONTRACTOR, site staff, etc.) have a duty to warn third parties of such danger and should consult supervisory staff and/or legal counsel about such duty to warn as appropriate.

**VIII. SERVICE REQUIREMENTS**

CONTRACTOR shall:

- A. Support and review standardized written protocols that are provided at each campus for site staff to provide consistent responses.
- B. Provide administrative oversight. This can include providing standardized resources, utilization of assessment tools, tracking of grant goals, and feedback regarding best practices.
- C. Provide administrative support, which can include entering billing, submission of invoices, service delivery, student information and demographics into COUNTY’s EHR.
- D. Develop standardized written protocols at each campus for site staff to provide consistent responses.
- E. Provide outreach, engagement, and advocacy to help students learn about services that are available when having a mental health crisis or when wanting to learn more about managing mental health.
- F. Provide crisis intervention services and same day referrals for mental health services or other community support and services. For escalating crises, provide linkage to other crisis intervention services including, but not limited to, utilizing The Source, the Mental Health Urgent Care Clinic, Intensive Services Unit, and after-hours crisis services.
- G. Utilize a Mental Health Screening and Assessment Tool to help create a consistent and unified response to a crisis. The tool includes a risk assessment, drug and alcohol screening, and questions about barriers, life domain challenges, strengths and resiliencies, treatment history, current services and supports. The tool is designed to help the team gather important information that will inform an ongoing Plan. The Plan will include students, teachers, other professionals, and parent input, when applicable, on how to address risks and create an action plan for each member of the team.
- H. Utilize a Self-Report Checklist that will be developmentally appropriate and made available to students to help them learn about signs, symptoms and when they should ask for help and how to ask for help with the intent of increasing their awareness of their stress /crisis. The checklist will include, but is not limited to, lists of symptoms, stressors, the type of help the student desires, and strengths and supports. If a student determines they need help, the checklist will provide the SZS phone number, website, or email. Information about office hours or in-person support will also be listed on the form. They should prefer to talk to a SZS staff team member or an SZM.
- I. Provide restorative mediation between teacher-student, student-student, and staff-student after an incident. The SZS will act as a mediator with the goal to help parties acknowledge behaviors and conflicts, work to help individuals reconcile and create a Plan for a future without reoccurrence of the issue. Additionally, psychoeducation will be provided to help these parties during the restorative mediation process. Include students, parents/caregivers/guardians, school staff or any other relevant person to participate in restorative mediation process.
- J. Provide mental health screening to students who have received their 1<sup>st</sup> or 2<sup>nd</sup> disciplinary referral in the school year. Depending on the results and parties involved, the SZS staff may meet with the student and/or parent, teacher, etc. to provide education on behavioral health concerns and service options. Additionally, make a referral for linkage to a mental health provider, document any psychoeducation provided, etc., if appropriate.
- K. Offer listening circles facilitated by the YA where students can feel safe in discussing worries with each other, as an outlet to prevent escalating stress. YA will also use this platform to teach students to develop an After Care Plan, tools, and skills

to manage their stress/crisis. Promote the SZS program to youth by utilizing social media, preexisting campus clubs and student body class leaders as well as the use of promotional brochures and flyers.

- L. Develop and maintain an interactive website, which includes but is not limited to, mental health education, links to other resources, and links to Sacramento County Behavioral Health’s site, self-help quizzes, and accurate program information.
- M. Educate students on managing their own escalating stress and how to help someone who is distressed through “Safe Zone Mentorship (SZM)”. A SZM program will teach students skills on how to identify a stress/crisis, how to listen to a person experiencing stress/crisis and how to respond. Students may be eligible to become SZM. They will be identifiable on campuses and can discreetly offer developmentally appropriate information to students who may be showing signs of worry or stress so they know who they can turn to if they decide to seek help.
- N. Provide training to parents/caregivers to improve communication, develop problem solving skills between parents/caregivers and youth, for parents/caregivers to learn how to listen to their child’s worries and set boundaries, rules, and expectations. Parents/caregivers may be given the chance to become Parent Mentors and to co-facilitate parent/caregiver training.
- O. Provide education to school staff to help develop competence and confidence in identifying mental health concerns in students as well as referring students for mental health services within the community, if needed and agreed upon by the student.

**IX. STAFFING STANDARDS**

CONTRACTOR shall:

- A. Monitor whether the program is meeting staffing requirements, including 6 full time equivalent service direct staff total: 2 Safe Zone Student Support Specialists, and 4 YA.
- B. Provide guidance, as requested, on staffing of 2 SZC, and 4 YA, including its staff meeting the licensing and credentialing requirements outlined in this contract and its provision of supervision in accordance with the appropriate State Licensure Board.
- C. Monitor business practices to meet minimum capacity requirements. Capacity may vary throughout the fiscal year.
- D. Provide support with collaboration and consultation with program staff related to outreach, engagement, advocacy, crisis intervention, same day referrals, and linkage to community resources to students experiencing a mental health crisis.
- E. Provide support in a disciplinary review and restorative mediation process; provide training and psychoeducation, which can include a collaborative learning for staff.
- F. Ensure Support Safe Zone Coaches will be an LPHA or LPHA-waived clinician to provide mental health related services and have a current license or are registered Associates with the BBS.
  - 1. If CONTRACTOR is unable to staff the position with an LPHA or LPHA-waived clinician, staff may hold a PPS with a master’s degree as a behavioral science major. PPS authorizes individuals to perform duties related to the following four specializations: school counseling, school social work, school psychology, and school child welfare and attendance services. Ensure SZS receives clinical supervision to all direct care staff, licensed and unlicensed. The Program Coordinator will be an LPHA or LPHA- waived, dependent on the licensing and/or credential status of its direct line staff. Program Manager is to provide School based mental health related services, clinical oversight of the program, and supervise direct line staff. Staff seeking licensure shall receive clinical supervision in accordance with the appropriate State Licensure Board; all staff will receive weekly group or individual supervision, sufficient to support staff practice.
  - 2. LPHA are individuals who possess a valid California Professional License that can perform services as described in the program description: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor I (LPCC I), or LPCC II.
  - 3. LPHA-waived are individuals who have a Master’s Degree and are granted a waiver by the COUNTY allowing them to function as an LPHA for up to six years. They can perform services as described in the program description: Associate Marriage and Family Therapist, Associate Social Worker, and Associate Professional Clinical Counselor.

4. CONTRACTOR shall ensure the assigned Program Manager has a current license with the California Board of Behavioral Sciences as an LPHA, when the SZC are LPHA-waived. The Program Coordinator will provide clinical supervision in accordance with the appropriate State Licensure Board.
5. If the CONTRACTOR is unable to staff a Program Coordinator with an LPHA, the CONTRACTOR shall ensure the Program Coordinator is at minimum an LPHA-waived, only when the SZC are licensed as an LPHA.
6. If the CONTRACTOR is unable to staff a Program Coordinator as an LPHA when the SZC are also an LPHA-waived, the Program Coordinator may be LPHA-waived, only when the CONTRACTOR has provided access to an LPHA individual. This individual can be a contractor but must be.

able to provide consistent supervision in accordance with the appropriate State Licensure Board to those who are LPHA-waived and providing direct services.

- G. Ensure staff assuming the role of Safe Zone Student Support Specialist/SZC provides collaboration and consultation with program staff to determine if linkage to an MHP provider is advised; provides outreach, engagement, advocacy, crisis intervention, same day referrals, and linkage to community resources to students experiencing a mental health crisis; provide support in a disciplinary review and restorative mediation process; provide training and psychoeducation.
- H. Provide access to YA to support student voice and choice as well as advocate within the system of care in accordance with COUNTY policies and procedures. Advocates support students by informing about recovery and services, providing training, advocacy, connecting to resources, experiential sharing, building community, relationship building, group facilitation, skill building, mentoring, goal setting, crisis triage and intervention, socialization, and self-esteem building. YA will also participate in shared governance of the program planning, development, and implementation of services within the schools. These staff will have personal experiences of recovery from mental health or substance use or lived experience similar to the target population and have experience navigating child welfare, juvenile probation, or special education systems.
- I. Ensure staff assuming roles of YA meet, at minimum, the qualification descriptions of COUNTY's Mental Health Assistants (MHA) I, II, III or Certified Peer positions, as described in COUNTY's Policy and Procedure Manual – Staff Registration – QM-03-07. Ensure staff assuming roles of YA is a role model for students experiencing a crisis; has direct life experience with managing crisis and/or received service from a mental health system, alcohol and drug services, child welfare, and/or juvenile justice system. Ensure YA have the ability to relate to youth and offer hope that things can get better; can provide outreach, engagement, advocacy, crisis intervention, same day referrals, and linkage to community resources; consults with the LPHA to determine the need for linkage to a Mental Health Plan (MHP) provider; supports the discipline review and restorative mediation process; provides groups, training, and mentorship.
- J. Adjust business practices to meet minimum capacity requirements. Capacity may vary throughout the fiscal year.
- K. Ensure minimum staffing levels are maintained in accordance with Exhibit C Staffing. Any changes in the staffing detail require prior written approval of the COUNTY and may require an amendment. Approved changes will be noted in an updated staffing detail. Notify COUNTY of all changes in staff and/or classification vacancies that exceed 30 days within 10 business days of change. Staff includes Executive Director, Associate Director, Clinical Director, Chief Fiscal Officer, and Medical Director.
- L. CONTRACTOR may utilize different job titles than used herein, so long as the positions fulfill the requirements herein.
- M. Develop and utilize policies and procedures that include strategies to address staff recruitment and retention.

**X. ADDITIONAL PROVISIONS**

CONTRACTOR shall:

- A. Meet with County Program Coordinator at least monthly for monitoring meetings or as requested by COUNTY.
- B. Provide other data or reports as requested by the Research Evaluation and Performance Outcomes (REPO) Unit.
- C. Participate in monthly External Utilization Reviews and all clinical or chart reviews directed by the Mental Health Plan.
- D. Provide in-kind support staff to meet the above requirements (e.g., training space, private space, etc.) on campuses.

- E. Be appropriately represented at COUNTY sponsored Provider Meetings and other work groups as established and scheduled. CONTRACTOR shall be considered notified of updates and news shared at COUNTY meetings.
- F. Participate fully in all applicable data collection and clinical and administrative activities related to the Mental Health Plan Performance Improvement Projects as they relate to CONTRACTOR program.
- G. Complete and submit all adverse incident reports, compliance and quality assurance reporting and follow-up actions within established timelines and in accordance with County policy, California Department of Education and District policies as applicable.
- H. Ensure all documentation will be completed in the CONTRACTOR approved EHR system. If using a CONTRACTOR approved EHR system, CONTRACTOR shall adhere to confidentiality as outlined in this contract.
- I. If using County EHR, ensure all charge input will be completed in COUNTY EHR for the purpose of timeliness in billing and invoicing.
- J. Work with COUNTY after year one of program implementation, to evaluate and determine sustainability, leveraging Medi-Cal claiming as appropriate in the future to support sustainability during the course of the grant cycle.
- K. Immediately report any suspected or real HIPAA incidents to COUNTY Behavioral Health Compliance Officer.
- L. Complete monthly and quarterly reports and relevant attachments and submit to the COUNTY or as requested.
- M. If using County EHR, discharge a student by the 60<sup>th</sup> day. Any exceptions should be made in coordination with the clinical supervisor and the clinical justification will be reflected in the EHR. Students needing ongoing mental health support may be linked with mental health services or other community supports and services prior to discharge. Frequency of program services provided to an individual student will be documented in a student's mental health chart. This data will be made available to the COUNTY.
- N. Complete and submit all adverse incident reports, compliance and quality assurance reporting and follow-up actions within established timelines.
- O. Provide referral and linkages as appropriate. If the student has a substance use disorder, CONTRACTOR shall make referrals to appropriate alcohol and drug resources.
- P. Identify SZS staff who will be responsible for providing or organizing training of site staff. Training will include but is not limited to crisis management, risk assessment, trauma-informed practices, etc. Provide evidence in the quarterly report that school site staff have completed such trainings.
- Q. Comply with all Policies and Procedures adopted by COUNTY to implement federal/state laws and regulations.

**COUNTY OF SACRAMENTO**

**COST REIMBURSEMENT AGREEMENT NO. 7202400-25-243**

**EXHIBIT B to Agreement  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY," and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT, hereinafter referred  
to as "CONTRACTOR"**

**COUNTY OF SACRAMENTO  
DEPARTMENT OF HEALTH SERVICES  
INSURANCE REQUIREMENTS**

**INSURANCE OR SELF-INSURANCE REQUIREMENTS FOR CONTRACTORS**

Each party, at its sole cost and expense, shall carry insurance -or self-insure- its activities in connection with this Agreement, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation, property, professional liability, cyber liability, and business automobile liability adequate to cover its potential liabilities hereunder. Each party agrees to provide the other thirty (30) days' advance written notice of any cancellation, termination, or lapse of any of the insurance or self-insurance coverages. Failure to maintain insurance as required in this Agreement is a material breach of contract and is grounds for termination of the Agreement.

## COUNTY OF SACRAMENTO

## COST REIMBURSEMENT AGREEMENT NO. 7202400-25-243

**EXHIBIT C to AGREEMENT**  
**between the COUNTY OF SACRAMENTO**  
**hereinafter referred to as "COUNTY," and**  
**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,**  
**hereinafter referred to as "CONTRACTOR"**

**BUDGET REQUIREMENTS**

**I. MAXIMUM TOTAL PAYMENT TO CONTRACTOR**

- A. The maximum financial obligation of the COUNTY under this Agreement shall not exceed **\$751,130** for the term of this agreement, which is not a guarantee sum but shall be paid only for services rendered and received. This contract is not subject to cost settlement. Following the end of the contracted term, a final cost reconciliation for non-Medi-Cal services will be completed as outlined in Section II. of this Exhibit C. Exception to Bid has been approved and is on file.
- B. Notwithstanding any other terms and provisions of this Agreement, reimbursement for services rendered from July 1 through August 31 during the term of this Agreement shall not exceed \$125,188 until the final budget is adopted by COUNTY.
- C. If CONTRACTOR exhausts the Maximum Payment Amount prior to June 30th of any applicable fiscal year, CONTRACTOR shall not receive any further compensation for that fiscal year. CONTRACTOR shall continue to operate under the terms and conditions set forth in this Agreement.
- D. CONTRACTOR shall not be reimbursed for any overhead and allocated expenses in excess of 15% of actual Salaries and Employee Benefits and Operating Expenses.

**II. COMPENSATION FOR SERVICES**

- A. In addition to Paragraph XX of this Agreement, COUNTY shall make payments on a monthly basis for services rendered during the preceding month upon the receipt of an appropriate and correct invoice for services submitted by CONTRACTOR. COUNTY shall serve as the fiscal intermediary for claiming and reimbursement for services as described in Exhibit A of this Agreement, and to act on CONTRACTOR's behalf with regard to claiming.
  1. If CONTRACTOR requires a payment in less than the agreed upon 30 days, CONTRACTOR shall submit a detailed written appeal to COUNTY substantiating the request. At the sole discretion of DIRECTOR, COUNTY may on a limited basis authorize payment to be expedited within the constraints of the COUNTY reimbursement process. Approved rush payment may incur a processing fee.
  2. CONTRACTOR shall not be reimbursed for any cost that exceeds the individual funding source amounts, and/or maximum program payment amount, as set forth in Section I. A., Maximum Payment to CONTRACTOR, of this Exhibit C, except as may be changed as stated in Section IV. B., (Budget), of this Exhibit C.
  3. For services that cannot be claimed through the COUNTY electronic billing system, CONTRACTOR shall produce an itemized monthly invoice in an amount not to exceed actual expenditures incurred during the reporting period.
- B. CONTRACTOR shall provide to COUNTY a detailed Revenue Expense Report in accordance with COUNTY's approved accounting methods and standards no later than September 30th following the end of the fiscal year.
- C. COUNTY shall conduct an annual cost reconciliation to determine the final cost of services provided under this Agreement. The cost reconciliation shall include a comparison of CONTRACTOR's final reimbursement amount with any previous payments, payment adjustments, and other relevant information related to the Agreement. COUNTY shall recoup from CONTRACTOR, or reimburse to CONTRACTOR, any overpayment or underpayment as determined by the annual cost reconciliation process.

**III. USE OF FUNDS AND PAYMENT LIMITATION**

- A. CONTRACTOR shall use the funds provided by COUNTY exclusively for the purposes of performing the services described in Exhibit A of this Agreement.
  1. CONTRACTOR shall obtain written authorization from COUNTY prior to entering into any lease, purchase agreement, or purchase in excess of \$5,000. COUNTY will respond to such requests within 30 working days.

2. CONTRACTOR shall maintain sole responsibility for any or all lease, purchase agreement(s) or purchase(s) whereby the lease, purchase agreement, or purchase exceeds the term of this Agreement. CONTRACTOR shall obtain prior written authorization from COUNTY for all costs associated with an early termination of CONTRACTOR's lease, purchase agreement or purchase.
- B. This Exhibit C shall be the basis for and limitation of payments by COUNTY to CONTRACTOR for the services described in this Agreement. COUNTY shall pay to CONTRACTOR a sum not to exceed the lesser of:
1. The amount indicated in Section I. A., Maximum Total Payment to CONTRACTOR, of this Exhibit C (this maximum payment amount by funding source may be modified in accordance with Section IV., subsection B.), or
  2. The actual gross cost of services provided under this Agreement determined in accordance with the procedures and audit provisions set forth in Paragraph XX of this Agreement and Section I. and Section II. of this Exhibit C.
- C. The Budget as described below is subject to revision upon written notice by COUNTY to CONTRACTOR as provided in this Agreement. Upon notice of revision, CONTRACTOR shall adjust services accordingly. Said revisions shall constitute an amendment to this Agreement.

#### **IV. BUDGET**

- A. At the sole discretion of COUNTY, the Maximum Total Payment to CONTRACTOR stipulated in Section I.A., identified above, may be increased or decreased by COUNTY. In the event that the Maximum Total Payment is decreased by COUNTY, COUNTY shall provide written notice to CONTRACTOR thirty (30) days before the decrease takes effect.
- B. Any requests for changes to the budget sections must be made in writing to COUNTY by CONTRACTOR prior to May 31<sup>st</sup> of the current fiscal year. Approval in writing shall constitute an amendment to the Agreement.
- C. CONTRACTOR shall not be reimbursed for the cost of any expenditure as delineated in Exhibit C Budget Section 1 titled "Salaries and Employee Benefits" that exceeds that amount set forth in Section 1 "Total Salaries and Employee Benefits." Under spent funds in this section shall not be used in any other section without prior written authorization from COUNTY.
- D. CONTRACTOR shall not be reimbursed for the cost of any expenditure as delineated in Exhibit C Budget Section 2 titled "Operating Expenses" that exceed that amount set forth in Section 2 "Total Operating Expenses". Under spent funds in this section shall not be used in any other section without prior written authorization from COUNTY.
- E. CONTRACTOR shall not be reimbursed for the cost of any expenditure as delineated in Exhibit C Budget Section 4 titled "Overhead and Allocated Costs" that exceed that amount set forth in Section 4 "Total Overhead and Allocated Costs" without prior written authorization by COUNTY under spent funds in this section shall not be used in any other section without prior written authorization from COUNTY.
- F. CONTRACTOR shall maintain sole responsibility for internal control and oversight of fiscal management practices, support financial review preparation, audit readiness, improvements in cost reporting, and record keeping practices in accordance with the Office of Management and Budget Uniform Grant Guidance, COUNTY policies and Board of Supervisors resolutions.





**EXHIBIT C BUDGET**

**Program Name:**

**Expenditure Agreement #**

Safe Zone Squad

7202400-25-243

**Contracting Agency:**

**Fiscal Year:**

Sacramento City Unified School District

2024-2025

**County Funding**

**SECTION 1**

Choose One ▾

**1. SALARIES AND EMPLOYEE BENEFITS**

One-Time/Non-Unit      Annual

a. Program Staff - Employees (FORMULA from Staffing Detail)		\$687,970.00
b. Admin Support - Employees (FORMULA from Staffing Detail)		\$9,714.00
c. Payroll Taxes		
d. Employee Benefits		
e. Program Contracted Staff (FORMULA from Staffing Detail)		\$0
<b>TOTAL PROGRAM SERVICES PERSONNEL EXPENSES (FORMULA):</b>	<b>\$0</b>	<b>\$697,684.00</b>

**SECTION 2**

**2. OPERATING EXPENSES**

Use your General Ledger if available. The following key categories should be included and can further spelled out:

a. Occupancy expenses:		
b. Office expenses:		\$3,500
c. Equipment Leases:		
d. Computer Lab and IT support:		
e. Phone and Internet Service:		
f. Travel, transportation and mileage for staff members and volunteers:		\$3,000
g. Professional services:		\$0
h. Other Operating Expenses (Explain):		\$0
i. Insurance:		
j. Training and conferences. The training budget should match your training plan		\$17,300
k. Dedicated Medi-Cal Outreach expenses (List items it includes):		\$3,277
<b>TOTAL PROGRAM SERVICES OPERATING EXPENSES (FORMULA):</b>	<b>\$0</b>	<b>\$27,077.00</b>

**SECTION 3**

**3. TOTAL PROGRAM SERVICES EXPENSES (FORMULA)**

\$0      \$724,761

**SECTION 4**

**4. OVERHEAD AND ALLOCATED COSTS**

a. Allocated Position Salaries, Benefits and Payroll Taxes. (FORMULA from Staffing Detail)		\$0
b. Other allocated expenses. Provide explanation of allocation methodology in budget narrative.		
c. Other INDIRECT expenses. Itemize and provide explanation in budget narrative.		\$26,369.00
<b>TOTAL ALLOCATED COSTS (NOT TO EXCEED 15% OF SECTION 3) (FORMULA):</b>	<b>\$0</b>	<b>\$26,369.00</b>

**SECTION 5**

**5. HOUSING AND FLEXIBLE SUPPORT**

a. Master Lease		
b. Motel/Hotel Payments		
c. Subsidies		
d. Utilities		
e. Moving Expenses/Furniture/Other Household Goods and Building Maintenance & Repair		
f. Housing Readiness: Security Deposits, Credit Repair Fees, and Housing Documentation Readiness		
g. Rent Gap		
h. Food, Clothing, Hygiene, and Necessary Medical Remedies (FSP Only)		
i. Education and Employment Resources (FSP Only)		
j. Mental Health Medications (non Medi-Cal Beneficiaries Only) and Specialized Medical Provider (FSP Only)		
k. Client Supports (FSP only): Travel/Transportation, Conference/Trainings, Other Purchased Supports, Special Events, Child Care/Respite, Translation/Interpreter. Itemize and provide explanation in budget narrative.		
<b>TOTAL HOUSING AND FLEXIBLE SUPPORT (FORMULA):</b>		<b>\$0</b>

**SECTION 5 TOTAL HOUSING AND FLEXIBLE SUPPORT COSTS: \$0**

**SECTIONS 1-4 TOTAL ANNUAL SERVICE BUDGET: \$751,130**

**AUDIT READINESS \$0**

**ONE-TIME PROPOSED BUDGET TOTALS: \$0**

**SECTION 6**

**6. TOTAL PROPOSED BUDGET (FORMULA)**

**\$751,130**

**COUNTY OF SACRAMENTO****COST REIMBURSEMENT AGREEMENT NO. 7202400-25-243**

**EXHIBIT D to Agreement  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY", and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,  
hereinafter referred to as "CONTRACTOR"**

**ADDITIONAL PROVISIONS****I. LAWS, STATUTES, AND REGULATIONS**

- A. CONTRACTOR shall abide by all applicable state, federal, and county laws, statutes, and regulations, including but not limited to the Bronzan-McCorquedale Act (Welfare and Institutions Code, Divisions 5, 6, and 9, Sections 5600 et seq., and Section 4132.44), Title 9 and Title 22 of the California Code of Regulations, Title XIX of the Social Security Act, State Department of Health Care Services (DHCS) Policy Letters, and Title 42 of the Code of Federal Regulations, Section 434.6 and 438.608, in carrying out the requirements of this Agreement.
- B. CONTRACTOR shall comply with all Policies and Procedures adopted by COUNTY to implement federal/state laws and regulations.
- C. CONTRACTOR shall comply with the requirements mandated for culturally competent services to diverse populations, including but not limited to California Code of Regulations, Title 9, Rehabilitative and Developmental Services, Division 1, Department of Mental Health, Chapter 11, Medi-Cal Specialty Mental Health Services, Subchapter 1, General Provisions, Article 4, Section 1810.410 (a-e). CONTRACTOR agrees to abide by the Assurance of Cultural Competence Compliance document, as provided by COUNTY, and shall comply with its provisions.

**II. LICENSING, CERTIFICATION, AND PERMITS**

- A. CONTRACTOR agrees to furnish professional personnel in accordance with the regulations, including all amendments thereto, issued by the State of California or COUNTY. CONTRACTOR shall operate continuously throughout the term of this Agreement with at least the minimum of staff required by law for provision of services hereunder; such personnel shall be qualified in accordance with all applicable laws and regulations.
- B. CONTRACTOR shall make available to COUNTY, on request of DIRECTOR, a list of the persons who will provide services under this Agreement. The list shall state the name, title, professional degree, and work experience of such persons.

**III. OPERATION AND ADMINISTRATION**

- A. CONTRACTOR agrees to furnish at no additional expense to COUNTY beyond the amounts identified as NET BUDGET/MAXIMUM PAYMENT TO CONTRACTOR in Exhibit C, all space, facilities, equipment, and supplies necessary for its proper operation and maintenance.
- B. CONTRACTOR, if incorporated, shall be in good standing and operate according to the provisions of its Articles of Incorporation and By-Laws. Said documents and any amendments thereto shall be maintained and retained by CONTRACTOR and made available for review or inspection by DIRECTOR at reasonable times during normal business hours.
- C. CONTRACTOR shall forward to DIRECTOR all copies of its notices of meetings, minutes, and public information, which are material to the performance of this Agreement.
- D. CONTRACTOR agrees that all materials created for public dissemination shall reflect the collaborative nature of all programs and/or projects. All program announcements, websites, brochures, and press releases shall include the Sacramento County logo, and shall adhere to the Logo Style Guide provided by COUNTY. Additionally, the program announcements, websites, brochures and press releases shall state the following language:
  - 1. If MHSA funding is present in Exhibit C of this Agreement, "This program is funded by the Division of Behavioral Health Services through the voter approved Proposition 63, Mental Health Services Act (MHSA)."

2. If MHSA funding is not present in Exhibit C of this Agreement, “This program is funded by the Sacramento County Division of Behavioral Health Services”.

3. Oral presentations shall include the above required statement.

#### **IV. CONFIDENTIALITY**

A. CONTRACTOR is subject to, and agrees to comply and require his or her employees to comply with the provisions of Sections 827, 5328, 5330, 5610 and 10850 of the Welfare and Institutions Code, Division 19-000 of the State of California Department of Social Services Manual of Policies and Procedures, Code of Federal Regulations Title 45, Section 205.50, and all other applicable laws and regulations to assure that:

1. All applications and records concerning an individual made or kept by CONTRACTOR, COUNTY, or any public officer or agency in connection with the Welfare and Institutions Code relating to any form of public social services or health services provided under this Agreement shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of such public social or health services.
2. No person will publish or disclose, or use or cause to be published, disclosed, or used, any confidential information pertaining to an applicant or recipient of services. Applicant and recipient records and information shall not be disclosed by CONTRACTOR to third parties without COUNTY’s consent or the consent of the applicant/recipient.

B. CONTRACTOR agrees to inform all of his/her employees, agents, subcontractors and partners of the above provisions and that knowing and intentional violation of the provisions of said state and federal laws is a misdemeanor.

C. CONTRACTOR is subject to, and agrees to comply when applicable, with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)(42 USC § 1320d) and regulations promulgated thereunder by the U.S. Department of Health and Human Services and other applicable laws and regulations.

#### **V. CLINICAL REVIEW AND PROGRAM EVALUATION**

A. CONTRACTOR shall permit, at any reasonable time, personnel designated by DIRECTOR to come on CONTRACTOR’s premises for the purpose of making periodic inspections and evaluations. CONTRACTOR shall furnish DIRECTOR with such information as may be required to evaluate fiscal and clinical effectiveness of the services being rendered.

B. DIRECTOR or his designee shall represent COUNTY in all matters pertaining to services rendered pursuant to this Agreement, including authorization for admission, care, and discharge of all clients for whom reimbursement is required under this Agreement.

#### **VI. REPORTS**

A. CONTRACTOR shall provide accurate and timely input of services provided in the COUNTY’s Electronic Health Record (EHR), in accordance with COUNTY’s policy, so that COUNTY can generate a monthly report of the units of service performed.

B. CONTRACTOR shall, without additional compensation therefore make further fiscal, program evaluation and progress reports as may be reasonably required by DIRECTOR or by the DHCS concerning CONTRACTOR’s activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

#### **VII. RECORDS**

A. Patient Records: CONTRACTOR shall maintain adequate patient records on each individual patient, which shall include diagnostic studies, records of patient interviews, treatment plans, progress notes, and records of services provided by various professional and paraprofessional personnel, in sufficient detail to permit an evaluation of services. Such records shall comply with all applicable federal, state, and COUNTY record maintenance requirements.

B. Service and Financial Records: CONTRACTOR shall maintain complete service and financial records, which clearly reflect the actual cost and related fees received for each type of service for which payment is claimed. The patient eligibility determination and the fees charged to and collected from patients shall also be reflected therein. Any apportionment of costs shall be made in accordance with Generally Accepted Accounting Principles (GAAP).

- C. Review, Inspection, and Retention of Records: At reasonable times during normal business hours, the DHCS, COUNTY or DIRECTOR, the appropriate audit agency of any of them, and the designee of any of them shall have the right to inspect or otherwise evaluate the cost, quality, appropriateness and timeliness of services performed and to audit and inspect any books and records of CONTRACTOR which pertain to services performed and determination of amount payable under this Agreement. Upon expiration or termination of this Agreement all patient records shall be kept for a minimum of 7 years from the date of discharge and in the case of minors, for at least 1 year after the minor patient's eighteenth birthday, but in no case less than 7 years from the date of discharge. Service and financial records shall be retained by CONTRACTOR for a minimum period of 4 years after the termination of this Agreement, or until audit findings are resolved, whichever is later.

**VIII. PATIENT FEES**

- A. The Uniform Method of Determining Ability to Pay prescribed by DHCS shall be applied when services to patients are involved, in accordance to applicable COUNTY policies and procedures.
- B. Charges for services to either patients or persons responsible shall approximate estimated actual cost.
- C. CONTRACTOR shall use the Uniform Billing and Collection Guidelines prescribed by DHCS.

**IX. AUDIT/REVIEW REQUIREMENTS**

- A. Federal OMB Audit Requirements (also known as Omni Circular or Super Circular) for Other Than For-Profit Contractors 2 CFR 200.501 requires that non-Federal entities that expend \$1,000,000 or more (from all Federal sources) in a year in Federal Awards must have an annual single or program specific Audit in accordance with the OMB requirements. 2 CFR 200.512 sets forth the requirements for filing the Audit with the Federal Audit Clearinghouse (FAC).
- B. COUNTY Requirements for Non-Profit, For-Profit, Governmental and School District Contractors  
In addition to the OMB requirements of paragraph A of this section, COUNTY requires CONTRACTOR to provide an annual Audited or Reviewed financial statement as follows:
  - 1. Annual Audited financial statements and accompanying Auditor's report and notes is required from CONTRACTOR when DHS has awarded contracts totaling \$250,000 or more for any twelve month period. The Audited financial statement shall be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and the Audit shall be performed by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards (GAAS).
  - 2. Annual Reviewed financial statements are required from CONTRACTOR when DHS has awarded contracts totaling less than \$250,000, but more than \$100,000 for any twelve month period. The Reviewed financial statement shall be prepared by an independent Certified Public Accountant in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA. Audited financial statements may be substituted for Reviewed financial statements.
  - 3. Should any audit findings be noted in the Audit or Review CONTRACTOR must submit a Corrective Action Plan with the Audit or Review detailing how the audit findings will be addressed.
  - 4. If management letters are issued by a Certified Public Accountant separate from the audit CONTRACTOR is required to provide copies to COUNTY, and submit corrective action plans to address findings or recommendations noted in the management letters.
  - 5. The annual Audited or Reviewed financial statement shall include a Summary of Auditor's Results.
- C. Term of the Audit or Review  
The Audit(s) or Review(s) shall cover the entire term of the contract(s). If CONTRACTOR'S fiscal year is different than the contract term, multiple Audits or Reviews shall be required, in order to cover the entire term of the contract.
- D. Termination  
If the Agreement is terminated for any reason during the contract period, the Audit or Review shall cover the entire period of the Agreement for which services were provided.

E. Submittal and Due Dates for Audits or Reviews

CONTRACTOR shall provide to COUNTY 1 copy of the Audit or Review, as required in this section, due six months following the end of CONTRACTOR'S fiscal year. Audit or Review shall be sent to:

Contracts Manager  
County of Sacramento  
Department of Health Services  
7001 –A East Parkway, Suite 1000C  
Sacramento, CA 95823

F. Request for Extension of Due Date

CONTRACTOR may request an extension of the due date for the Audit or Review in writing. Such request shall include the reason for the delay, a specific date for the extension and be sent to:

Contracts Manager  
County of Sacramento  
Department of Health Services  
7001 –A East Parkway, Suite 1000C  
Sacramento, CA 95823

G. Past Due Audit/Review

COUNTY may withhold payments due to CONTRACTOR from all past, current and future DHS contracts when past, current or future audits/reviews are not provided to COUNTY by due date or approved extended due date.

H. Overpayments

Should any overpayment of funds be noted in the Audit or Review, CONTRACTOR shall reimburse COUNTY the amount of the overpayment within 30 days of the date of the completion of the Audit or Review.

**X. SYSTEM REQUIREMENTS**

- A. CONTRACTOR shall adhere to the guidelines, policies and procedures issued by the County Department of Technology (DTech) for use of COUNTY computers, software, and systems.
- B. CONTRACTOR shall utilize the COUNTY'S Electronic Health Record (EHR) for all County Mental Health Plan (MHP) functions including, but not limited to, client demographics, services/charges, assessments, treatment plans and progress notes. CONTRACTOR has the right to choose not to use the COUNTY'S EHR system but must comply with all necessary requirements involving electronic health information exchange between the CONTRACTOR and the COUNTY. The CONTRACTOR must submit a plan to the COUNTY for approval demonstrating how the requirements will be met.

**XII. EQUIPMENT OWNERSHIP**

COUNTY shall have and retain ownership and title to all equipment identified to be purchased by CONTRACTOR under Exhibit C of this Agreement. CONTRACTOR shall furnish, and amend as necessary, a list of all equipment purchased under this Agreement together with the bills of sale and any other documents as may be necessary to show clear title and reasonableness of the purchase price. The equipment list shall specify the quantity, name, description, purchase price, and date of purchase of all equipment. CONTRACTOR shall make all equipment available to COUNTY during normal business hours for tagging or inventory. CONTRACTOR shall deliver all equipment to COUNTY upon termination of this Agreement.

**XIII. PATIENTS RIGHTS/GRIEVANCES**

- A. CONTRACTOR shall give to all patients written notice of their rights pursuant to and in compliance with California Welfare and Institutions Code Section 5325 et seq.; California Code of Regulations Title 9, Section 860 et seq.; Title XIX of the Social Security Act; and Title 42, Code of Federal Regulations. In addition, in all facilities providing the services described herein, CONTRACTOR shall have prominently posted in the predominant language of the community a list of the patient's rights.
- B. As a condition of reimbursement, CONTRACTOR shall provide the same level of treatment to beneficiaries served under this Agreement as provided to all other patients served.

- C. CONTRACTOR shall not discriminate against any beneficiary of services provided under this Agreement in any manner.
- D. CONTRACTOR agrees to provide a system through which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services, including affording recipients notice of adverse determination and a hearing thereon to the extent required by law.

**XIV. ADMISSION POLICIES**

CONTRACTOR's admission policies (if applicable) shall be in writing and available to the public and shall include a provision that patients are accepted for care without discrimination as described in this Agreement.

**XV. HEALTH AND SAFETY**

- A. CONTRACTOR shall maintain a safe facility.
- B. CONTRACTOR shall store and dispense medication in compliance with all applicable state, federal, and COUNTY laws and regulations.

**XVI. MANDATED REPORTING**

CONTRACTOR shall comply with the training requirements for identification and reporting of child abuse, adult, and dependent adult abuse as defined in Penal code Section 11165.7 and the Welfare and Institutions Code Section 15630-15632. All training shall be documented in an individual personnel file. CONTRACTOR shall establish procedures for paid and volunteer staff for reporting suspected child abuse cases.

**XVII. BACKGROUND CHECKS**

CONTRACTOR shall not assign or continue the assignment of any employees, agents (including subcontractors), students, or volunteers ("Assigned Personnel") who have been convicted or incarcerated within the prior 10 years for any felony as specified in Penal Code § 667.5 and/or 1192.7, to provide direct care to clients.

**XVIII. BASIS FOR ADVANCE PAYMENT**

- A. Pursuant to Government Code § 11019(c) this Agreement allows for advance payment once per fiscal year when CONTRACTOR submits a request in writing, and request is approved in writing by DIRECTOR or DIRECTOR's designee.
- B. If DIRECTOR finds both that CONTRACTOR requires advance payment in order to perform the services required by this Agreement and that the advance payment will not create an undue risk that payment will be made for services which are not rendered, DIRECTOR, or DIRECTOR's designee, may authorize, in her/his sole discretion, an advance in the amount not to exceed 10% of the "Net Budget/Maximum Payment to CONTRACTOR" as indicated in Exhibit C.
- C. In the case of Agreements with multiple-year terms, DIRECTOR or DIRECTOR's designee may authorize annual advances of not more than 10% of the "Net Budget/Maximum Payment to CONTRACTOR" for each fiscal year as indicated in the Exhibit C.
- D. CONTRACTOR's written request for advance shall include a detailed written report substantiating the need for such advance payment, and such other information as DIRECTOR or DIRECTOR's designee may require.
- E. All advanced funds shall be offset against reimbursement submitted during the fiscal year.
- F. COUNTY reserves the right to withhold the total advance amount from any invoice.

These provisions apply unless specified otherwise in Exhibit C of this Agreement

**XIX. AMENDMENTS**

- A. DIRECTOR may execute an amendment to this Agreement provided that:

1. An increase in the maximum contract amount resulting from the amendment does not exceed DIRECTOR's delegated authority under Sacramento County Code Section 2.61.100 (c) or any amount specified by Board of Supervisor's resolution for amending this Agreement, whichever is greater; and
  2. Funding for the increased contract obligation is available within the Department's allocated budget for the fiscal year.
- B. The budget attached to this Agreement as Exhibit C is subject to revision by COUNTY upon written notice by COUNTY to CONTRACTOR as provided in this Agreement. Upon notice, CONTRACTOR shall adjust services accordingly and shall within 30 days submit to DIRECTOR a revised budget. Said budget revision shall be in the form and manner prescribed by DIRECTOR and, when approved in writing, shall constitute an amendment to this Agreement.
- C. The budget attached to this Agreement as Exhibit C may be modified by CONTRACTOR making written request to DIRECTOR and written approval of such request by DIRECTOR. Approval of modifications requested by CONTRACTOR is discretionary with DIRECTOR. Said budget modification shall be in the form and manner prescribed by DIRECTOR and, when approved, shall constitute an amendment to this Agreement.

**XX. RUSSIAN ECONOMIC SANCTIONS**

Pursuant to California State Executive Order N-6-22 (Order) imposing economic sanctions against Russia and declaring support of Ukraine, County shall terminate any contract with any individual or entity that is in violation of the Order or that is subject to economic sanctions therein, and shall not enter a contract with any such individual or entity while the Order is in effect.

If the total amount of this Agreement is \$5,000,000 or more, CONTRACTOR shall provide a written report to COUNTY within 60 days of the effective date of the contract or 60 days upon request regarding compliance with economic sanctions and steps taken in response to Russia's action in Ukraine, including but not limited to, desisting from making new investments in, or engaging in financial transactions with Russia or Russian entities, and directly providing support to Ukraine, while the Order is in effect. The COUNTY shall keep the report on file as evidence of compliance with the Order.

COUNTY OF SACRAMENTO

COST REIMBURSEMENT 7202400-25-243

**EXHIBIT E to AGREEMENT  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY", and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,  
hereinafter referred to as "CONTRACTOR"**

**SCHEDULE OF FEDERAL FUNDS**

- I.  If box is checked, there are **no** Federal funds in this contract.
- II.  If box is checked, there are Federal funds in this contract. CONTRACTOR is NOT a subrecipient.
- III.  If box is checked, there are Federal funds in this contract. CONTRACTOR IS a subrecipient.

Federal funding details for this contract are as follows:

<b>A.</b>	Assistance Listing Number (ALN):	
	ALN Title:	
	Award Name and Federal Award Identification Number (FAIN):	
	Award Year:	
	Were funds awarded for research and development activities?	
	Name of the Federal awarding agency:	
	Amount in this contract:	

- IV. Total Federal Funds in this contract: \$0.00
- V. CONTRACTOR’S UEI Number is: N/A
- VI. CONTRACTOR shall comply with all Federal requirements including OMB requirements for Single Audits, in addition to COUNTY audit requirements for the purposes of contract monitoring as stated in this agreement, as applicable.
- VII. At the sole discretion of COUNTY, the dollar amount payable under each Federal funding source in paragraph III of this Exhibit may be changed upon written notice from the COUNTY to CONTRACTOR so long as payments do not exceed the maximum total payment amount in accordance with this agreement.



COUNTY OF SACRAMENTO

COST REIMBURSEMENT AGREEMENT NO. 7202400-25-243

EXHIBIT F to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,
hereinafter referred to as "CONTRACTOR"

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CONTRACTOR agrees to comply with 5 U.S.C. 1501-1508, 31 U.S.C. §1352 and 45 CFR Part 76.100 (Code of Federal Regulations), which provides that federal funds may not be used for any contracted services, if CONTRACTOR is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

I (We) certify to the best of my (our) knowledge and belief, that CONTRACTOR named below and its principals:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three (3)-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three (3)-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
5. Shall notify COUNTY within ten (10) days of receipt of notification that CONTRACTOR is subject to any proposed or pending debarment, suspension, indictments or termination of a public transaction.
6. Shall obtain a certification regarding debarment and suspension from all its subcontractors that will be funded through this Agreement.
7. Hereby agree to terminate immediately, any subcontractor's services that will be/are funded through this Agreement, upon discovery that the subcontractor is ineligible or voluntarily excluded from covered transactions by any federal department or agency.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

BY: [Signature: Janea Marking]
6D79D9C4D46A455...

DATE: 8/28/2024



**Change Order 01**

Date: August 21, 2024

Project Name: C.K. McClatchy New Softball Field and Baseball Field Improvements Project  
 Project No: 0510-470  
 DSA File No: 34-H7  
 DSA Application No: 02-121610

The following parties agree to the terms of this Change Order:

**Owner: Sacramento City USD**  
 5735 47th Ave.  
 Sacramento, CA 95824

**Contractor: Robert A. Bothman Construction, Inc.**  
 2690 Scott Boulevard  
 Santa Clara, CA 95050

**Construction Manager: Kitchell**  
 2450 Venture Oaks Way, Suite 500  
 Sacramento. CA 95833

Reference	Description	Cost	Days Ext.
	Amount of Previously Approved AED(s) Within Allowance(s)/Contingency and Approved by CBO via e-Builder	\$ 128,436.58	0
Requested by: Performed by: Reason:	PCO 26 - AC Grind Overlay District Bothman Repairs to asphalt paving for main access road and student parking lot	\$ -	0
Contract time will be adjusted as follows:			
	Original Contract Amount with Allowances:		<b>\$8,755,000.00</b>
Previous Completion Date: 8/28/2024	Amount of Previously Approved AED(s)/PCO(s):	\$	<b>128,436.58</b>
Twenty-Three 23 Calendar Days Extension (zero unless otherwise indicated)	Amount of this Change Order:	\$	-
Current Completion Date: <b>9/20/2024</b>	Revised Contract Amount After this change order:		<b>\$8,755,000.00</b>

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

**Signatures**

District: Sacramento City USD

  
Chris Ralston, Assistant Superintendent Date

\_\_\_\_\_  
Anthony Lea, Project Manager Date

Contractor: Bothman

  
Simon Murphy, Sr. Project Manager Date 8/23/2024

Construction Manager: Kitchell

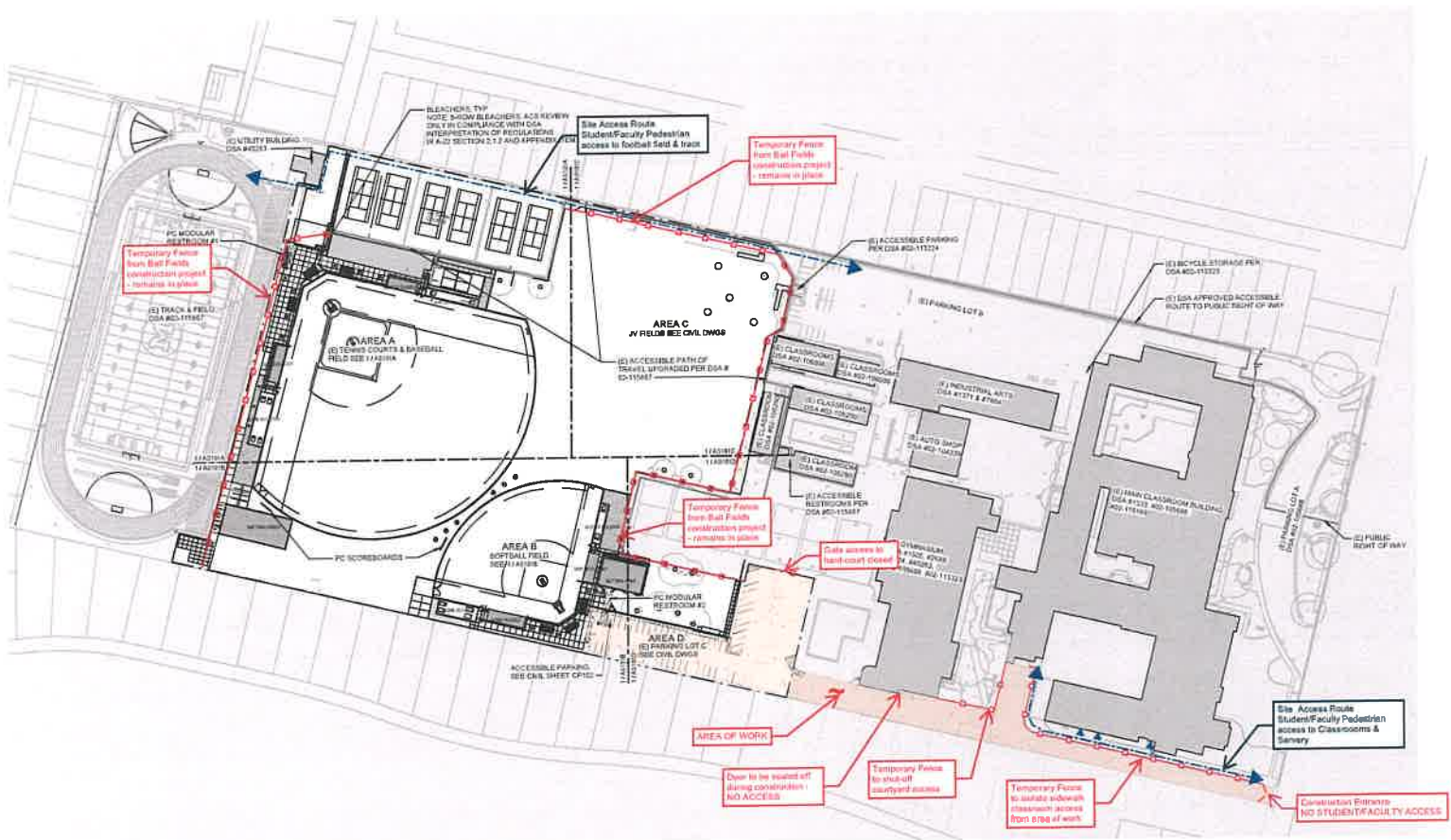
  
Ryan Wade, Project Manager Date 8/22/2024



ROBERT A.



# C.K. McClatchy High School Ballfields Project Logistics Plan - Parking Lot Re-Pave 8/19/24 - 9/20/24





# PROPOSED CHANGE ORDER & COVER SHEET

Sacramento City Unified School District  
5735 47<sup>th</sup> Ave. Sacramento, CA 95824  
(916) 643-7474 / Main number

NAME & ADDRESS OF PROJECT: CK McClatchy HS Ball Fields SCUSD PROJECT: 0510-470  
3066 Freeport Blvd, Sacramento, CA 95818

PCO NUMBER: 26

DSA NUMBER: 02-121610

NAME & ADDRESS OF ENTITY: Robert A Bothman Construction  
2990 Lava Ridge Ct, Roseville, CA

ARCHITECT: Lionakis

Entity proposes to change the Contract as follows:

Includes: Grind and overlay 1.5" asphalt section over existing asphalt. Budget to fully remove & replace (20) 10'x10' squares of damaged asphalt, including base rock touchup and full asphalt sections in these locations below the overlay. Re-stripe to match existing layout, including wheel stops.

Excludes: any and all re-grading work, including verifying existing asphalt slopes to drain. repairing or re-setting utility boxes. NOTE: (n) asphalt will drain the same as existing

(Reference Document (RFP,RFI, CCD # \_\_\_\_\_))

## PROPOSED ADJUSTMENTS

The proposed basis of adjustment to the Contract Sum is:

X \_\_\_\_\_ Lump Sum (Increase/Decrease) of \$210,178.86  
\_\_\_\_\_ Unit Price of \$ \_\_\_\_\_ per \_\_\_\_\_ with costs Not to Exceed \_\_\_\_\_  
\_\_\_\_\_ Time & Materials, Not to Exceed \$ \_\_\_\_\_ Actual \$ \_\_\_\_\_

The proposed adjustment, if any, an increase of 14 days. A decrease of \_\_\_\_\_ days.

Signature by the Entity indicates the Entity's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Proposed Change Order as full and complete satisfaction of any direct or indirect additional cost incurred by Entity in connection with performance of the proposed change work.

**ACCEPTED**

DATE: 7/18/24

Robert A Bothman Construction

ENTITY (Typed Name)

Digitally signed by Simon Murphy  
DN: cn=Simon Murphy, o=Bothman Construction, ou=Bothman Construction, email=Simon.Murphy@bothmanconstruction.com, c=US  
Date: 2024.07.18 10:01:57 -0700

(Signature)

Simon Murphy, Sr. Project Manager

(Print Name)

**POTENTIAL CONTINGENCY DRAW**

Sacramento City Unified School District  
 5735 47th Avenue  
 Sacramento, CA 95824  
 Project: CK McClatchy HS Ball Fields  
 Bid No.: 0510-470  
 RFI No.: N/A

<b>PCD NO.:</b>
26

Date: 7/18/24  
 DSA File No: 02-121610  
 DSA Appl. No.: 02-121610

Developer hereby submits for District's review and evaluation this Potential Contingency Draw ("PCD"), submitted in accordance with and subject to the terms of the Contract Documents, including but not limited to Sections 17.5.2 through 17.5.6 of Exhibit D to the Facilities Lease. Any spaces left blank below are deemed no change to cost or time.

Developer understands and acknowledges that documentation supporting Developer's PCD must be attached and included for District review and evaluation. Developer further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCD, shall result in a rejected PCD.

	<b>WORK PERFORMED OTHER THAN BY DEVELOPER</b>	<b>ADD</b>	<b>DEDUCT (Do Numbers as Negatives)</b>
(a)	<b>Material</b> (attach suppliers' invoice or itemized quantity and unit cost plus sales tax @8.75%)	\$0.00	
(b)	<b>Add Labor</b> (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	\$162,360.00	
(c)	<b>Add Equipment</b> (attach suppliers' invoice)	\$0.00	
(d)	<b>Subtotal</b>	<b>\$162,360.00</b>	
(e)	<b>Add overhead and profit for any and all tiers of Subcontractor</b> , the total not to exceed ten percent (10%) of Item (d)	\$16,236.00	
(f)	<b>Subtotal</b>	<b>\$178,596.00</b>	
(g)	<b>Add General Conditions Cost</b> , (if Time is Compensable) (Attach supporting documentation)	\$0.00	
(h)	<b>Subtotal</b>	<b>\$178,596.00</b>	
(i)	<b>Add Overhead and Profit for Developer</b> not to exceed (5%) of Item (h)	\$8,929.80	
(j)	<b>TOTAL</b>	<b>\$187,525.80</b>	
(k)	<b>Time</b> (zero unless indicated; "TBD Not Permitted)		14 Calendar Days

	<b>WORK PERFORMED BY DEVELOPER</b>	<b>ADD</b>	<b>DEDUCT (Do Numbers as Negatives)</b>
(a)	<b>Material</b> (attach itemized quantity and unit cost plus sales tax)	\$928.63	
(b)	<b>Add Labor</b> (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	\$17,345.68	
(c)	<b>Add Equipment</b> (attach suppliers' invoice)	\$1,424.00	
(d)	<b>Add General Conditions Cost</b> , (if Time is Compensable) (Attach supporting documentation)	\$0.00	
(e)	<b>Subtotal</b>	<b>\$19,698.31</b>	
(f)	<b>Add Overhead and Profit for Developer</b> not to exceed Spell Out Percent percent (15%) of Item (E)	\$2,954.75	
(g)	<b>Subtotal</b>	<b>\$22,653.06</b>	
	<b>GRAND TOTAL</b>	<b>\$210,178.86</b>	
(h)	<b>Time</b> (zero unless indicated; "TBD Not Permitted)		14 Calendar Days

The undersigned Developer approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Developer knows are false are at the sole risk of Developer and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of Developer's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Developer is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

**SUBMITTED BY:**

Developer Simon Murphy, Sr. Project Manager

Date: 7/18/2024

**Project Name:** McClatchy Ball Fields

PCO 26

**Description:**

**Includes:** Grind and overlay 1.5" asphalt section over existing asphalt. Budget to fully remove & replace (20) 10'x10' squares of damaged asphalt, including base rock touchup and full asphalt sections in these locations below the overlay. Re-stripe to match existing layout, including wheel stops.  
**Excludes:** any and all regrading work, including verifying existing asphalt slopes to drain. repairing or re-setting utility boxes. NOTE: (n) asphalt will drain the same as existing

CM Request

LABOR	Hours	S.T. Rate	Subtotal	Hours	O.T. Rate	Subtotal	Hours	D.T. Rate	Subtotal	Extended Amounts
Carpenter Foreman		\$144.11			\$184.86			\$225.62		
Carpenter		\$136.70			\$173.75			\$210.80		
Cement Mason Foreman		\$111.38			\$143.54			\$175.69		
Cement Mason		\$104.86			\$133.75			\$162.64		
Laborer Foreman		\$ 95.93			\$122.54			\$149.15		
Laborer	80.0	\$ 93.08	\$7,446.42		\$118.27			\$143.46		\$7,446.42
Operator Foreman	80.0	\$123.74	\$9,899.26		\$161.46			\$199.19		\$9,899.26
Operator		\$118.46			\$153.54			\$188.62		
Site Superintendent		\$149.12			\$192.38			\$235.64		
General Superintendent		\$153.61			\$205.99			\$258.36		
Project Engineer		\$ 99.06			\$137.77			\$176.48		
Project Manager		\$167.25			\$233.29			\$299.32		
<b>A - LABOR TOTAL</b>		<b>\$17,345.68</b>								<b>\$ 17,345.68</b>

EQUIPMENT	Units/Hours	Rate	Extended Amounts
		-	
Skid steer	16.0	\$51.00	\$816.00
Vibroplate	16.0	\$38.00	\$608.00
<b>B - EQUIPMENT TOTAL</b>			<b>\$1,424.00</b>

MATERIALS*	No. Units	Unit Cost	Extended Amounts
Aggregate Base* (tons)	34	\$25.00	\$850.00
* for touch-up at (20) dig-outs			
<b>C - MATERIAL TOTAL*</b>			<b>\$928.63</b>
*CA Sales Tax =	9.25%		

SUBCONTRACTOR	Contract Amount	Extended Amounts
Demo - Spot Removal at Damaged Area (20) each 10' x 10' square removals	\$8,997.00	\$8,997.00
Grind & Overlay - 1.5" section	\$128,112.00	\$128,112.00
Deep Lift Pave Sections (20) each 10' x 10' x 6" deep	\$22,700.00	\$22,700.00
Restripe inc. Wheel stops	\$18,787.00	\$18,787.00
<b>D - SUB-CONTRACT TOTAL</b>		<b>\$178,596.00</b>

ADDED PERCENTAGE (SEE SPECIFICATIONS)	BOX	Mark-Up %	Totals With Mark-Up
Total Cost of Labor	A	15%	\$19,947.53
Total Cost of Equipment	B	15%	\$1,637.60
Total Cost of Material	C	15%	\$1,067.92
Total Cost of Subcontractors	D	5%	\$187,525.80
<b>TOTAL OF THIS REPORT</b>			<b>\$210,178.85</b>

CONSOLIDATED ENGINEERING INC.

July 17, 2024

Agency: Robert A Bothman

Address: 2690 Scott Blvd  
Santa Clara, Ca 95050  
Attention: Davis Ho

#VALUE!

Project Name: Bothman Mcclatchey  
CEI Change Order Request: # 1  
CEI Project No.: 24-0416

Mr. Ho,

We request a change order for the following items: pricing for the additional work requested ~~1. 290 LF of 4' wide HMA pathway 3" thick~~  
~~Bothman to demo and prepare sub grade for paving.~~ 2. 60,150 SF of 1.5" mill and overlay. New speed bumps are included in CEI price.  
old speed bumps will not be salvageable

Item #	Description	Contractor	Qty	Unit	Rate	Total
<del>1</del>	<del>290'x4' tennis court walkway</del> PRICED UNDER A SEPARATE COVER	<del>CEI</del>	<del>1</del>	<del>LS</del>	<del>\$15,360.00</del>	<del>\$15,360.00</del>
2	60,190 SF 1.5" mill and fill, new speed bumps included	CEI	1	LS	\$128,112.00	\$128,112.00
3	deep lift (20) 10'x10' areas 6" depth. Saw cut and removal by others	CEI	1	LS	\$22,700.00	\$22,700.00

Ten (10) Anticipated days to be added to the construction progress schedule due to work contained

Change Order Qualifications:

\*\*\* Any work not specifically defined in this COR, should be considered excluded.

Upon Acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Consolidated Engineering Inc. is to proceed with the above changes in scope. If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Consolidated Engineering Inc.

*Casey Curtin*  
Casey Curtin  
President  
Consolidated Engineering Inc.

Quotation Accepted By:  
Name of Agency

By: \_\_\_\_\_  
Date: \_\_\_\_\_







CLEARING AND DEMOLITION

### PROPOSED CHANGE ORDER

To:  
RA Bothman

PCO: 4  
Date: 7/12/2024  
Job: McClatchy Softball and Baseball Fields

**We propose to furnish all labor, equipment, and materials necessary to complete Selective Demolition for McClatchy Softball and Baseball Fields as follows:**

Sawcut and remove damaged asphalt firelane areas.  
Price is for 20 each 10'x10' squares of pavement.

\$8,997

**Exclusions and Work to be Performed By Others:**

Any required permits or bonds. Air quality notification, testing, or abatement of hazardous or contaminated waste or soil. Temporary construction fencing/security. All-weather access to work. Demolition work not noted or drawn on demolition sheets. Dust protection of areas outside of limit of work. Overtime or off-hours work. Buried or hidden debris. Backfill/compaction of excavations. Safe-off of utilities. Utility location or potholing. Saw cutting or removal of underground utilities other than listed above. Layout. Adhesive removal or floor prep. Sod stripping. Construction water and power. Shoring. Pavement subgrade removal. Disposal of unrecyclable concrete/asphalt. SWPPP BMP's and maintenance. Traffic control or traffic control plan.

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized

Signature

Steve Hay

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

This proposal may be withdrawn if not accepted within 30 days.

DON LAWLEY COMPANY, INC PO Box 31807 STOCKTON CA 95213 PHONE (209) 456-1185 FAX (209) 780-1972  
CSLB 621509 DIR 1000003843 SBE(MB) 1799710



# CHANGE ORDER # 2

ESTIMATE #: 24-82H

SIERRA TRAFFIC MARKINGS, INC.  
 9725 Del Road Suite B Roseville, Ca. 95747  
 (916) 774-9080 Office (916) 774-9088 Fax

Date 7/16/2024

**TO**

Robert A. Bothman, Inc.  
 2690 Scott Blvd  
 Santa Clara, CA 95050

Attn: Davis Ho  
 Office: 408-279-2277  
 Fax: 408-279-2281  
 Customer E-mail: dho@bothman.com

PROJECT NAME:	McClatchy Softball & Baseball
PROJECT ADDRESS:	
CITY:	Sacramento, CA
CUSTOMER JOB #:	24-301
AUTHORIZED BY:	Hunter Davis

The original contract agreement between Sierra Traffic Markings, Inc. and the contractor named above is here by modified and amended by the following deviations from the original contract.

**DESCRIPTION OF CHANGE OR MODIFICATION**

ITEM	QTY	UNIT	DESCRIPTION	TOTAL
			CHANGE ORDER #2	
	1	LS	MCCLATCHY GRIND & OVERLAY AREA STRIPING & WHEELSTOPS PER EXISTING	18,787.00
	6	EA	ADA Parking Stall (36" x 36" Symbol On Blue Background)	
	5	EA	ADA Crosshatch Area With 12" "NO PARKING" with Blue Outline	
	89	EA	Parking Stall (Single Line White)	
	2	EA	Crosshatched Crosswalk	
	5	EA	Crosshatch Area	
	25	EA	Parallel Stall	
	1	EA	Large Crosshatch Area	
	4	EA	Directional Arrow	
	1	EA	8' STOP Legend w/ 12" Limit Line	
	2	EA	Paint Speed Bump Yellow	
	160	LF	Detail 21	
	746	LF	Red Curb / Line with NO PARKING FIRE LANE Stenciling	
	60	LF	Green Curb	
	34	EA	4' Concrete Wheelstops (Provide & Install) (6 Painted Blue)	
*****CONTINUES ONTO NEXT PAGE*****				

**CHANGE ORDER TOTAL**

It is mutually agreed that for such change the contract price is increased by  
 All provisions of the original contract and agreement shall remain in full force and effect, without change because of above deviations. All change orders must be approved before Sierra Traffic Markings can complete any additional work requested or required. Upon approval of all changes above, please sign, date and return back Sierra Traffic Markings, Inc..

Thank You,  
 Sierra Traffic Markings, Inc.

Upon Approval Please Sign Below

Authorized Name & Signature	Date Accepted
Robert A. Bothman, Inc. 2690 Scott Blvd Santa Clara, CA 95050	



# CHANGE ORDER # 2

SIERRA TRAFFIC MARKINGS, INC.  
 9725 Del Road Suite B Roseville, Ca. 95747  
 (916) 774-9080 Office (916) 774-9088 Fax

ESTIMATE #:	24-82H
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Date 7/16/2024

**TO**

Robert A. Bothman, Inc.  
 2690 Scott Blvd  
 Santa Clara, CA 95050

Attn: Davis Ho  
 Office: 408-279-2277  
 Fax: 408-279-2281  
 Customer E-mail: dho@bothman.com

**PROJECT NAME:**

McClatchy Softball & Baseball

**PROJECT ADDRESS:**

**CITY:**

Sacramento, CA

**CUSTOMER JOB #:**

24-301

**AUTHORIZED BY:**

Hunter Davis

The original contract agreement between Sierra Traffic Markings, Inc. and the contractor named above is here by modified and amended by the following deviations from the original contract.

### DESCRIPTION OF CHANGE OR MODIFICATION

ITEM	QTY	UNIT	DESCRIPTION	TOTAL
			NOTE: This Change Order INCLUDES the Following Items: A) 1 Additional Mobilization  NOTE: This Change Order EXCLUDES the Following Items: A) Removal of Existing Striping / Wheelstops  For questions or concerns regarding this change order please contact Hunter Davis at 916-622-2923 (cell) or hunter@sierratrafficmarkings.com	
<b>CHANGE ORDER TOTAL</b>				<b>\$18,787.00</b>

It is mutually agreed that for such change the contract price is increased by **\$18,787.00**  
 All provisions of the original contract and agreement shall remain in full force and effect, without change because of above deviations. All change orders must be approved before Sierra Traffic Markings can complete any additional work requested or required. Upon approval of all changes above, please sign, date and return back Sierra Traffic Markings, Inc..

Thank You,  
 Sierra Traffic Markings, Inc.

Upon Approval Please Sign Below

Authorized Name & Signature Robert A. Bothman, Inc. 2690 Scott Blvd Santa Clara, CA 95050	Date Accepted
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# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item#13.1b

**Meeting Date:** September 19, 2024

**Subject:** Approve Contracts Report >\$15,000

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

**Division:** Business Services

**Recommendation:** Recommend approval of items submitted.

**Background/Rationale:**

**Financial Considerations:** See attached.

**LCAP Goal(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy, Engaged Students; Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Contracts Reports > \$114, 500

**Estimated Time of Presentation:** N/A

**Submitted by:** Janea Marking, Chief Business Officer

Tina Alvarez Bevens, Contract Analyst

**Approved by:** Lisa Allen, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
Contracts Report >\$15,000

Requisition	Vendor Name	Requisition Type	Department/School	Director/Instr. Asst. Supt.	Cabinet Member	New Contract?	Term	Description	Funding Resource	Resource Code	Amount	PRC Approved
SA25-00241	Solution Tree	Service Agreement	Academic Office	Yvonne Wright	Yvonne Wright	No	7/1/24-6/30/25	YEAR 3 of 3 for professional learning, products and services	General	0000	\$543,950.00	9/9/2024
SA25-00344	Collaborative Learning Solutions	Service Agreement	Youth Development	Manpreet Kaur	Yvonne Wright	Yes	7/1/24-6/30/25	Consultation and technical assistance with disproportionality and significant disproportionality	Spec Ed-IDEA Early Interv Svs	3312	\$420,600.00	9/9/2024
SA25-00016	Core Districts	Service Agreement	Academic Office	Yvonne Wright	Yvonne Wright	Yes	7/1/24-6/30/25	Provide improvement assistance to the Superintendent, the District's working Cabinet and Board.	General	0000	\$198,375.00	9/9/2024
SA24-00744	Crowe	Service Agree	Business Services	Janea Marking	Janea Marking	No	7/1/24-6/30/25	Amendments No. 1 and 2 for GASB 34 Conversion and additional billing in accordance with 2023 audit engagement letter <b>Total increase: \$20,500</b>	General	0000	\$183,500.00	9/9/2024
SA25-00353	Niti Sharma	Service Agreement	Accounting	Cindy Tao	Janea Marking	Yes	9/1/24 - 6/30/25	Independent Contractor for Business Services Accounting and Budget Dept.	General	0000	\$150,000.00	9/9/2024
R25-01587	N2Y LLC	Purchase Order	Special Education	Geovanni Linares	Yvonne Wright	Yes	8/04/24-8/03/25	Unique Learning curriculum license subscription renewal	Special Education	6500	\$148,340.95	9/9/2024
R25-01578	CDW	Purchase Order	Academic Office	Mikila Fetzer	Yvonne Wright	Yes	9/1/24-9/1/27	Good Workspace for Education Multi-Year (3) YR pay	Learning Recovery Emergency Block Grant	7435	\$129,116.00	9/9/2024
SA25-00354	Law Offices of Mark T. Harris	Service Agreement	Admin-Legal Counsel	Mary Hardin Young	Mary Hardin Young	Yes	7/1/24-6/30/25	Provide SCUSD legal counsel with respect to social justice and civil rights matters.	General	0000	\$125,000.00	9/9/2024
SA25-00275	Food Literacy	Service Agreement	Youth Development	Manpreet Kaur	Mary Hardin Young	Yes	7/1/24-6/30/25	Inspire kids to eat their vegetables, teach children in the low-income ES', cooking, nutrition, gardening and active play to improve their health, environment and economy.	ASES	6010	\$112,000.00	9/9/2024
R25-01509	Global Equipment Co	Purchase Order	Facilities	Chris Ralston	Janea Marking	Yes	7/1/24-6/30/25	Ten (10) mobile Generac light towers for sports fields. Omnia contract #R211402	Ongoing Maintenance	8150	\$96,907.89	9/9/2024
SA25-00335	Leaders of Tomorrow	Service Agreement	Youth Development	Manpreet Kaur	Mary Hardin Young	No	6/24/24-7/26/24	Provide summer enrichment activities to various SCUSD sites supporting SummerMatters program. To pay final invoices from SA24-00835	Expanded Learning	2600	\$94,080.00	9/9/2024
SA25-00330	Dream Enrichment Classes	Service Agreement	Youth Development	Manpreet Kaur	Yvonne Wright	Yes	7/1/24-6/30/25	Provide programming and services around movement that honors the mind, body and spirit through the use of visual and performing arts during after school program at various SCUSD sites.	ASES / Expanded Learning	6010 / 2600	\$86,800.00	9/9/2024
R25-01591	Texthelp, Inc	Purchase Order	Academic Office	Erin Hanson	Yvonne Wright	Yes	9/27/24-9/27/25	12-month District renewal subscription to OrbitNote and Read& Write	LCFF 15% Concentration	0006	\$82,741.84	9/9/2024
R25-01542	Open Text, Inc	Purchase Order	Technology Services	Tim Rocco	Tin Rocco	Yes	12/31/24-12/30/25	Open Text license and maintenance renewal	General	0000	\$79,985.04	9/9/2024
SA25-00347	Empowering Possibilities	Service Agreement	Youth Development	Manpreet Kaur	Mary Hardin Young	No	6/24/24-7/26/24	Provide summer enrichment activities to Mark Twain ES supporting SummerMatters program. To pay final invoices from SA24-00831	ASES / Expanded Learning	6010 / 2600	\$62,720.00	9/9/2024
SA25-00338	YMCA	Service Agreement	Youth Development	Manpreet Kaur	Mary Hardin Young	No	6/24/24-7/26/24	Provide summer enrichment activities to Leataata Floyd supporting SummerMatters program. To pay final invoices from SA24-00838	Expanded Learning / 21st Century Comm	2600 / 4124	\$56,213.17	9/9/2024

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Contracts Report >\$15,000**

Requisition	Vendor Name	Requisition Type	Department/School	Director/Instr. Asst. Supt.	Cabinet Member	New Contract?	Term	Description	Funding Resource	Resource Code	Amount	PRC Approved
SA25-00339	HMC Architects	Service Agreement	Facilities	Chris Ralston	Janea Marking	Yes	8/1/24 - 9/17/25	Add four (4) level 2 charges and one (1) single for the Bus Electrification and Site Improvements at Transportation	Measure H	9809	\$52,500.00	9/9/2024
R25-00820	J.L. and/or C.R. (Parents)	Blanket Purchase Order	Special Education	Geovanni Linares	Yvonne Wright	Yes	6/06/24-08/19/26	Settlement Agreement between J.L. and C.R "Parents" on behalf of their child, and the District for educational services fund.	Special Education	6500	\$50,000.00	9/9/2024
SA25-00345	Armand Perez dba AP Construction Services	Service Agreement	Facilities	Chris Ralston	Janea Marking	Yes	9/9/24-3/31/25	DSA Inspection and administration services for the JFK Swimming Pool Upgrade project	Measure Q	9808	\$46,900.00	9/9/2024
SA25-00272	Sistabees	Service Agreement	Youth Development	Manpreet Kaur	Yvonne Wright	Yes	7/1/24-6/30/25	Provide safe, inclusive spaces for young women and females of color to connect, learn and celebrate at various SCUSD sites.	ASES / Expanded Learning	6010 / 2600	\$43,648.00	9/9/2024
SA25-00352	Dwight Taylor Sr	Service Agreement	Umoja	LuTisha Stockdale	Yvonne Wright	Yes	9/3/24-6/12/25	Speaking/facilitating workshop for 53 Umoja student interventions / support sessions	ESSA, Comp Suprt & Imp	3182	\$39,909.00	9/9/2024
SA25-00166	Everyday Speech LLC	Service Agreement	Special Education	Geovanni Linares	Yvonne Wright	Yes	7/1/24-6/30/25	24-25 Renewal of Social Communication Curriculum and Social Emotional Learning Licenses	Special Education	6500	\$39,329.16	9/9/2024
SA25-00271	Nexplore LLC	Service Agreement	Youth Development	Manpreet Kaur	Yvonne Wright	Yes	7/1/24-6/30/25	Support the development of confidence, empathy, self-awareness and interpersonal skills for students at David Lubin, Matsuyama and SES	Expanded Learning	2600	\$39,000.00	9/9/2024
SA25-00368	Victory 4 Youth	Service Agreement	Youth Development	Manpreet Kaur	Yvonne Wright	Yes	7/1/24 - 6/30/25	Supports the development of confidence, empathy, self-awareness and interpersonal skills	Expanded Learning	2600	\$39,000.00	9/9/2024
RT25-00010	Textbook Warehouse	Purchase Order	Library/Textbook Servi	Erin Hanson	Yvonne Wright	Yes	7/1/24-6/30/25	ELD workbooks	Lottery/Instructional Materials	6300	\$35,001.19	9/9/2024
R25-00373	Yasmine, Inc	Blanket Purchase Order	Equity, Access & Excel	David Parsh	Yvonne Wright	Yes	7/1/24-6/30/25	Referee fees for District sports SY2024-25	LCFF District Wide Support	0011	\$34,000.00	9/9/2024
R25-01488	K.C. (Parent)	Blanket Purchase Order	Special Education	Geovanni Linares	Yvonne Wright	Yes	7/10/24-08/10/25	Settlement Agreement between K.C. "Parent" on behalf of her child, and the District for educational services fund.	Special Education	6500	\$34,000.00	9/9/2024
R25-01714	Geary Pacific Corporation	Purchase Order	Facilities	Chris Ralston	Janea Marking	Yes	8/28/24-6/30/25	Emergency HVAC heat pump order for Alice Birney Public Waldorf School to reduce Co2 emissions	Measure H	9809	\$31,828.92	9/9/2024
R25-00179	Transtraks	Blanket Purchase Order	Transportation Service	Ron Hill	Janea Marking	Yes	7/1/24-6/30/25	Transportation data management during SY2024-25	Transportation/Special Education Transportation	0723/0724	\$31,500.00	9/9/2024
R25-01487	A.G. (Parent)	Blanket Purchase Order	Special Education	Geovanni Linares	Yvonne Wright	Yes	7/03/24-12/31/26	Settlement Agreement between A.G. "Parent" on behalf of her child, and the District for educational services fund.	Special Education	6500	\$31,250.00	9/9/2024
SA25-00332	The Hawk Institute	Service Agreement	Umoja	Jerad Hyden	Yvonne Wright	Yes	9/1/24-5/30/25	Weekly academic intervention, monthly on campus haircuts for students, Saturday academy on designated Saturdays during program duration	ESSA, Comp Suprt & Imp	3182	\$30,000.00	9/9/2024
R25-01435	DFS Flooring, LP	Purchase Order	Facilities	Chris Ralston	Janea Marking	Yes	7/1/24-6/30/25	Carpet tile for Serna Center conference rooms	Ongoing Maintenance	8150	\$25,138.49	9/9/2024
R25-00488	All West Coachlines	Blanket Purchase Order	John F. Kennedy HS	Tuan Duong	Yvonne Wright	Yes	7/1/24-6/30/25	Charter bus transportation for sports programs during SY2024-25	General	0000	\$25,000.00	9/9/2024
SA25-00362	Learning Pathways	Service Agreement	Special Education	Geovanni Linares	Yvonne Wright	Yes	7/1/24-6/30/25	IEE-Psycho Educational Assessment	Special Education	6500	\$24,900.00	9/9/2024

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
Contracts Report >\$15,000

Requisition	Vendor Name	Requisition Type	Department/School	Director/Instr. Asst. Supt.	Cabinet Member	New Contract?	Term	Description	Funding Resource	Resource Code	Amount	PRC Approved
R25-01376	All West Coachlines	Blanket Purchase Order	Rosemont HS	Tuan Duong	Yvonne Wright	Yes	7/1/24-6/30/25	Charter bus transportation for sports programs during SY2024-25	General	0000	\$24,000.00	9/9/2024
R25-01442	All West Coachlines	Blanket Purchase Order	Hiram Johnson HS	Jerad Hyden	Yvonne Wright	Yes	7/1/24-6/30/25	Charter bus transportation for sports programs during SY2024-25	General	0000	\$24,000.00	9/9/2024
SA25-00158	Michelle Pledger dba Living for Liberation	Service Agreement	Academic Office	Yvonne Wright	Yvonne Wright	Yes	8/14/24-8/15/24	Pre-Service Keynote; 4-separate interactive keynotes. INCREASE of \$1,124.21 for travel expenses	General	0000	\$23,124.21	9/9/2024
R25-00366	Curriculum Associates, Inc	Purchase Order	Parkway Elementary	Aprille Shafto	Yvonne Wright	Yes	7/1/24-6/30/25	i-Ready Math and Reading Site license subscription for SY2024-25	IASA-Title I Basic Grants-Low	3010	\$21,155.00	9/9/2024
R25-00913	R.D. (Parent)	Blanket Purchase Order	Special Education	Geovanni Linares	Yvonne Wright	No	9/28/21-9/28/24	Settlement Agreement between R.D. "Parent" on behalf of her child, and the District for educational related services.	Special Education	6500	\$20,000.00	9/9/2024
R25-01305	Complete Building & Office Cleaning	Purchase Order	Facilities	Chris Ralston	Janea Marking	Yes	7/1/24-6/30/25	Chavez/Kemble new campus cleaning	Measure H	9809	\$20,000.00	9/9/2024
R25-01555	All West Coachlines	Blanket Purchase Order	Luther Burbank HS	Tuan Duong	Yvonne Wright	Yes	7/1/24-6/30/25	Charter bus transportation for sports programs during SY2024-25	General	0000	\$20,000.00	9/9/2024
SA25-00029	Grace Fa'avesi	Service Agreement	Foster Youth	Jacqueline Garne	Yvonne Wright	Yes	7/1/24-6/30/25	Provide TUPE prevention and education, youth leadership development and family engagement through implementation of the Bloom Leadership at HJHS, JFK, LBHS and Health Professions HS	TUPE-Grds 6-12 Cohort M Tier 2	6695	\$20,000.00	9/9/2024
SA25-00379	University Enterprises	Service Agreement	Human Resources	Cancy McArn	Cancy McArn	No	7/1/23 - 6/30/25	Focus group cert personnel recruitment	Educator Effectiveness	6266	\$19,919.62	9/9/2024
SA25-00254	Sierra Nevada Journeys	Service Agreement	Bowling Green Chacor	Sylvia Silva-Torre	Yvonne Wright	No	10/11/23-5/29/24	Three six-week long sessions for 1st-6th grade	Expanded Learning	2600	\$18,000.00	9/9/2024
R25-01516	Lightspeed Technologies	Purchase Order	Special Education	Geovanni Linares	Yvonne Wright	Yes	7/1/24-6/30/25	Instructional audio devices for the classroom	Special Education	6500	\$17,808.45	9/9/2024
SA25-00320	Create Professional	Service Agreement	Isador Cohen	Enrique Flores	Yvonne Wright	Yes	7/1/24-6/30/25	Professional development for Middle Eastern and Afghan Experience C.R.E.A.T.E.	ESSA, Comp Suprt & Imp	3182	\$15,500.00	9/9/2024
SA25-00366	Parent Teacher Home Visits	Service Agreement	Parent Engagement	Dr. Kelley Odipo	Mary Hardin Young	Yes	7/1/24-6/30/25	PTHV introductory training	Home Visits (Title I)	3017	\$15,300.00	9/9/2024
SA25-00324	SAC Cnty Sheriff Off Duty Employment	Service Agreement	Safe Schools	Ray Lozada	Mary Hardin Young	Yes	7/1/24 - 6/30/25	Law enforcement will provide coverage during large events such as graduations, games, dances, etc	General	0000	\$15,000.00	9/9/2024





## Solution Tree Purchase Agreement

Effective June 17, 2022, Solution Tree Inc. ("Solution Tree"), located at 555 N. Morton St., Bloomington, IN 47404, and Sacramento City Unified School District ("Customer") located at 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824 agree as follows:

- Summary of Products and Services:** The Customer will purchase Solution Tree products and services ("Services") centered around PLC at Work® ("PLC at Work®") and project administration services ("Project Administration Services") according to the following schedule:

<b>Products and Services: Year 1 2022-2023</b>	
School Services (\$308,000.00 per school)	\$616,000.00
Project Administration	\$61,600.00
<b>Year 1 Total</b>	<b>\$677,600.00</b>

<b>Products and Services: Year 2 2023-2024</b>	
School Services (\$299,250.00 per school)	\$598,500.00
Project Administration	\$59,850.00
<b>Year 2 Total</b>	<b>\$658,350.00</b>

<b>Products and Services: Year 3 2024-2025</b>	
School Services (\$247,250.00 per school)	\$494,500.00
Project Administration	\$49,450.00
<b>Year 3 Total</b>	<b>\$543,950.00</b>

- Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due for year 1 plus any applicable taxes upon execution of this agreement. Customer will provide Solution Tree with additional purchase orders for years 2 and 3 at least 30 days prior to the start of the upcoming year's services. Each year upon receipt of the purchase order for the upcoming year, Solution Tree will invoice Customer for a non-refundable deposit of 20% of the total amount due, for the Project Administration Services, and for any products or services for which it customarily requires up-front payment. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. Solution Tree will invoice monthly for all subsequent work. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge as allowed by law.
- Project Administration Services:** Solution Tree will match each School with a certified PLC at Work® Associate ("Coach") who will coordinate the Services for the assigned School. Solution Tree will assign a Project Lead ("Project Lead") to oversee the Coaches, and a Project Administrator to coordinate the internal Solution Tree team, the Project Lead, and Coaches. This Project Administration Team will monitor, assess, and report on the School Services and will provide periodic feedback to the Customer.
- School Plans:** Each School will have its own Plan ("School Plan"), a sample of which is attached as Exhibit A, that will be collaboratively developed based on a thorough progress report at the beginning



of the project. The School Plan will include PLC at Work® Services, and other topics based on need (i.e. mathematics, school culture, behavior, etc.). Each customized School Plan will be built on the following core components:

- a. Onsite and/or virtual professional development for each school from certified Associates\*
- b. Book and video resources for school staff
- a. Ongoing phone and email support from the Coach and Project Manager

*\*Onsite days may be delivered virtually. Virtual days are up to 6 hours of support.*

## 5. Professional Development

- 5.1. **Description of Services:** Solution Tree will provide a speaker ("Associate") to perform the professional development services described in Exhibit A.
- 5.2. **Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 5.3. **Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions in accordance with the technology requirements described in Exhibit C. Solution Tree may terminate this Agreement if Customer's equipment is not up to the required standard by 30 days prior to the start of the services. If Customer's equipment fails during the services, Customer will still be liable for the full amount.

- 6. **Global PD Teams Individual Licenses:** Solution Tree grants Customer a limited, non-exclusive, non-transferable license for users to access Global PD Teams via the website currently at <http://globalpd.com> for one year beginning on the date of the first Global PD Teams invoice. Customer will use Global PD Teams in compliance with the Terms of Use located at <http://globalpd.com/terms-of-use> (the "Terms of Use"), which Solution Tree reserves the right to revise from time to time. In the event of a direct conflict between this Agreement and the Terms of Use, the terms of this Agreement will take precedence.

## 7. General Terms

- 7.1. **Intellectual Property:** Customer acknowledges that all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement are pre-existing and that no materials will be developed specifically for Customer. All previously owned rights will be retained, and Customer may not reproduce any materials not designated reproducible without express written permission. All audio, video, and digital recording of the services by Customer is prohibited.
- 7.2. **Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:
  - a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
  - b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.



- c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- d. All obligations unaffected by a Force Majeure Event will remain in place.

**7.3. Termination:** Solution Tree may terminate this Agreement if Customer does not provide a purchase order at least 30 days before the first scheduled date. If Customer seeks to cancel any services within 90 days of the scheduled date for any reason but Force Majeure and Solution Tree agrees to such cancellation, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit.

**7.4. Entire Agreement:** This Agreement, any purchase orders issued pursuant to this Agreement, any RFP in place between the parties, any other written agreement executed by the parties for the same services included in this Agreement, and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

DocuSigned by:  
 By: Rose Ramos 01/23/2023  
CC8FE7C204D7402...  
 Rose Ramos Date  
 Chief Business Officer  
 Sacramento City Unified School District

DocuSigned by:  
 By: Shannon Ritz 1/24/2023  
AG5A86A77B4C485...  
 Shannon R. Ritz Date  
 Vice President of Professional Development  
 Solution Tree Inc.



**Exhibit A**

**Participating Schools:** H. W. Harkness Elementary School  
Elder Creek Elementary School

**Sample School Plan Year 1 of 3**

**Service 1: PLC at Work Overview (1 day)**

**Target Date(s):** August/September 2022

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Workshop Location:** school site

**Cost of Service:** \$7,500.00

**Description of Service:**

A PLC at Work associate will deliver a full-day PLC at Work overview session to school staff. The workshop will provide a baseline understanding of key concepts and vocabulary and build shared knowledge necessary to become a PLC at Work. Participants will understand the three big ideas of PLC at Work:

- A focus on learning
- A collaborative culture and collective responsibility
- A results orientation

And will develop a common understanding of the four critical questions of a PLC:

- What do we want our students to learn?
- How do we know if they have learned it?
- How will we respond when our students don't learn?
- How will we respond when our students do learn?

**Service 2: Needs Assessment (2 days)**

**Target Date(s):** August/September 2022

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Workshop Location:** school site

**Cost of Service:** \$15,500.00



**Description of Service:**

The Needs Assessment will be conducted at the school site by a certified PLC at Work Associate. It is designed to provide the school with a building level review, and is comprised of onsite interviews and observations to obtain information and gather input to be used as baseline information. It is also used for the development of the customized PLC at Work implementation plan. The Needs Assessment will measure current school practices and policies against the standard of a PLC at Work. Interviews and observations will be conducted with school-based administrators and other select staff members as a part of the onsite analysis to gather information on initiatives and current practices in place.

**Service 3: PLC at Work Essential Resources**

**Cost of Service:** \$4,000.00

**Description of Service:**

In order to provide continuous learning in a sustainable fashion through resources, a professional library will be compiled for the school based on need. It will include a copy of Learning by Doing 3rd edition for all staff and other relevant titles from leading educational authors for school teams. Other topic areas include but are not limited to, mathematics, literacy, leadership, school culture, and assessment.

**Service 4: Project Planning: Part I (1 day)**

**Target Date(s):** September 2022

**Associate(s):** Project Lead/School Coach

**Number of Participants:** varies

**Participant Demographics:** school leadership team

**Workshop Location:** school site

**Cost of Service:** \$13,000.00

**Description of Service:**

This session is designed to solidify goals, benchmarks, and timelines for the project. Other coordination items for discussion may include:

- Understanding general needs of the school
- A review of the data from the Needs Assessment
- Planning for the successful implementation of PLC at Work

**Service 5: PLC at Work Leaders Implementation Training (6 days)**

**Target Date(s):** September/October, December/January, and March/April (2 days per visit, 3 visits)

**Associate(s):** TBD

**Participant Demographics:** school leadership team

**Number of Participants:** TBD

**Cost of Service:** \$60,000.00



**Description of Service:**

The school's PLC at Work Implementation Team will act as informed agents of change school-wide. The team will meet for two consecutive training days, three times during the school year, and leave each session with a new set of skills and activities—plus action steps for implementing what they have learned.

**Objectives:**

- Understand the concept and attributes of a PLC at Work
- Examine research-based best practices and standards for becoming a PLC at Work
- Experience and create sample processes and products reflective of a PLC at Work
- Acquire strategies and tools for designing, implementing, and evaluating a school's journey towards becoming a PLC at Work
- Participate actively by engaging in conversations and teamwork
- Reflect on and self-assess personal knowledge, skills, and beliefs

**Service 6: Project Planning Part II (1 day)**

**Target Date(s):** January/February 2023

**Associate(s):** Project Lead/School Coach

**Number of Participants:** varies

**Participant Demographics:** school leadership team

**Workshop Location:** school site

**Cost of Service:** \$13,000.00

**Description of Service:**

This session is designed as a midpoint check in to review progress and determine next steps. Other items for discussion may include:

- Artifacts generated by the school
- Review of progress against established goals and benchmarks
- Adjust and realign goals as needed

**Service 7: Embedded Coaching: PLC at Work and other Content Days (30 Days)**

**Target Date(s):** scheduled throughout the 2022-23 school year

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Proposed Start Time:** 8:00am

**Proposed End Time:** 3:00pm

**Workshop Location:** school site

**Cost of Service:** \$195,000.00



**Description of Service:**

These coaching sessions are designed to develop the internal capacity for implementing and sustaining a PLC at Work, as well as begin a focus on best practices in instruction and assessment. The visits will be used to make progress toward pre-determined goals and to provide coaching where needed. The coaching days may also include sessions with the principal, monitoring of team activities, coaching for teacher teams on necessary areas of growth, and/or other meetings with individuals at the school. These sessions will be customized to support the identified challenge areas within the school and further develop teacher strength areas. Topics may include, but are not limited to:

- PLC at Work
- Creating a Collaborative Culture
- SMART goals
- Creating Essential Learning Targets
- Common Formative Assessments
- Data Analysis
- Pyramid of Interventions/Response to Intervention
- Mathematics
- Literacy
- School Culture



### Sample Pilot School Plan Year 2 of 3

#### Service 1: Progress Report (1 day)

**Target Date(s):** August/September 2023

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Workshop Location:** school site

**Cost of Service:** \$7,750.00

**Description of Service:**

The Progress Report is conducted at the school site by a certified PLC at Work Associate. It is designed to provide the school with an updated building level review and is comprised of onsite interviews and observations to obtain information and gather input to be used as a benchmark for growth. It is also used for a data review. It serves as a tool to help identify the school's strengths as well as opportunities for improvement. Leaders will receive a report that will be used to guide the work throughout the second year.

#### Service 2: PLC at Work Essential Resources & Global PD

**Cost of Service:** \$4,000.00

**Description of Service:**

A continuation of Year 1 services with essential Global PD licenses included to be used between coaching visits, on demand, for continued support. The Library includes hundreds of videos that model and support the key characteristics of a high-performing PLC at Work.

#### Service 3: Project Planning: Part I (1 day)

**Target Date(s):** September 2023

**Associate(s):** Project Lead/School Coach

**Number of Participants:** varies

**Participant Demographics:** school leadership team

**Workshop Location:** school site

**Cost of Service:** \$13,000.00





**Description of Service:**

This session is designed to solidify goals, benchmarks, and timelines for the project. Other coordination items for discussion may include:

- Understanding general needs of the school
- A review of the data from the Needs Assessment
- Planning for the successful implementation of PLC at Work

**Service 4: RTI at Work™ Leaders Implementation Training (6 days)**

**Target Date(s):** September/October, December/January, and March/April (2 days per visit, 3 visits)

**Associate(s):** TBD

**Participant Demographics:** school leadership team

**Number of Participants:** TBD

**Cost of Service:** \$60,000.00

**Description of Service:**

The school's PLC at Work Implementation Team will act as informed agents of change school-wide. The team will meet for two consecutive training days, three times during the school year, and leave each session with a new set of skills and activities—plus action steps for implementing what they have learned.

Objectives:

- Deepen their understanding of essential concepts and attributes of the RTI at Work process
- Examine research-based best practices and standards regarding RTI at Work
- Acquire strategies and tools for designing, implementing, and evaluating their school's response to intervention process
- Design and execute a plan of action for implementing the RTI at Work process at their school
- Apply new learning to real work
- Participate actively by engaging in conversations and teamwork
- Reflect on and self-assess personal knowledge, skills, and beliefs

**Service 5: Project Planning Part II (1 day)**

**Target Date(s):** January/February 2024

**Associate(s):** Project Lead/School Coach

**Number of Participants:** varies

**Participant Demographics:** school leadership team

**Workshop Location:** school site

**Cost of Service:** \$13,000.00

**Description of Service:**

This session is designed as a midpoint check in to review progress and determine next steps. Other items for discussion may include:

- Artifacts generated by the school
- Review of progress against established goals and benchmarks
- Adjust and realign goals as needed



**Service 6: Embedded Coaching: PLC at Work and other Content Days (31 Days)**

**Target Date(s):** scheduled throughout the 2023-24 school year

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Proposed Start Time:** 8:00am

**Proposed End Time:** 3:00pm

**Workshop Location:** school site

**Cost of Service:** \$201,500.00

**Description of Service:** These coaching sessions are designed to develop the internal capacity for implementing and sustaining a PLC at Work, as well as begin a focus on best practices in instruction and assessment. The visits will be used to make progress toward pre-determined goals and to provide coaching where needed. The coaching days may also include sessions with the principal, monitoring of team activities, coaching for teacher teams on necessary areas of growth, and/or other meetings with individuals at the school. These sessions will be customized to support the identified challenge areas within the school and further develop teacher strength areas. Topics may include, but are not limited to:

- PLC at Work
- Creating a Collaborative Culture
- SMART goals
- Creating Essential Learning Targets
- Common Formative Assessments
- Data Analysis
- Pyramid of Interventions/Response to Intervention
- Mathematics
- Literacy
- School Culture



**Sample Pilot School Plan Year 3 of 3**

**Service 1: Progress Report (1 day)**

**Target Date(s):** August/September 2024

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Workshop Location:** school site

**Cost of Service:** \$7,750.00

**Description of Service:**

The Progress Report is conducted at the school site by a certified PLC at Work Associate. It is designed to provide the school with an updated building level review and is comprised of onsite interviews and observations to obtain information and gather input to be used as a benchmark for growth. It is also used for a data review. It serves as a tool to help identify the school's strengths as well as opportunities for improvement. Leaders will receive a report that will be used to guide the work throughout the second year.

**Service 2: PLC at Work Essential Resources & Global PD**

**Cost of Service:** \$4,000.00

**Description of Service:**

A continuation of Year 1 and 2 services with essential Global PD licenses included to be used between coaching visits, on demand, for continued support. The Library includes hundreds of videos that model and support the key characteristics of a high-performing PLC at Work.

**Service 3: Project Planning: Part I (1 day)**

**Target Date(s):** September 2024

**Associate(s):** Project Lead/School Coach

**Number of Participants:** varies

**Participant Demographics:** school leadership team

**Workshop Location:** school site

**Cost of Service:** \$13,000.00



**Description of Service:**

This session is designed to solidify goals, benchmarks, and timelines for the project. Other coordination items for discussion may include:

- Understanding general needs of the school
- A review of the data from the Needs Assessment
- Planning for the successful implementation of PLC at Work™

**Service 4: Assessment Leaders Implementation Training (6 days)**

**Target Date(s):** September/October, December/January, and March/April (2 days per visit, 3 visits)

**Associate(s):** TBD

**Participant Demographics:** school leadership team

**Number of Participants:** TBD

**Cost of Service:** \$60,000.00

**Description of Service:**

The school's PLC at Work Implementation Team will act as informed agents of change school-wide. The team will meet for two consecutive training days, three times during the school year, and leave each session with a new set of skills and activities—plus action steps for implementing what they have learned.

**Objectives:**

- Build capacity over a yearlong series of professional development sessions for creating and supporting effective assessment practices.
- Evaluate current assessment practices and explore the complexities of a balanced assessment architecture.
- Explore assessment practices that support quality decision-making for instructional agility in the classroom.
- Support leadership teams as they navigate transforming assessments to develop student investment in the process.

**Service 5: Embedded Coaching: PLC at Work and other Content Days (24 Days)**

**Target Date(s):** scheduled throughout the 2024-25 school year

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Proposed Start Time:** 8:00am

**Proposed End Time:** 3:00pm

**Workshop Location:** school site

**Cost of Service:** \$156,000.00



**Description of Service:**

These coaching sessions are designed to develop the internal capacity for implementing and sustaining a PLC at Work, as well as begin a focus on best practices in instruction and assessment. The visits will be used to make progress toward pre-determined goals and to provide coaching where needed. The coaching days may also include sessions with the principal, monitoring of team activities, coaching for teacher teams on necessary areas of growth, and/or other meetings with individuals at the school. These sessions will be customized to support the identified challenge areas within the school and further develop teacher strength areas. Topics may include, but are not limited to:

- PLC at Work
- Creating a Collaborative Culture
- SMART goals
- Creating Essential Learning Targets
- Common Formative Assessments
- Data Analysis
- Pyramid of Interventions/Response to Intervention
- Mathematics
- Literacy
- School Culture

**Service 6: PLC at Work Celebration (1 day)**

**Target Date(s):** at the end of the 2024-2025 school year

**Associate(s):** TBD

**Number of Participants:** varies

**Participant Demographics:** school leadership and teacher teams

**Proposed Start Time:** 8:00am

**Proposed End Time:** 3:00pm

**Workshop Location:** school site

**Cost of Service:** \$6,500.00

**Description of Service:**

An Associate collaborates with school leadership to develop a celebration day that encapsulates the school's Professional Learning Community journey. This celebration provides the opportunity for the district and school leadership along with each collaborative team to reflect on where they started and where they are at the conclusion of the project. Each member of the school team (including students) can and should be a part of the celebration through the sharing of artifacts, testimonials, and evidence of the learning they have attained. The celebration embraces the importance of acknowledging that the process takes time and requires continuous learning by all. It allows for the school to celebrate not only together, but also with other stakeholders of the school and community in this important work.





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**Sacramento City Unified School District**

**Contract for Services:**

**Consultation and Coaching**

**July, 2024**

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## **GENERAL PROVISIONS**

### **1. Contract**

This Contract is entered into this **25th** day of **July, 2024**, between **Sacramento City Unified School District** (hereinafter referred to as "LEA") and Collaborative Learning Solutions, LLC (hereinafter referred to as "CONTRACTOR") for the purpose of providing consultation, coaching, and/or professional learning to LEA. CONTRACTOR and LEA may be referred to individual or collectively as "The Parties".

### **2. Compliance with Laws, Statutes, Regulations, LEA Policies and Procedures**

During the term of this contract unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies, and regulations. CONTRACTOR shall also comply with all LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR will verify TB and LiveScan status of all employees.

### **3. Term of Contract**

The term ("Term") of this CONTRACT shall commence on **July 25, 2024** and shall end on **June 30, 2025**.

### **4. Contract Execution**

LEA and CONTRACTOR are responsible for the full execution of this contract upon formal approval by both parties. No contract work shall be requested by LEA or completed by CONTRACTOR without a fully executed contract in place.

Contracts not fully executed within 45 days of LEA approval shall be subject to review and possible revision of fees for contracted services.

## **ADMINISTRATION OF CONTRACT**

### **5. Notices**

All notices required to be given pursuant to the terms hereof shall be in writing and may be delivered in person or by certified or registered mail, postage prepaid.

If mailed or delivered by hand, notice shall be effective as of the date of receipt by addressee. All notices mailed to LEA shall be addressed to the person and address as indicated on the Notice page of this Contract. Notices to CONTRACTOR shall be addressed as indicated on Notice page of this Contract.

### **6. Modifications and Amendments Required to Conform to Administrative Guidelines**

This Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The LEA shall provide the CONTRACTOR thirty (30) days notice of any such changes or modifications made to conform to





administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

## **7. Contract Termination**

Either party may terminate this Contract with or without a material breach by the other party.

To terminate because of a material breach by the other party, the terminating party shall give the other party written notice specifying the material breach in detail. Unless such material breach is cured to the reasonable satisfaction of the terminating party, this Contract shall end on the thirtieth (30<sup>th</sup>) day after the breaching party's receipt of such written notice.

To terminate the Contract without a material breach, either party shall give the other party written notice of termination which shall end this contract on the sixtieth (60<sup>th</sup>) after the other party's receipt of such notice.

In the event of a prepayment of funding by the LEA, the LEA shall forfeit any and all prepaid funds if early contract termination is requested without notice of a material breach.

## **8. Cancellation/Postponement of Service Days**

LEA and CONTRACTOR agree to honor and fulfill scheduled consulting, coaching, and professional development days as mutually agreed upon in advance. In most cases the scheduling of service days will require preparation, schedule coordination, and at times travel time and related travel expenses.

Cancellation or postponement of service days must be communicated in writing to all related parties a minimum of 24 hours in advance. If LEA cancels or postpones a service day less than 24 hours in advance the LEA shall agree to pay for this day at the CONTRACTORS current daily rate plus any related travel expenses incurred which CONTRACTOR is unable to cancel.

## **9. Delays or Rollovers into the Next School Year**

Without an agreed and signed amendment extending the time for performance of this Contract, the Contract shall conclude on the end date stated in Paragraph 3, above, with any unbilled/remaining balance due to the CONTRACTOR. LEA extension requests for a Contract delay or rollover into the next school year for any reason, shall be considered by CONTRACTOR on a case-by-case basis taking into account CONTRACTOR's overhead obligations, staffing, and other obligations. In no case will the CONTRACTOR roll over more than ten percent (10%) of the service days provided in this Contract. Additionally CONTRACTOR will not rollover performance of the Contract's terms for more than seventy (70) calendar days beyond the end date stated in Paragraph 3.

## **10. Insurance**

CONTRACTOR shall procure and maintain, for the duration of the Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with performance under this Contract by CONTRACTOR, its agents, representatives, or employees.



A. Insurance coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the state in which services are performed and Employer's Liability Insurance with limits of \$2,000,000/\$2,000,000/\$2,000,000.

B. CONTRACTOR shall maintain limits of insurance no less than:

1. Commercial General Liability: \$2,000,000 per occurrence for bodily injury and property damage, personal injury and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit (\$2,000,000).
2. Automobile Liability: \$2,000,000 combined single limit.
3. Professional Liability/errors and omissions coverages: \$2,000,000 per occurrence/\$2,000,000 aggregate.

C. Insurance is to be placed with insurers admitted by the State of California and with a current A.M. Best's rating of no less than A-: VII, unless otherwise acceptable to the LEA.

If LEA or CONTRACTOR determines that change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations through an amendment to this Contract.

#### **11. Indemnification and Hold Harmless**

LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Contract or its performance, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the state of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers LEA's indemnification obligations under this Contract.

#### **12. Non-Discrimination**

CONTRACTOR shall not unlawfully discriminate on the basis of race, religion, sex, national origin, age, sexual orientation, or disability in employment or operation of its programs.



## **COMPENSATION**

### **13. Total Contract Amount: \$435,200.**

This rate is inclusive of preparation and travel.

The total cost amount includes all consultation, coaching, and professional development services outlined in Section 19.

The LEA shall pay to CONTRACTOR the Contract Amount on the following schedule:

**10% Payable upon Contract Execution: \$43,520.** The amount payable upon contract execution shall be invoiced NET 30 with the first payment as noted below..

#### **Payment schedule as follows:**

August 1, 2024	\$141,440
October 1, 2024	\$97,920
January 1, 2025	\$97,920
April 1, 2025	\$97,920

CONTRACTOR will invoice the LEA in accordance with the payment schedule for amounts due. All related invoices shall be NET 30.

LEA will be responsible to collaborate with CONTRACTOR to develop a schedule for delivery of all services as outlined in Section 19 on mutually agreed-upon dates. Service Delivery Schedule shall be completed within 60 days of board approval.

Should LEA not respond to CONTRACTOR's request(s) to schedule delivery of services, CONTRACTOR reserves the right to charge LEA for any and all unscheduled services not completed within the term of the contract.

Any modification to the agreed-upon schedule must be agreed upon in writing by both LEA and CONTRACTOR.

CONTRACTOR'S daily rate is \$6,000 per Consultant. CONTRACTOR'S hourly rate is \$625 for VIRTUAL services which do not require travel.

CONTRACTOR charges a daily fee of \$1,300 for Project Management & Travel per contracted day.



**14. Independent Contractor**

CONTRACTOR'S relationship with LEA will be that of an independent contractor, and nothing in this Agreement will be construed to create an employer-employee, joint venture, partnership, agency or other relationship between LEA and CONTRACTOR. CONTRACTOR has no authority to act on behalf of or to enter into any contract, or to incur any liability on behalf of LEA. LEA agrees that during the term of this Agreement, or any extension or renewal thereof, CONTRACTOR may be engaged by other persons, firms or corporations; provided, however, that the provisions of this Agreement will be strictly observed by CONTRACTOR with respect to such other persons, firms or corporations. CONTRACTOR is solely responsible for all taxes related to the services hereunder including, but not limited to, payments to or taxes for its employees or subcontractors, withholdings and other similar U.S. or international statutory obligations including, without limitation, Workers Compensation Insurance, Social Security, federal, state or any other employee payroll taxes. In the performance of all services hereunder, CONTRACTOR will comply with all applicable laws and regulations.

**15. Representations and Warranties**

Each Party represents and warrants to the other Party as follows:

That the individual(s) signing this Agreement on behalf of the respective Party has the full right, power, and authority to bind the respective Party to this Agreement.

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THERE SHALL BE NO REPRESENTATION OR WARRANTY, WHETHER EXPRESS, IMPLIED, OR STATUTORY, REGARDING ANY AND ALL SERVICES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF QUALITY, PERFORMANCE, NON-INFRINGEMENT (INCLUDING BUT NOT LIMITED TO COPYRIGHT INFRINGEMENT BY LEA TO THIRD PARTIES), MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. NOR ARE THERE ANY WARRANTIES CREATED BY A COURSE OF DEALING OR PERFORMANCE UNDER THIS AGREEMENT

The Parties shall use all reasonable efforts to take, or cause to be taken, all action and to do, or cause to be done, all things necessary, proper or advisable under applicable laws and make effective the services contemplated by this Agreement.

CONTRACTOR shall provide the Services identified in Section 19 in a timely and professional manner and LEA agrees to cooperate and provide information, personnel or documents to CONTRACTOR upon reasonable request and in a timely fashion that enables CONTRACTOR to complete those services identified in Exhibit A.

The Parties represent that no works will infringe on the copyright, patent, trademarks, publicity, privacy, trade secrets or other intellectual property rights of any third party.

**16. Limitation on Liability**

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY, WHETHER IN CONTRACT OR IN TORT OR UNDER ANY OTHER LEGAL OR EQUITABLE THEORY (INCLUDING STRICT LIABILITY) FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING FOR LOSS OF PROFITS, REVENUE, DATA, USE, OR FOR INTERRUPTED COMMUNICATIONS, INCURRED BY



EITHER PARTY IN CONNECTION WITH THIS AGREEMENT, EVEN IF THE OTHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATIONS ON LIABILITY SHALL NOT APPLY WITH RESPECT TO A PARTY'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION HEREOF.

**17. Confidential Information**

"Confidential Information" shall include all information delivered by one Party to the other Party during the Term of this Agreement including, but not limited to, any and all methods, processes, strategies, plans, formulas, software, programs, sales and marketing information, technical and financial information, data, know-how, documentation and other information disclosed after the Effective Date, whether disclosed visually, orally, or in writing, and whether or not tangibly recorded, by one Party ("the Disclosing Party") to the other Party ("the Receiving Party"). Except as otherwise provided in this Agreement, each Party considers any and all Confidential Information to be proprietary, and all of the Disclosing Party's Confidential Information shall at all times, and throughout the world, remain the property of the Disclosing Party, exclusively, and all applicable intellectual property rights in Disclosing Party's Confidential Information shall remain the property of the Disclosing Party, exclusively. Upon termination of this Agreement, the Receiving Party shall return to the Disclosing Party all tangible materials and copies thereof containing Confidential Information received from the Disclosing Party.

The Receiving Party agrees to restrict disclosure of the Disclosing Party's Confidential Information to those persons involved who have a "need to know". The Receiving Party and any persons involved on the Receiving Party's behalf: (i) shall maintain the confidentiality of the Disclosing Party's Confidential Information; (ii) shall not disclose such Confidential Information to any third party; and (iii) shall only use such Confidential Information for purposes of performing this Agreement. The Receiving Party agrees to handle the Disclosing Party's Confidential Information with the same degree of care that the Receiving Party applies to its own Confidential Information of similar type, but in no event less than reasonable care.

The obligation to protect the Disclosing Party's Confidential Information and the liability for unauthorized disclosure or use of such information shall not apply with respect to information that: (1) is independently developed by the Receiving Party without the use of the Disclosing Party's Confidential Information; (2) is known, or that becomes known to the general public without breach of this Agreement; (3) was known to the Receiving Party without confidential limitation at the time of disclosure by the Disclosing Party, as evidenced by documentation in the Receiving Party's possession; (4) is approved for release by written authorization of the Disclosing Party, but only to the extent of and subject to such conditions as may be imposed in such written authorization; (5) is disclosed in response to a valid order to a court, regulatory agents, or other governmental body in the United States or any political subdivision thereof, but only to the extent and for the purposes stated in such order; provided, however, that the Receiving Party shall first notify the Disclosing Party in writing of the order and cooperate with the Disclosing Party if it desires to seek an appropriate protective order; or (6) is received rightfully and without restriction from a third party.

The parties hereto acknowledge that LEA possesses and will possess non-public information that has been created, discovered or developed by, or has otherwise become known to, LEA (including, without limitation, information created, discovered, developed or made known to CONTRACTOR arising specifically out of its retention as a CONTRACTOR by LEA), and/or in



which property rights have been assigned or otherwise conveyed or disclosed to LEA, which information has commercial value in the business in which LEA is engaged or intends to engage. All of the aforementioned information is hereinafter called "Confidential Information". By way of illustration, but not limitation, Confidential Information includes trademarks, patents, patent applications, trade secrets, research results, processes, formulae, data and know-how, improvements, designs, prototypes, inventions, techniques, technology (whether patentable or not), marketing plans, business plans, strategies, forecasts and customer lists and customer information of LEA. Confidential Information also includes any information which LEA has received from a third party which LEA is obligated to treat as confidential or proprietary.

Except as required by law, at all times CONTRACTOR and CONTRACTOR's employees and agents will keep in confidence and trust all Confidential Information and will not disclose, sell, use, lecture on, or publish any Confidential Information without the prior written consent of LEA, except as may be necessary in the ordinary course of performing his, her or its duties as a CONTRACTOR of LEA, and except that CONTRACTOR may disclose such information to his, her or its attorneys, agents and other business representatives as required by law. CONTRACTOR will also use his, her or its good faith efforts to ensure that his, her or its employees and CONTRACTORS also are aware of and comply with these obligations of non-disclosure and non-use.

#### **18. Contract Dispute Resolution**

Any disputes or disagreements between LEA and CONTRACTOR regarding implementation or interpretation of this Contract, or otherwise relating to this Contract, that are not informally voluntarily resolved shall be addressed and/or resolved as set forth in this section of the Contract. The provision in this section of the Contract shall apply to all disputes and disagreements related to events that occur and/or injuries that are incurred and/or commence during the term of this Contract, even if the party claiming injury first discovers the events and/or injuries giving rise to the disagreement or dispute or first notifies the other party of the disagreement or dispute, after expiration of this Contract. For purposes of this section of the Contract, the term "injury" shall include monetary and/or non-monetary injuries.

The party claiming injury as a result of the facts underlying the dispute or disagreement shall first attempt to resolve the dispute directly between senior level representatives of the parties. If LEA is the party claiming injury, LEA shall notify CONTRACTOR's senior level representative of the existence of a disagreement or dispute and attempt to resolve the matter informally. If CONTRACTOR is the party claiming injury, CONTRACTOR shall notify the LEA's senior level representative of the existence of a disagreement or dispute and attempt to resolve the matter informally.

If a dispute arises under this Contract that the Parties herein cannot resolve, said dispute will be resolved as follows: the parties shall first make a good faith effort to resolve the dispute through mediation within 60 days of the notice of dispute, or pending the Parties' mediator's first date of availability. The mediation shall be conducted in California and unless the parties mutually agree that the mediation will be held remotely, the mediation will be held in a single physical location in Riverside County California.

Neither Party may submit the claim to arbitration until fifteen (15) days after the mediation session between the parties or ninety (90) days after the matter has been first referred to mediation, whichever is the first to occur. If the parties do not resolve the dispute by mediation within the



period described above, either Party shall refer the dispute for resolution by binding Arbitration. If the Parties cannot mutually agree on a single Arbitrator, each party will provide the name one (1) potential Arbitrator. Thereafter, the Parties proffered two potential Arbitrators will then select a third neutral Arbitrator as the sole "Final Arbitrator". The determination of the choice of the Final Arbitrator will be final and binding on the parties. The parties agree to equally share the costs of any mediation and/or binding arbitration.

The arbitration shall be conducted in California and administered by the American Arbitration Association in accordance with its Commercial Rules and, unless the parties mutually agree that the arbitration will be held remotely, the arbitration will be held in a single physical location in Riverside County California. The arbitrator shall have the authority to determine an appropriate remedy in connection with any matter brought before the arbitrator, including sanctions or interlocutory relief with respect to discovery, provided that such remedy must be of a nature which a court could award if the matter had been litigated in a court of competent jurisdiction. The decision of the arbitrator shall be final and binding on all parties. Judgment upon the award rendered by the arbitrator, including any interlocutory relief or sanctions granted or issued by the arbitrator with respect to matters related to discovery, may be entered in any court having jurisdiction thereof.

If any legal action or proceeding arising out of or relating to this Contract is brought by either party to this Contract, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, their reasonable attorneys' fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

In the event a Party refuses to participate in this Contract Dispute Resolution Process identified herein, the Parties hereby agree and consent to the exclusive jurisdiction of Courts of the State of California, County of Riverside.

**WORK TO BE PERFORMED**

**19. Scope of Work/Services**

Services to be rendered to LEA by the CONTRACTOR as described below:

<b>Solution</b>	<b>Number of Days</b>	<b>Total Investment</b>
<p><b>Academic Office Leadership Team (AOLT) Consultation</b>            Consultation and coaching for the Academic Office leadership team focused on the integration of multiple initiatives across the district. Sessions include an annual planning day to establish measurable annual goals for the team and quarterly meetings to set quarterly priorities and evaluate the previous quarter's performance. Consultation also includes meetings with the Chief Academic Officer and members of the leadership</p>	<b>5</b>	<b>\$30,000</b>

<p>team regarding compliance with special education monitoring activities and the recent settlement agreement.</p>		
<p><b>District Consultation</b>          Monthly Workgroups may include: discipline data audit and adjustments related to significant disproportionality (development, implementation and monitoring the CIM for CCEIS plan), implementation of various district action plans, and district leadership team consultation for establishing a district-wide integrated framework for MTSS.</p>	<p><b>12</b></p>	<p><b>\$72,000</b></p>
<p><b>Restorative Practices Training (up to 45 Participants)</b>          CLS Consultants will provide <b>two (2)</b> days of foundational Restorative Practices Training for the district team working to develop a set of Restorative Discipline Guidelines. Restorative practice is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. Restorative practices change the way we look at traditional behavior management by promoting the power of relationship and community building, rather than the power of punishment as a motivator. Restorative practices provide a framework and structure for responding to challenging behavior through authentic dialogue, self-reflection, empathy and accountability.</p> <p><b>Responsive Discipline Guidelines</b>          CLS Consultants will work with a district team over <b>five (5)</b> days to establish a set of universal discipline guidelines that will assist school leadership with responses to student misbehavior that are grounded in restoration and skill acquisition. The guidelines will also provide guidance on the use of removals and exclusionary responses (i.e. suspensions).  <i>Credit of \$25,000 for 5 days at the 23-24 rate</i></p>	<p><b>7</b></p>	<p>\$42,000  <del>-\$25,000</del>  <b>\$17,000</b></p>





<p><b>Social Emotional Behavioral Program (SEBP)</b>          CLS Consultants will provide support to the specialized programs serving students with disabilities identified as having significant emotional and behavioral disorders (EBD). Consultants will use the C5 framework to support improvement initiatives to increase the effectiveness of the programs. Days are used as follows:</p> <ul style="list-style-type: none"> <li>● District Leadership Team Virtual Coaching (3)</li> <li>● Program Administrator Coaching (4)</li> <li>● Tiered Team Coaching (8)</li> <li>● Classroom Coaching (27)</li> </ul> <p><i>*Credit of \$85,000 for 17 days at the 23-24 rate</i></p> <p>Professional Learning (Monthly-included with coaching)</p> <ul style="list-style-type: none"> <li>● Mental Health Collaboration-<b>In Person</b> (2)</li> <li>● Mental Health Collaboration-<b>Virtual</b>-(3)</li> <li>● Fidelity Walkthroughs (3)</li> </ul>	<b>50</b>	\$300,000 <del>-\$85,000</del> <b>\$215,000</b>
<p><b>SEBP Software for up to 4 Classrooms</b></p>		<b>\$5,000</b>
<p><b>Project Management &amp; Travel</b>          CLS charges a daily fee of \$1,300 for Project Management &amp; Travel per consultant. This fee includes the following items:</p> <ul style="list-style-type: none"> <li>● Overall project management and oversight</li> <li>● One dedicated Project Lead</li> <li>● All pre and post-meetings with our partners</li> <li>● Preparation and training customization</li> <li>● Travel-related expenses such as lodging, meals, mileage, flights, car rental, etc.</li> <li>● Training material expenses</li> <li>● Any and all other expenses related to the contract</li> </ul>	<b>74</b>	<b>\$96,200</b>
<p><b>TOTAL INVESTMENT</b></p>	<b>74</b>	<b>\$435,200</b>



Note: Any service/support hours that exceed the hours allocated above, as well as service/support hours that are requested or necessary after June 30, 2025, will be billed in addition to the contract amount at the CONTRACTOR'S published daily/hourly rate specified in Section 13.

## **20. Miscellaneous:**

### **Venue and Governing Law**

The laws of the State of California shall govern the terms and conditions of this Contract. For purposes of mediating, arbitrating, or litigating any dispute that arises directly or indirectly from the relationship of the parties evidenced by this Contract, the parties hereby submit to and consent to the exclusive jurisdiction of the State of California.

### **Force Majeure.**

Each Party shall be relieved from performance of any obligation under this Agreement if and while such non-performance is caused, directly or indirectly, by war (declared or undeclared), insurrection, civil disturbance, orders, rules, regulations or decrees of any competent government authority, strikes, labor shortages, pandemic and/or public-health crisis, fire, flood, earthquake, storm, failure of Internet access service, power outage, act of God, or any other event beyond the reasonable control of such Party.

### **Severability.**

Each provision in this Agreement is independent and severable from the others, and no provision will be rendered unenforceable because any other provision is found by a proper authority to be invalid or unenforceable in whole or in part. If any provision of this Agreement is found by such an authority to be invalid or unenforceable in whole or in part, such provision will be changed and interpreted so as to best accomplish the objectives of such unenforceable or invalid provision and the intent of the parties, within the limits of applicable law.

### **Counterparts.**

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be an original; such counterparts shall together constitute one and the same document. For all purposes, a signature by fax, by email of a PDF file, or by DocuSign shall be treated as an original signature.

### **Assignment.**

This Agreement will be binding upon the Parties, and inure to the benefit of, the parties hereto and their respective heirs, successors, assigns, and personal representatives. This Agreement may not be assigned by the parties without the prior written consent, which consent may be withheld, at the Parties sole and absolute discretion.

### **Entire Agreement.**

This Agreement, constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and



understandings. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements have been made by any party, or anyone acting on behalf of any party, that are not embodied in this Agreement with respect to the subject matter hereof.

In Witness Whereof, the Parties acknowledge and agree to be bound to the terms of this Agreement as of the Effective Date.

Sacramento City Unified School District

Collaborative Learning Solutions, LLC

\_\_\_\_\_  
Authorized Signature

*Kathy M. Cox*  
\_\_\_\_\_  
Authorized Signature

Date \_\_\_\_\_

Date August 6, 2024



**NOTICES**

**Notices to LEA shall be addressed to:**

**Invoices to LEA shall be addressed to:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
LEA

\_\_\_\_\_  
LEA

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone                      FAX

\_\_\_\_\_  
Phone                      FAX

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

**Notices to CONTRACTOR shall be addressed to:**

Regina Hartman  
\_\_\_\_\_  
Name

Collaborative Learning Solutions, LLC  
\_\_\_\_\_  
CONTRACTOR

2700 N. Central Ave., Suite 330  
\_\_\_\_\_  
Address

Phoenix                      AZ                      85004  
\_\_\_\_\_  
City                      State                      Zip

888-267-6096  
\_\_\_\_\_  
Phone                      FAX

rhartman@clsteam.net  
\_\_\_\_\_  
Email

SA25-00016



## Statement of Work: Participation in the CORE Collaborative

### About the CORE Collaborative

CORE Districts is a collaboration of school districts working together to improve student achievement through highly productive, meaningful partnership and learning between member school districts. CORE supports the improvement of specific outcomes by developing continuous improvement structures, mind sets, and routines, that foster learning at both the district and site levels, resulting in districts and schools making progress toward producing more reliable, equitable outcomes for their students. Currently, nine school districts serving more than 1 million students participate in the collaborative: Fresno, Garden Grove, Long Beach, Los Angeles, Oakland, Sacramento, San Francisco, Santa Ana, and San Jose Unified. Together, our districts share a fundamental belief that all students can achieve at high levels and are deeply committed to providing learning opportunities that will help them to do so.

As a collaborative effort, the work of CORE Districts is directed by, and in service of, the participating school districts. Exemplifying this, the CORE Board of Directors is comprised of the superintendents of each member school district and provides supervision, direction, and strategic vision for the organization. The number of participating districts is capped at 15, thus each participating district has a meaningful voice and leadership role as they collaborate with other districts. Organizationally, CORE Districts is a 501c3 nonprofit serving to operationalize the collaboration and supporting partnership and shared learning at the superintendent, central office, school leader, and teacher levels.

Powered by data, innovation, research and continuous learning, we are facilitating inter- and intra-district collaboration to innovate, implement, and scale successful strategies and tools that help all students succeed.

### Partnership Benefits

All the partnership benefits described in this agreement may not apply to all of CORE's member Districts. Additionally, the partnership benefits outlined in this agreement are subject to change over time, based on availability and each District's decision to participate in different offerings. CORE Districts will also respond to the needs of its Districts by facilitating learning sessions either virtually or in-person based on the conditions/mandates set forth by the state and local governments. Decisions regarding the scheduling and delivery of sessions will be communicated with participants in advance. Districts also agree to allow CORE staff access to student level data in order to perform the services outlined in this agreement.

### District Partnerships to Achieve Impact

One or more Districts will be invited to enter into a multi-year partnership with CORE, in an effort to invest in those Districts' vision and theory of action to deepen and spread disciplined continuous improvement in their organizations. The intent is to achieve measurable impact on key focus areas for improvement, as well as develop insights, learning and proof points around how large urban districts embody the principles of continuous improvement. The roles and commitments of participating Districts and CORE include:

#### District

**Who:** Cross-functional district partnership team of cabinet level and school supervisory level staff, as well as meaningful engagement of site level leadership. Depending on the district structure, problem of practice, and needs, this team may include:

- o Cabinet officers: Senior team member who serves as executive sponsor and guide the team
- o Principal supervisors: Brings school perspective and integrates with other efforts underway, interfaces with principals

.....

- o **Functional lead(s):** Brings relevant content expertise based on the problem the district has prioritized and helps integrate with other initiatives
- o **Data and accountability lead:** Helps problem solve how to measure improvement
- o **School site leader representation:** Establish strategic touch points where site level leadership provides key insights, feedback and contributes to the design and implementation of the scope of work
- **Key role:** Guiding improvement work and building capability at the district and school site level.
  - Commitment:** The Partnership Team's commitment includes:
    - o Hosting monthly **planning & reflection calls**, dedicated monthly day-long learning & planning sessions (virtual/in-person as appropriate)
    - o Hosting **Ad Hoc meetings** with specific staff, likely to include Data Leads, School Site Planning/ LCAP Leads, Communications Staff, Principal Supervisors, Curriculum & Instruction Leads, Support Services Leads
    - o Individual bi-weekly or monthly **coaching sessions** by 50% or more of the Partnership Team members (virtual)
    - o Identification of a limited set of focus areas for improvement and impact, to serve as priority improvement projects, within which learning-by-doing will occur so that participating districts experience impact while also building organizational capability to improve.
    - o The commitment of all team members is to engage in **data collection and analysis**, mutually agreed upon, to allow for ongoing reflection, goals setting, progress monitoring and celebration of learning & improvements
    - o Provide support for school teams to participate in CORE Network meetings and a District Lead to ensure that the work of the Network aligns to District initiatives and builds coherence

#### What CORE will do to support your district

- **Co-Construct a Continuous Improvement Strategy:** Provide infrastructure for collaboration, manage logistics, serve as a steward for improvement community integrity and effectiveness, and listen to feedback and adjust approach.
- **Facilitation:** Facilitate connections and coordinate collaborations between departments, across districts engaged in similar work, connect districts with well-aligned resources, develop and deliver meaningful learning & planning experiences
- **Coaching:** Provide facilitative and instructive coaching to key District leadership in service of; personal reflection and meaning-making, informed decisions-making, increased improvement capability, and increased coherence across the organization.
- **Knowledge management:** Develop and manage tools and resources that partnership districts can use, edit, modify, or learn from to effectively employ the disciplined approach of improvement science, while integrating the district's own local approaches to continuous improvement
- **Analytics:** Serve as a resource to co-design and/or pilot data analysis and reporting that fosters measurement for improvement and supports specific improvement projects to be focus of the partnership

Districts will have access to the improvement capability programming offered by CORE, and in some instances, travel coverage to attend CORE-wide programming. The specific problems of practice and number of improvement projects may change over time to meet the needs of the partner District and capacity of CORE.

### CORE Data Collaborative

In 2014, with leadership from and stakeholder engagement in Districts, CORE Districts developed an innovative multiple measures accountability system, called the School Quality Improvement System, as well as an underlying data system. This accountability system is fully compliant with the federal ESSA legislation and is aligned to LCFF- in fact, the metrics utilized for the Index (the calculation at the heart of the accountability system) can be used for the LCAP. The system has evolved into a multi-function dashboard, with opportunity for data exploration in a number of areas.

As a member of the CORE Data Collaborative, the District will receive:

- **Annual Multi-Metric School and LEA Data Dashboards with Performance Benchmarked against Peers across California:** A comprehensive, multi-metric dashboard of results at the school and LEA levels, including the follow results for each indicator, will be provided each school year-
  - Current performance
  - Historic performance and trends over time, where data are available
  - Index level, where available (on a scale from 1 to 10 based upon baseline performance across the CORE Districts)
  - Comparison with the LEA results (for school level reports)
  - Comparison with the Partnering Education Level
  - Comparison with the CORE Data Collaborative Network
  - Subgroup performance for all of the major subgroups (e.g., English Learners, Racial/Ethnic Subgroups, Students with Disabilities, Socio-Economically Disadvantaged Youth, Foster Youth, Homeless Youth) where data are available
- **Included metrics:** Academic Achievement, Academic Growth, High School Readiness, Graduation, Chronic Absence, Suspension Rates, English Learner indicators
- **Access to additional metrics as they become available:** The data collaborative may begin to produce additional metrics (e.g., an on track measure); if the educational institutions provides the underlying ingredients for such data, results will be provided back to the education agency at no additional charge
- **Optional metrics** (if collected and provided to CORE Districts): Social Emotional Skills, Student/Staff/Family Climate Surveys based upon the CORE District surveys

#### Dynamic Reporting and Opportunities for Deeper Analysis using the CORE Insights Platform

Based upon the users and user rights provided by the District, educators will have access to view and analyze reports and data in the CORE Insights platform, and other platforms as they become available.

#### Strategic Analytics by our Partners at Education Analytics

In partnership with Education Analytics and in consultation with participating education agencies, CORE will conduct strategic analytics to explore patterns, identify trends, develop additional indicators, and identify outlier schools that can potentially serve as exemplars. Findings will be shared with all members of the CORE Data Collaborative.

#### Twice Annual Professional Learning Sessions for Teams of Up to Five People

CORE Districts will host two in person convenings each year (one in the Fall and one in the Spring) for up to five people from each District. Each convening will be a full day. If in person convenings are infeasible due to COVID-19, CORE will implement a comparable virtual convening. District will be responsible for all travel costs. CORE Districts will provide the venue, meals during the day, and general session facilitation.

#### Additional Professional/Peer Learning Opportunities

CORE Districts will offer additional professional learning opportunities, such as webinars. Such opportunities will be made available to Districts who participate in the CORE Data Collaborative.

### CORE-PACE Research Partnership

Participating education agencies will become part of the CORE-PACE research partnership with opportunities to engage in and learn from research on the quantitative data in the CORE data system, and qualitative "deep dive" studies into policy and practice. Policy Analysis for California Education (PACE) is an independent, non-partisan research center based at Stanford University, in partnership with the University of Southern California and the University of California-Davis, the University of California--UCLA, and the University of California-- Berkeley. Founded in 1983, PACE seeks to define and sustain a long-term strategy for comprehensive policy reform and continuous improvement in performance at all levels of California's education system, from early childhood to postsecondary education and training. PACE bridges the gap between research and policy, working with scholars from California's leading universities and with state and local policymakers to increase the impact of academic research on educational policy in California. PACE works with a network of approximately 50 policy scholars from all of the leading research universities in California, both public and private.

PACE has been the CORE Districts' primary research partner since 2015. Over the past couple of years, PACE has intentionally been working to support the evolution of the organizational relationship along the continuum articulated by Penuel and Gallagher (2017) from a positive "collaborative" (where the research partner takes the lead on the work, with the goal of benefiting the education partner) to a "jointly negotiated" relationship (where the research and education partners co-construct research questions, there is ongoing involvement of both parties in bringing data to bear on progress, both parties collaborate on building data-based understandings, and the scope of work is broad and jointly agreed upon). The resulting Research-Practice Partnership has two main facets: (1) where PACE serves to connect questions relevant for policy and practice to researchers interested in answering them using the CORE data system, (2) the mixed methods developmental evaluation of CORE's programming to drive improvement.

### Research to Inform Policy and Practice

CORE Districts' member Districts have the opportunity to participate in single or multi-LEA research studies in ways that are designed to inform continuous improvement in the CORE Districts and policy and practice in California and beyond. PACE leads and facilitates quantitative research in the partnership by:

- Building and maintaining the infrastructure for quantitative research using CORE's member Districts' data. This includes:
  - 1) Developing and maintaining a data warehouse going back to 2010-11 containing student and school-level data for CORE and Data Collaborative districts, and 2) managing the entirety of the process for conducting new research within CORE, from developing research questions to publishing final products.
  - 2) Managing CORE's quantitative research portfolio. PACE engages researchers from UC Santa Barbara, USC, UC Riverside, UC Irvine, University of Virginia, Brown, Harvard, UC Davis, UC Los Angeles, UC Berkeley, and other universities on studies co-designed with PACE and the CORE districts. The portfolio of research conducted by these PACE "affiliates" now includes 40 ongoing or completed studies, some of which have validated measures of socio-emotional learning and others of which provide insight into important educational policy issues (e.g., school accountability, the relationship between student characteristics and academic and behavioral outcomes, variation in the effects of schools, districts, or policies for various student subgroups). New studies are approved by the CORE Board on an annual basis.
  - 3) Conducting original research to inform policy and practice. These studies, which are conducted by PACE faculty and staff, are released more quickly than the PACE-affiliate studies and usually have tighter implications for policy and practice. They leverage PACE's expertise in both quantitative and qualitative methods to answer complex questions on a timeline that supports districts' learning and decision-making. These studies might investigate such topics as pipelines into teaching and school leadership, workforce quality, or using CORE's multiple measures data system to build a stronger understanding of school performance and improvement in student outcomes. They could also include evaluations of new programs or interventions designed to address persistent barriers to strong and equitable student outcomes.

### Developmental Evaluation

As CORE's research partner, PACE conducts research on CORE's approaches to supporting the CORE Districts member Districts to improve. The goals of this work are: (1) for CORE's staff and its Districts to receive ongoing, formative feedback and (2) to share research findings in ways that impact education in California more broadly. Towards these goals PACE:

- Works closely with CORE staff to document, revisit, and revise CORE's theory of action on a regular basis as CORE and PACE learn together about CORE's work
- Co-develops research questions with CORE, to help them test and refine their approach
- Develops a rich of understanding of CORE's practices and how Districts (i.e. participating districts, schools, and educators) experience working with CORE through activities such as:
  - Attending and documenting a sample of network meetings and capability-building programs
  - Interviewing CORE staff to understand how team members are enacting their roles in supporting improvement
- Interviewing district and school administrators and educational leaders (including teacher leaders) working on improvement teams with CORE to understand how CORE's work is experienced by Districts (i.e. participating districts and schools)
- Estimates the effects of BTSC on participating districts and schools by:



Conducting a quasi-experimental design to estimate the effects of BTSC on participating schools

- Shares findings from the research:
  - With CORE to support CORE's ongoing internal improvement (e.g., through regular check-ins and improvement reviews with CORE)
  - With participating schools and districts at their request (e.g., presentations for staff in one or more of the CORE Districts)
  - With policy-makers, educators, and the broader research community through conferences, briefs, reports, and social media.

Each year, CORE District staff and member Districts' Superintendents will be able to prioritize additional research topics for exploration through PACE's quantitative portfolio.

### **State and National Voice:**

Together, CORE Districts' Districts serve more than 1 million students and their families, representing 18 percent of all California students. Thus, by working together, CORE Districts' member Districts serve a significant proportion of the state's students and have the opportunity to have a much greater voice at both the state and national level.

In addition to the capability building, data and research partnership benefits described above, the member District's Superintendent has the opportunity to participate in a PLC, collaborating and learning from others around shared problems of practice. These often have state and federal policy implications.

Through the power of the group, Districts have an outside policy impact. Examples of CORE's policy impact include:

- State Accountability System - our voice is strong in policy discussions about how data is used at the state-level for accountability versus how data is used locally by educators for improvement. CORE- PACE analysis has been critical in state decisions around measuring and reporting chronic absence and school culture/climate in the state's accountability data system, and CORE Districts' use of student academic growth data is a major influence on how the state will move forward to include student academic growth as an indicator on the California school dashboard.
- California's emerging Cradle to Career Data Infrastructure - CORE's use of practitioner-focused dashboards and tools stand out among the case studies being considered by policy makers and influencers in the governor's efforts to build a cradle to career data infrastructure. Among the ways CORE's voice stands out are CORE's latest developments and tools to help answer questions like what is a student's likelihood of graduating? Of graduating A-G? Of being successful in college?
- LCAPs - Released months before the state Legislature developed California's LCAP process, CORE's School Quality Improvement Index informed much of the policy conversation and the LCAP data metrics have 85 percent crossover with CORE's Index.
- ESSA- The Every Student Succeeds Act perfectly aligns with CORE's Index and our multiple measures work helped influence the final bill.
- NCLB Waiver - CORE Districts received the only district-level waiver from NCLB, which allowed the districts to develop a novel and holistic accountability system and receive increased flexibility for the use of their Title 1 funds.

### **Hold Harmless**

To the fullest extent allowed by law, the District shall hold CORE Districts, its agents, employees, volunteers, and representatives ("Indemnities") free and harmless from any and all claims, demands, negligence (including the active or passive negligence of Indemnities, regardless of whether sole or otherwise, as allowed by law), causes of action, costs, expenses, liabilities, losses, damages or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, (collectively "Loss") to the extent arising out of or incident to, but not limited to: breaches of any District data (including but not limited to employee, board member, and student data) by CORE District's, its partners, and the 3<sup>rd</sup> party platforms CORE uses for its work.

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**Exhibit B**

Data Element	Variables to include subject to adjustment	Additional Notes
<b>Assessments</b>		
SBAC Summatives all grades (3-8 and 11) & Subjects	Variables included in the SBAC and/or CERS annual extracts from the CDE's TOMS system	For annual and selected interim data warehouse and reporting
Other interim/benchmark assessments	As mutually agreed to support DISTRICT needs; Student IDs, CDS code, grade level, subject, sub-subject/component, score, performance level, etc.	Additional indicator
CELDT and ELPAC	Variables included in the ELPAC and/or CERS annual extracts from the CDE's TOMS system	For annual and selected interim data warehouse and reporting
Other standardized tests	As mutually agreed to support DISTRICT needs: Student IDs, CDS code, grade level subject sub-subject/component, score performance level etc.	Additional indicator
<b>Student Characteristics and Program Participation</b>		
Student demographics	Variables included in CALPADS annual ODS extracts (SINF) or from district data warehouse files (current year)	For annual and selected interim data warehouse and reporting
Student participation	Variables included in CALPADS annual ODS extracts (SENR, SPED, SELA, SPRG FRPM GRCH) or from district data warehouse files (current year)	For annual and selected interim data warehouse and reporting
Student attendance	Variables included in CALPADS annual ODS extracts (STAS) or from district data warehouse files (current year)	For annual and selected interim data warehouse and reporting
Student discipline	Variables included in CALPADS annual ODS extracts (SINC, SIRS) or from district data warehouse files (current year)	For annual and selected interim data warehouse and reporting
Student academic performance	Variables included in CALPADS annual ODS extracts (SCSC, CRSC) or from district data warehouse files (current year) including staff course section assignments	For annual and selected interim data warehouse and reporting
School Information	As mutually agreed to support DISTRICT needs: School names, CDS code, grade levels served, school level, charter status, type of school subject, sub-subject/component score performance level etc.	For annual and selected interim data warehouse and reporting
<b>Survey Information</b>		
Student, Staff and Family surveys	As mutually agreed to support DISTRICT needs: Student IDs, CDS code, grade level survey items survey item responses	Additional indicator
<b>College Going Information</b>		
College going data	As mutually agreed to support DISTRICT needs: college application data, college enrollment data college persistence data college completion data	Additional indicator

## Partnership Costs and Payment Schedule

Each member of CORE Districts will pay annual dues structured to meet the financial needs of the collaborative and to enable the collaborative to provide the aforementioned benefits.

The cost for CORE Districts membership has two components:

1. Base contribution: A fixed cost divided amongst districts equally to support basic operations; and
2. Program contribution: A variable cost based on program participation and size (ADA).


The pricing and payment schedule for SCUSD is:

- Full annuals dues: \$ 198,375
  - o Total contribution= \$123,000 base contribution+ \$75,375 program contribution.
- Member contributions follow the below schedule:
  - o SY 2018-2019: \$93,000 {\$104,375 less than full dues)
  - o SY 2019-2020: \$124,000 {\$73,375 less than full dues)
  - o SY 2020-2021: \$124,000 (\$73,375 less than full dues)
  - o SY 2021-2022: \$124,000 (\$73,375 less than full dues)
  - o SY 2022-2023: \$198,375
  - o SY 2023-2024: \$198,375
  - o SY 2024-2025: \$198,375

- Annual dues for Sacramento City USD in SY2024-2025 are \$198,375.

CORE Districts and Sacramento City Unified hereby certify that they are authorized to bind their respective entities for SY2024-2025

Signed by:



D2972921888C416...

Janea Marking

Chief Business and Operations Officer

Date: 09/04/2024



**Crowe LLP**  
Independent Member Crowe Global

400 Capitol Mall, Suite 1400  
Sacramento, CA 95814-4498  
Tel +1 916 441 1000  
Fax +1 916 441 1110  
www.crowe.com

August 7, 2024

Janea Marking  
Sacramento City Unified School District  
5735 47th Avenue  
Sacramento, California 95824-4528

Dear Ms. Marking:

This engagement adjustment ("Amendment") amends the engagement letter dated February 8, 2024 ("Engagement Letter"), between Sacramento City Unified School District ("Client" or "you" or "your") and Crowe LLP ("Crowe" or "us" or "we" or "our"). This Amendment is effective as of the date of the Engagement Letter.

All capitalized terms in this Amendment shall have the same meaning as in the Engagement Letter.

The parties agree that, in addition to preparation of the financial statements and other supplementary reporting for the Client, Crowe will prepare the conversion entries necessary to present full-accrual financial reporting, as required by Governmental Accounting Standards Board (GASB) statement number 34.

#### FEES

Our fees for this added service, inclusive of expenses, are outlined below.

Description of Services	Fee Amount
GASB 34 Conversion Entries	\$5,500

Except as expressly amended herein, all other terms and conditions of the Engagement Letter shall remain in full force and effect and unmodified and shall govern this Amendment. In the event of conflict between the terms of the Engagement Letter and the terms of the Amendment, the Amendment shall control.

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If this letter is not to your understanding, please contact us so that we can revise this letter accordingly. If you have any questions or comments regarding the terms of this Amendment, please do not hesitate to contact Crowe.

**ACCEPTANCE:**

I have reviewed the arrangements outlined above and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this Amendment effective the date first written above.

Crowe LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Sacramento City Unified School District

Crowe LLP

\_\_\_\_\_  
Signature

Janea Marking

\_\_\_\_\_  
Printed Name

Chief Business & Operations Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

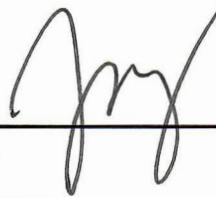
Jeffrey Jensen

\_\_\_\_\_  
Printed Name

Partner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



9/4/24



**AMENDMENT NO. 2 TO AGREEMENT FOR  
AUDIT SERVICES**

This Amendment to the Agreement for Audit Services ("Amendment") is entered into between the Sacramento City Unified School District ("District") and Crowe LLP ("Crowe") (collectively the "Parties"):

**Section I. Amendment to Agreement for Independent Consultant Agreement for Audit Services originally entered to on February 8, 2023.**

1. **Approval of this Amendment:** This Amendment shall be subject to the approval of the District's Board of Education ("Board"). Upon approval by the Board, the effective date of this Amendment shall be August 8, 2024 (ratification);

2. **Extension of Term of the Agreement:** This Amendment shall extend the current Audit staffing on the Project from February 2023 to August 2024;

3. **Fee and Method of Payment:** The District shall continue to pay Crowe for the current services and will now pay for the added services from and after August 8, 2024, on a fee basis up to a maximum of \$183,500, as reflected below, unless this Amendment is further extended or modified.

**Description of Scope Change; -basis for change order**

Additional billing in accordance with 2023 audit engagement letter for three (3) additional federal programs tested exceeding two (2) programs

**Description of funding changes to contract:**

Original contract amount .....	<u>\$163,000</u>
Previous change orders through change order # .....	\$5,500
Contract amount prior to this change order .....	\$168,500
Amount of this change order.....	\$15,000

**NEW CONTRACT AMOUNT.....\$183,500**

Section II All Other Provisions Reaffirmed.

All other provisions of the Agreement for Audit Services shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment No. 2 and any provision of the Agreement for Audit Services, the provisions of this Amendment No. 2 shall control.

**IN WITNESS WHEREOF**, the Parties have caused this Amendment No. 2 to the Agreement for Audit Services to be executed by their respective officers who are duly authorized, as of the Effective Date.

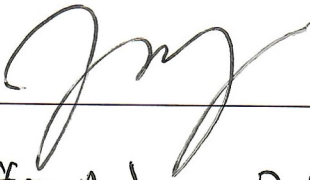
**ACCEPTED AND AGREED** on the date indicated below:

DATE: August 8, 2024

**Sacramento City Unified School  
District**

**Crowe LLP**

\_\_\_\_\_  
Janea Marking  
Chief Business and Operations Officer

\_\_\_\_\_  
  
Jeffrey A. Jensen, Partner



**Crowe LLP**  
Independent Member Crowe Global

400 Capitol Mall, Suite 1400  
Sacramento, CA 95814-4498  
Tel +1 916 441 1000  
Fax +1 916 441 1110  
www.crowe.com

February 8, 2024

Janea Marking  
Sacramento City Unified School District  
5735 47th Avenue  
Sacramento, California 95824-4528

Dear Ms. Marking:

This letter confirms the arrangements for Crowe LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to Sacramento City Unified School District ("you", "your" or "Client"). The attached Crowe Engagement Terms, and any other attachments thereto, are integral parts of this letter, and such terms are incorporated herein.

#### AUDIT SERVICES

##### Our Responsibilities

We will audit and report on the financial statements of the Client for the year ending June 30, 2024.

We will audit and report on the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Client for the period(s) indicated.

In addition to our report on the financial statements, we plan to evaluate the presentation of the following supplementary information in relation to the financial statements as a whole, and to report on whether this supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Combining and Individual Fund Financial Statements and Schedules
- Organization
- Schedule of Average Daily Attendance
- Schedule of Instructional Time
- Schedule of Expenditures of Federal Awards
- Reconciliation of Unaudited Financial Report with Audited Financial Statements
- Schedule of First 5 Revenues and Expenditures

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management's Discussion and Analysis
- Budgetary Comparison Schedules



- Schedule of Changes in the Client's Total Other Postemployment Benefits (OPEB) Liability  
Schedule of Changes in Net Pension Liability and Related Ratios
- Schedule of Contributions

The document will also include the following additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

- Schedule of Financial Trends and Analysis – Unaudited

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud, and that we report on the Schedule of Expenditures of Federal Awards (as noted above), and on your compliance with laws and regulations and on its internal controls as required for a Single Audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount that we believe would influence the judgment made by a reasonable user of these financial statements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. As required by the standards, we will maintain professional skepticism throughout the audit.

In making our risk assessments, we obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the Client's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

As part of our audit, we will conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Client's ability to continue as a going concern for a reasonable period of time.

We expect to issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to the Board of Education of the Client. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph or a separate section in the auditor's report, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- Independent Auditor's Report on Compliance with State Laws and Regulations – The purpose of this report on compliance is solely to describe the scope of our testing of compliance with State Laws and Regulations, and the results of that testing, based on the requirements of the State of California's Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting. Accordingly, this report is not suitable for any other purpose.
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Client's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
- Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance -- The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

We will also perform tests of controls including testing underlying transactions, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with the Uniform Guidance. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any non-reportable conditions or other matters involving internal control, if any, as required by the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. However, the objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the United States Office of Management and Budget (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an

opinion on your compliance with requirements applicable to major Federal award programs. Because an audit is designed to provide reasonable assurance, but not absolute assurance, the audit is not designed to detect immaterial violations or instances of noncompliance.

Our audit and work product are intended for the benefit and use of the Client only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information.

However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

*Government Auditing Standards* require that we provide you with a copy of our most recent peer review report, which accompanies this letter.

#### The Client's Responsibilities

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

The Client's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Management has the responsibility to make Crowe aware of significant contractor relationships in which the contractor is responsible for program compliance. Client's management is responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings, to establish and maintain a process for tracking the status of findings and recommendations, and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, to safeguard assets, and to design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements and to devise policies to ensure that the Client complies with applicable laws and regulations.

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

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the Client, and their knowledge of any fraud or suspected fraud affecting the Client.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements, and to the Client's compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of such information to our engagement, you agree to waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management's responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

Management is responsible for report distribution responsibilities, including determining which officials or organizations will receive the report and making the report available to the public as applicable when the audit organization is responsible for report distribution.

## OTHER SERVICES

### Financial Statement Preparation

The Client will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the Client to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

### Preparation of the Schedule of Expenditure of Federal Awards

The Client will provide us with the necessary information to prepare the draft schedule of expenditure of federal awards including the notes thereto. We are relying on the Client to provide us with all information required by the Uniform Guidance for the schedule, notes and other relevant reporting information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the schedule of expenditures of federal awards.

### Recordkeeping Assistance

The Client will provide us with the necessary information to assist you in your recordkeeping. We will propose year end adjusting entries to management for your review and approval, including cash to accrual conversion entries. We are relying on the Client to provide us with the necessary information in a timely fashion and ensure the data is complete and accurate.

### Data Collection Form input services

We will provide assistance in completing sections of the Data Collection Form (DCF) relative to its federal award programs pursuant to the requirements of Section §200.512 of the Uniform Guidance that are promulgated to be completed by the Client. While we may provide this data entry service and assist you in satisfying your electronic data communication requirements to the Federal Audit Clearinghouse, the completeness and accuracy of this information remains the responsibility of your management.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

## BOND OFFERINGS

With respect to any official statements issued by the Client with which Crowe is not involved, the official statement should indicate that the auditor is not involved with the contents of such official statement. The disclosure should read as:

“Crowe, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Crowe also has not performed any procedures relating to this official statement.”

In delivering services to Client, Crowe may use subsidiaries owned and controlled by Crowe within and outside the United States. Crowe subsidiaries are subject to the same information security policies and requirements as Crowe LLP and will meet the requirements set forth in the confidentiality and data protection provisions of this Agreement.

## FEES

Our fees are outlined below.

Description of Services	Fee Amount
Audit of the Client's financial statements for the year ending June 30, 2024 including attendance testing and ASB walkthroughs for internal audit site visits	\$163,000

The above fee assumes no more than two federal programs will be subject to testing in the period ended June 30, 2023. Each additional program requiring testing will be billed at \$6,500 per program. We will invoice you as our services are rendered.

Invoices will be submitted as work progresses, which will include out-of-pocket expenses, between the date this letter is executed and the anticipated delivery date of our reports. Payment shall be made within 30 days upon submission of periodic invoices to the attention of Business Services, Sacramento City Unified School District, PO Box 246870, Sacramento, CA. 95824-6870.

In accordance with the requirements of Education Code Section 14505, the District will not be required to pay the final 10% of this amount until the current year audit report has been accepted by the State Controller's Office.

To offset various overhead expenses associated with providing professional services that are not directly invoiced, a business services fee will be billed at 5% of total invoiced fees and expenses prior to tax. The business services fee reflects our estimate of costs including but not limited to technology, data security, administrative support, processing support, and other related support on this engagement.

Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided
- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. No provision of this Agreement will be deemed waived, unless such waiver will be in writing and signed by the party against which the waiver is sought to be enforced. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents

and will be deemed valid, binding and enforceable by and against all parties. This Agreement, including any dispute arising out of or related to this Agreement and the parties' relationship generally, will be governed and construed in accordance with the laws of the State of Illinois applicable to agreements made and wholly performed in that state, without giving effect to its conflict of laws rules to the extent those rules would require applying another jurisdiction's laws.

\* \* \* \* \*

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this Agreement and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page Follows)



**ACCEPTANCE**

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this Agreement effective the date first written above.

Crowe LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Sacramento City Unified School District

Crowe LLP

DocuSigned by:  
*Janea Marking*  
D2972921888C416...

DocuSigned by:  
*Jeffrey Jensen*  
A4DD146890324EE...

Signature

Signature

Janea Marking

Jeffrey Jensen

Printed Name

Printed Name

Janea Marking, Chief Business and Operations Officer

Partner

Title

Title

04/10/2024

March 20, 2024

Date

Date

### **Crowe Engagement Terms**

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

**CLIENT'S ASSISTANCE** – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

**PROFESSIONAL STANDARDS** – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

**REPORTS** – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

**CONFIDENTIALITY** – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

**CLIENT-REQUIRED CLOUD USAGE** – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third parties assisting with or hosting the Cloud Storage that either such third party or Client (and not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third parties.

**DATA PROTECTION** – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential as described above and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes information on behalf of Client and pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other related professional services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client warrants (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Crowe and Client will each allow opportunistic TLS encryption to provide for secure email communication, and each party will notify the other in writing if it deactivates opportunistic TLS encryption. If Client fails to allow opportunistic TLS encryption, Client agrees that each party may use unencrypted electronic media to correspond or transmit information, and Client further agrees that such use of unencrypted media will not in itself constitute a breach of any confidentiality or other obligation relating to this Agreement. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data processed by Crowe. Client will promptly reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe's then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe shall promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client's Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph into an agreement with the provider.

**GENERAL DATA PROTECTION REGULATION COMPLIANCE** – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation ("GDPR"), then in addition to the requirements of the above Data Protection section, this section will apply to such personal data ("EU Personal Data"). The parties agree that for purposes of processing the EU Personal Data, (a) Client will be the "Data Controller" as defined by the GDPR, meaning the organization that

determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the “Data Processor” as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries (“Data Subjects”). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

**INTELLECTUAL PROPERTY** – Any deliverables, works, inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement (“Work Product”), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Upon full payment by Client, Crowe grants to Client a license to use for its business purposes any deliverables, including any other Work Product incorporated in such deliverables. Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement as well as any enhancements to any of the above (“Materials”). The foregoing ownership will be without any duty of accounting.

**CLIENT DATA USAGE** – Client shall retain full ownership of all data provided to Crowe by or on behalf of Client in connection with this Agreement, and Crowe will maintain the confidentiality and protection of Client data as set forth in this Agreement. Client agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe for the purpose of (a) performing the Services and its obligations under this Agreement; (b) as otherwise agreed upon in writing; (c) to further improve or develop our products and services; or (d) as necessary to comply with applicable law or professional standards.

**DATA AGGREGATION & BENCHMARKING** – Client agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties (“Data Aggregations”) for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

**USE OF THIRD PARTIES IN CROWE OPERATIONS** – Crowe uses third-party providers and third-party solutions in the ordinary course of Crowe business operations. Third-party providers and solutions used in the ordinary course of Crowe business operations include without limitation email providers, cyber-security providers, data hosting centers, operating systems, tools with machine learning or artificial intelligence components (including generative artificial intelligence products or services), and other third-party products and solutions used to perform the Services or generate Work Product, or components thereof. Crowe also uses its subsidiaries (owned and controlled by Crowe) within and outside the United States for various administrative and support roles. Crowe subsidiaries and any third-party providers used

in the ordinary course of Crowe business operations will meet the confidentiality and data protection requirements in this Agreement. The limitations in this Agreement on Client's remedies will also apply to any such third-party providers and Crowe subsidiaries.

**USE OF SUBCONTRACTORS FOR SERVICE DELIVERY** – Crowe may engage third-party subcontractors in delivering Services to Client. Third-party subcontractors are not owned or controlled by Crowe (including without limitation Crowe Global member firms). If Crowe engages such a subcontractor to deliver Services to Client, Crowe will execute an agreement for the protection of Client's confidential information consistent with the provisions of this Agreement. Crowe will be solely responsible for the provision of Services (including those provided by subcontractors) and for the protection of Client's confidential information. The limitations in this Agreement on Client's remedies will also apply to any subcontractors.

**LEGAL AND REGULATORY CHANGE** – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

**PUBLICATION** – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

**CLIENT REFERENCE** – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

**NO PUNITIVE OR CONSEQUENTIAL DAMAGES** – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

**LIMIT OF LIABILITY** – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

**INDEMNIFICATION FOR THIRD-PARTY CLAIMS** – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

**NO TRANSFER OR ASSIGNMENT OF CLAIMS** – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

**TIME LIMIT ON CLAIMS** – In no event will any action against Crowe, arising from or relating to this Agreement or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) one (1) year after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

**RESPONSE TO LEGAL PROCESS** – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

**MEDIATION** – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

**JURY TRIAL WAIVER** – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."

**ARBITRATION** – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). Regardless of the amount in controversy, the arbitration will be administered by JAMS, Inc. ("JAMS"), pursuant to its Streamlined Arbitration Rules & Procedures or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by JAMS. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to

causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

**NOTIFICATION OF NON-LICENSEE OWNERSHIP (For California Engagements) – Crowe (“the Firm”)** and certain owners of the Firm are licensed by the California State Board of Accountancy. However, the Firm has owners not licensed by the California State Board of Accountancy who may provide Services under this agreement. If Client has any questions regarding licensure of the personnel performing Services under this engagement, please do not hesitate to contact Crowe.

**NON-SOLICITATION –** Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the engagement (“Key Personnel”). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party’s written consent unless the hiring or engaging party pays to the other party a fee equal to the hired or engaged Key Personnel’s compensation for the prior twelve-month period with the other party.

**CROWE AND EQUAL OPPORTUNITY –** Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

**CROWE GLOBAL NETWORK –** Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. “Crowe” is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or

omissions of Crowe LLP and its subsidiaries. Visit [www.crowe.com/disclosure](http://www.crowe.com/disclosure) for more information about Crowe LLP, its subsidiaries, and Crowe Global.

**INSURANCE REQUIREMENTS** – Prior to commencement of services and during the life of this Agreement, Crowe shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence and in the annual aggregate of four million dollars (\$4,000,000) for bodily injury and property damage, including without limitation, blanket contractual liability. Crowe's general liability policies shall be primary and shall not seek contribution from the District's coverage.

**PROFESSIONAL LIABILITY INSURANCE** – Crowe shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of one million dollars (\$1,000,000) per claim and in the annual aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement, and Crowe agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.





## Report on the Firm's System of Quality Control

To the Partners of Crowe LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe LLP (the "Firm") applicable to engagements not subject to Public Company Accounting Oversight Board ("PCAOB") permanent inspection in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under Federal Deposit Insurance Corporation Improvement Act of 1991 (FDICIA); and examinations of service organizations (SOC 1® and SOC 2® engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crowe LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Crowe LLP has received a peer review rating of *pass*.

Cherry Bekaert LLP September 29, 2022

A handwritten signature in black ink that reads 'Cherry Bekaert LLP'. The signature is written in a cursive, flowing style.

cbh.com

A decorative horizontal bar at the bottom of the page, composed of several colored segments: green, orange, purple, red, and blue.



National Peer  
Review Committee

October 20, 2022

Mark Baer Crowe LLP  
225 W Wacker DR Ste 2600  
Chicago, IL 60606-1228

Dear Mark Baer:

It is my pleasure to notify you that on October 13, 2022, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Michael Wagner". The signature is fluid and cursive.

Michael Wagner  
Chair, National PRC

+1.919.402.4502

cc: Jeffrey Sabetta, Jennifer Allen

Firm Number: 900010014904

Review Number: 592839

220 Leigh Farm Road, Durham, NC 27707-8110  
T: +1.919.402.4502 F: +1.919.419.4713  
aicpaglobal.com | cimaglobal.com | aicpa.org | cima.org

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

This Independent Contractor Services Agreement ("Agreement") is made and entered into effective September 1, 2024 by and between the Sacramento City Unified School District ("District") and Niti Sharma ("Contractor").

1. Contractor Services. Contractor agrees to provide District with Financial Consulting services Contractor follows their own methods in rendering advisory services. The District does not control the manner in which the Contractor renders their advisory services.
2. Contractor Qualifications. Contractor represents that it has in effect all licenses, permissions, and has otherwise all legal qualifications to perform the Agreement.
3. Term. This Agreement shall begin on September 1, 2024 and terminate on June 30, 2025. There shall be no extension of the Agreement without express written consent of all parties.
4. Compensation. Contractor shall be compensated as a rate of \$150 per hour not to exceed 1,000 hours, through the term of this Agreement pursuant to paragraph three above. A day will be considered an eight-hour period, inclusive of meals, breaks, travel, etc. Contractor will not receive fringe benefits except reimbursement at the rate of per diem meals and mileage in accordance with the District's reimbursement policy in connection with the scope of work.
5. Payment. District agrees to pay Contractor within net thirty (30) days of receipt of a detailed invoice for services rendered.
6. Incidental Expense. Contractor shall be reimbursed for all expenses. Receipts will be provided for public transportation and lodging costs. Personal car reimbursement will be at the IRS allowable rate and meals will be reimbursed at a GSA per diem rate. No reimbursements will be made for off-site work.
7. California Residency. Contractor shall complete and attach IRS Form W-9.
8. Conflict of Interest. Contractor does not have, or anticipate having, any interest in real property, investments, business interests in or income from sources which would provide Contractor or his spouse with personal financial gain as a result of any recommendation, advice or any other action taken by Contractor during the rendition of services under this Agreement.
9. Termination of Agreement. Either District or Contractor may terminate this Agreement at any time for any reason upon 30 days written notice. In the event of early termination, Contractor shall be paid for satisfactory work performed prior to the date of termination. The District may then proceed with the work in any manner the District deems appropriate.

10. Indemnity. The Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Trustees, members of the Board of Trustees, from and against claims, damages, losses, and expenses (included, but not limited to attorney's fees and costs including fees of Contractors) arising out of or resulting from performance of the contract (including, but not limited to) the Contractor's use of the site; the Contractor's completion of the duties under the contract; injury to or death of persons or damage to property or delay or damage to the District, its agents, employees, Board of Trustees, members of the Board of Trustees, for any act, omission, negligence, or willful misconduct of the Contractor or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.
11. Independent Contractor Status. While engaged in carrying out the terms and conditions of the Contract, the Contractor is an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District.
12. Insurance Requirements. Prior to commencement of services and during the life of this Agreement, Vendor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Vendor's general liability policies shall be primary and shall not seek contribution from the District's coverage and be endorsed with a form at least as broad as ISO form CG 20 10 or CG 20 26 to provide that District and its officers, officials, employees, and volunteers shall be additional insureds under such policies.
13. Worker's Compensation Insurance. Contractor agrees to provide all necessary workers' compensation insurance of Contractor's employees, if any, at Contractor's own cost and expense.
14. Taxes. Contractor agrees that Contractor has no entitlement or any future work from the District or to any employment or fringe benefits from the District. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Contractor. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Contractor is independently responsible for the payment of all applicable taxes.
15. Assignment. The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the District.

16. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
17. Amendments. The terms of the Contract Documents shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue shall be in the appropriate Superior Court of California.
19. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Contractor and the District and their respective successors and assigns.
20. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the company for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the person who gives notice.
21. Non-Discrimination. It is the policy of the District that there shall be no discrimination against any of Contractor's prospective or active employees because of race, color, ancestry, national origin, sex or religious creed. Therefore, the Contractor agrees to comply with applicable federal and California laws.
22. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor agrees that it shall comply with all legal requirements for the performance of its duties under this Agreement and that failure to do so shall constitute material breach.
23. Entire 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, not explained or supplemented by evidence of consistent additional terms.
24. Execution of Other Documents. The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
25. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

26. Board Approval. To the extent the Agreement exceeds an expenditure above the amount specified in Education Code section 17605, this Agreement, as to any such exceeded amount, is not enforceable and is invalid unless and until the exceeded amount is approved and/or ratified by the governing board of the Sacramento City Unified School District, as evidenced by a motion of said board duly passed and adopted.

Executed at Sacramento, California, on the date and year first written above.

DISTRICT:

\_\_\_\_\_  
Janea Marking  
Chief Business Officer

\_\_\_\_\_  
Date

CONTRACTOR:

  
\_\_\_\_\_  
Niti Sharma

09/06/24  
Date

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**SERVICES AGREEMENT**

**Date:** August 15, 2024 **Place:** Sacramento, California

**Parties:** Sacramento City Unified School District, a political subdivision of the State of California, (hereinafter referred to as the "District"); and Mark T. Harris, Esq. (hereinafter referred to as "Contractor").

**Recitals:**

A. The District is a public school district in the County of Sacramento, State of California, and has its administrative offices located at the Serna Center, 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824.

B. The District desires to engage the services of the Contractor and to have said Contractor render services on the terms and conditions provided in this Agreement.

C. California Government Code Section 53060 authorizes a public school district to contract with and employ any persons to furnish to the District, services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained, experienced and competent to perform the required services, provided such contract is approved or ratified by the governing board of the school district. Said section further authorizes the District to pay from any available funds such compensation to such persons as it deems proper for the services rendered, as set forth in the contract.

D. The Contractor is specially trained, experienced and competent to perform the services required by the District, and such services are needed on a limited basis.

In consideration of the mutual promises contained herein, the parties agree as follows:

**ARTICLE 1. SERVICES.**

The Contractor hereby agrees to provide to the District the services as described below ("Services"):

Legal Counsel with respect to social justice and civil rights matters District specifically refers to attorney, including but not limited to attending District advisory and community meetings including the African American Advisory Board and community-based organizations; legal services as reasonably required to represent District in such matters as may arise through the course of the school year; reasonable steps to keep District informed of significant developments and respond to District's inquiries regarding those matters ("Legal Services").

Services as Presenter and Speaker with respect to equity and social justice matters in the format of lecture series and seminar sessions; debriefing lecture series and seminar sessions to ensure District's expectations are being met; resources as necessary to serve the District in such matters ("Seminar Services").

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**ARTICLE 2. TERM.**

This Agreement shall commence on August 15, 2024, and continue through August 14, 2025, unless sooner terminated, as set forth in Article 10 of this Agreement, provided all services under this Agreement are performed in a manner that satisfies both the needs and reasonable expectations of the District. The determination of a satisfactory performance shall be in the sole judgment and discretion of the District in light of applicable industry standards, if applicable. The term may be extended by mutual consent of the parties on the same terms and conditions by a mutually executed addendum.

**ARTICLE 3. PAYMENT.**

District agrees to pay Contractor for services satisfactorily rendered pursuant to this Agreement as follows:

Legal Services Fee: \$10,416.67 for each month, for a minimum of 20 hours of work performed each month throughout the Term, commencing on August 15, 2024. Total fee for Legal Services shall not exceed **One Hundred Twenty-Five Thousand Dollars (\$125,000)**.

Payment shall be made within 30 days upon submission of periodic invoice(s) to the attention of Legal Services Department, Sacramento City Unified School District, P. O. Box 246870, Sacramento, California 95824-6870.

**ARTICLE 4. EQUIPMENT AND FACILITIES.**

District will provide Contractor with access to all needed records and materials during normal business hours upon reasonable notice. However, District shall not be responsible for nor will it be required to provide personnel to accomplish the duties and obligations of Contractor under this Agreement. Contractor will provide all other necessary equipment and facilities to render the services pursuant to this Agreement.

**ARTICLE 5. WORKS FOR HIRE/COPYRIGHT/TRADEMARK/PATENT**

The Contractor understands and agrees that all matters specifically produced under this Agreement that contain no intellectual property or other protected works owned by Contractor shall be works for hire and shall become the sole property of the District and cannot be used without the District's express written permission. The District shall have the right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. The Contractor consents to the use of the Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose in any medium.

As to those matters specifically produced under this Agreement that are composed of intellectual property or other protected works, Contractor must clearly identify to the District those protected elements included in the completed work. The remainder of the intellectual property of such completed works shall be deemed the sole property of the District. The completed works that include both elements of Contractor's protected works and the District's protected works, shall be subject to a mutual non-exclusive license agreement that permits either party to utilize the completed work in a manner consistent with this Agreement including the sale, use, performance and distribution of the matters, for any purpose in any medium.



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**ARTICLE 6. INDEPENDENT CONTRACTOR.**

Contractor's relationship to the District under this Agreement shall be one of an independent contractor. The Contractor and all of their employees shall not be employees or agents of the District and are not entitled to participate in any District pension plans, retirement, health and welfare programs, or any similar programs or benefits, as a result of this Agreement.

The Contractor and their employees or agents rendering services under this agreement shall not be employees of the District for federal or state tax purposes, or for any other purpose. The Contractor acknowledges and agrees that it is the sole responsibility of the Contractor to report as income its compensation from the District and to make the requisite tax filings and payments to the appropriate federal, state, and/or local tax authorities. No part of the Contractor's compensation shall be subject to withholding by the District for the payment of social security, unemployment, or disability insurance, or any other similar state or federal tax obligation.

The Contractor agrees to defend, indemnify and hold the District harmless from any and all claims, losses, liabilities, or damages arising from any contention by a third party that an employer-employee relationship exists by reason of this Agreement.

The District assumes no liability for workers' compensation or liability for loss, damage or injury to persons or property during or relating to the performance of services under this Agreement.

**ARTICLE 7. FINGERPRINTING REQUIREMENTS.**

District has determined that services performed under this Agreement will result in limited contact with pupils. Contractor is required to comply with the conditions listed in Exhibit A, Contractor's Certification of Compliance. If the Contractor is unwilling to comply with these requirements, the Contractor's employees may not enter any school site until the Contractor provides the certification of fingerprinting clearance by the DOJ for employees providing services. These requirements apply to self-employed contractors.

**ARTICLE 8. MUTUAL INDEMNIFICATION.**

Each of the Parties shall defend, indemnify and hold harmless the other Party, its officers, agents and employees from any and all claims, liabilities and costs, for any damages, sickness, death, or injury to person(s) or property, including payment of reasonable attorney's fees, and including without limitation all consequential damages, from any cause whatsoever, arising directly or indirectly from or connected with the operations or services performed under this Agreement, caused in whole or in part by the negligent or intentional acts or omissions of the Parties or its agents, employees or subcontractors.

It is the intention of the Parties, where fault is determined to have been contributory, principles of comparative fault will be followed and each Party shall bear the proportionate cost of any damage attributable to fault of that Party. It is further understood and agreed that such indemnification will survive the termination of this Agreement.

**ARTICLE 9. INSURANCE.**

Prior to commencement of services and during the life of this Agreement, Contractor shall provide the District with a certificate of insurance reflecting its comprehensive general liability insurance coverage in a sum not less than \$1,000,000 per occurrence naming District as an additional insured. Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory. If insurance is not kept in

force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the Contractor to the District.

**I. Professional Liability Insurance**

Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of five million dollars (\$5,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

**ARTICLE 10. TERMINATION.**

The District may terminate this Agreement without cause upon giving the Contractor thirty days written notice. Notice shall be deemed given when received by Contractor, or no later than three days after the day of mailing, whichever is sooner.

The District may terminate this Agreement with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Agreement by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor confirms its insolvency or is adjudged a bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Agreement shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Agreement, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

**ARTICLE 11. ASSIGNMENT.**

This Agreement is for personal services to be performed by the Contractor. Neither this Agreement nor any duties or obligations to be performed under this Agreement shall be assigned without the prior written consent of the District, which shall not be unreasonably withheld. In the event of an assignment to which the District has consented, the assignee or his/her or its legal representative shall agree in writing with the District to personally assume, perform, and be bound by the covenants, obligations, and agreements contained in this Agreement.

**ARTICLE 12. NOTICES.**

Any notices, requests, demand or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the third day after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or



certified, postage prepaid, or on the day after dispatching by Federal Express or another overnight delivery service, and properly addressed as follows:

District:  
Sacramento City Unified School District  
Attn: Tina Alvarez Bevens, Contracts  
5735 47<sup>th</sup> Avenue  
Sacramento CA 95824

Contractor:  
Mark T. Harris, Esq.  
500 Capitol Mall, Suite 2350  
Sacramento CA 95814

#### **ARTICLE 13. ENTIRE AGREEMENT.**

This Agreement contains the entire agreement between the parties and supersedes all prior understanding between them with respect to the subject matter of this Agreement. There are no promises, terms, conditions or obligations, oral or written, between or among the parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. This Agreement may not be modified, changed, supplemented or terminated, nor may any obligations under this Agreement be waived, except by written instrument signed by the party to be otherwise expressly permitted in this Agreement.

#### **ARTICLE 14. CONFLICT OF INTEREST.**

The Contractor shall abide by and be subject to all applicable District policies, regulations, statutes or other laws regarding conflict of interest. Contractor shall not hire any officer or employee of the District to perform any service covered by this Agreement. If the work is to be performed in connection with a Federal contract or grant, Contractor shall not hire any employee of the United States government to perform any service covered by this Agreement. Contractor affirms to the best of their knowledge, there exists no actual or potential conflict of interest between Contractor's family, business or financial interest and the services provided under this Agreement. In the event of a change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to the District's attention in writing.

#### **ARTICLE 15. NONDISCRIMINATION.**

It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

#### **ARTICLE 16. SEVERABILITY.**

Should any term or provision of this Agreement be determined to be illegal or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected thereby. Each term or provision of this Agreement shall be valid and be enforced as written to the full extent permitted by law.

#### **ARTICLE 17. RULES AND REGULATIONS.**

All rules and regulations of the District's Board of Education and all federal, state and local laws, ordinance and regulations are to be strictly observed by the Contractor pursuant to this Agreement. Any rule, regulation or law required to be contained in this Agreement shall be deemed to be incorporated herein.

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**ARTICLE 18. APPLICABLE LAW/VENUE.**

This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

**ARTICLE 19. RATIFICATION BY BOARD OF EDUCATION.**

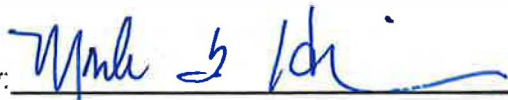
To the extent the Agreement exceeds an expenditure above the amount specified in Education Code section 17605, this Agreement, as to any such exceeded amount, is not enforceable and is invalid unless and until the exceeded amount is approved and/or ratified by the governing board of the Sacramento City Unified School District, as evidenced by a motion of said board duly passed and adopted.

Executed at Sacramento, California, on the day and year first above written.

**SACRAMENTO CITY  
UNIFIED SCHOOL DISTRICT**

**MARK T. HARRIS, ESQ.**

By: \_\_\_\_\_  
          Janea Marking  
          Chief Business Officer

By:  \_\_\_\_\_  
          15 AUGUST 2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**EXHIBIT A**

**CONTRACTOR CERTIFICATION of COMPLIANCE**

**FINGERPRINT AND CRIMINAL BACKGROUND CHECK CERTIFICATION**

*In accordance with the Department of Justice fingerprint and criminal background investigation requirements of California Education Code section 45125.1, et seq.*

With respect to the Services Agreement ("Agreement") between the Sacramento City Unified School District ("District") and Mark T. Harris, Esq. ("Contractor"):

One of the boxes below must be checked with regard to Contractor and Contractor's personnel (officers, principals, paid or unpaid employees, volunteers, agents, subtenants and subcontractors of Contractor who will provide services under the Agreement) ("Contractor's Personnel") and the arrangements must be verified by an authorized representative of District prior to commencement of the Agreement.

Requirements do not Apply. Fingerprinting/Background Check requirements do not apply because Contractor/Contractor's Personnel will not have any interaction with District pupils based on the type of service being provided, the location at which services will be provided, or for other reason (Specify):  
\_\_\_\_\_  
\_\_\_\_\_

Contract is Exempt. Contractor/Contractor's Personnel qualify for a waiver of fingerprint/criminal background check requirements on the following basis:

\_\_\_\_ Emergency Services. The services provided by Contractor/Contractor's Personnel are for an emergency or exceptional situation, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable. [Ed. Code § 45125.1(b)]

\_\_\_\_ Parental Supervision. Contractor/Contractor's Personnel will have no interaction with District pupils that is not under the immediate supervision and control of the pupil's parent/guardian. Enter details of parental supervision: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Employee Supervision. Contractor/Contractor's Personnel will have no interaction with pupils that is not under the immediate supervision and control of a District employee who has been properly fingerprinted and undergone background checks. Enter details of District employee supervision arrangements: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Work Experience Program. Contractor/Contractor's Personnel are offering qualifying work experience opportunities for pupils, or workplace placements as part of a pupil's Individualized Education Program (IEP), and all of the following will be met as part of such participation: (a) at least one adult employee in the workplace during pupil's work hours has a valid criminal records summary; (b) a District staff member will make at least one visitation every three weeks to consult, observe and check in to ensure pupil health, safety and welfare; and (c) the pupil's parent has signed a consent form per California Education Code section 45125.1(b)(2).

\_\_\_ Independent Study Program. Contractor/Contractor's Personnel provides independent study program services to pupils under the immediate supervision and control of pupil's parent/guardian and District has either [check as applicable]: \_\_\_ (a) verified completion of a valid criminal records summary for all Contracting Party Personnel who interact with pupils; **or** \_\_\_ (b) District has ensured that parent/guardian has signed a consent form per California Education Code section 45125.1(b)(3).

Contract Not Exempt



A. Sole Proprietor. Contractor is a **sole proprietor** who may interact with District pupils not under the immediate supervision of a pupil's parent, guardian or District employee, and in accordance with the fingerprinting requirements of California Education Code section 45125.1(h), hereby agrees to the District's preparation and submission of fingerprints so that the California Department of Justice may determine (A) that Contractor has not been convicted of a felony, as that term is defined in California Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by California Education Code section 45125.1(2) or (3). No work or action under the Agreement shall commence until the Department of Justice ascertains that Contractor has not been convicted of a felony as defined in California Education Code section 45122.1.

\_\_\_ B. Contract Not Exempt – Background Checks Completed. Contractor is **not a sole proprietor** and has complied with the fingerprinting requirements of California Education Code section 45125.1 with respect to all Contractor's Personnel who may interact with District pupils not under the immediate supervision of a pupil's parent, guardian or District employee during the term of the Agreement, and the California Department of Justice has determined (A) that none of Contractor's Personnel has been convicted of a felony, as that term is defined in California Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by California Education Code section 45125.1(2) or (3). When the Contractor performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to the District pursuant to the subsequent arrest service. A complete and accurate list of Contractor's Personnel who may come in contact with District pupils during the course and scope of the Agreement is attached hereto. No work or action under the Agreement shall commence until the Department of Justice ascertains that none of Contractor's Personnel has been convicted of a felony as defined in California Education Code section 45122.1.

**CONTRACTING PARTY CERTIFICATION**

I am a representative of the Contractor entering into this Agreement with the District, and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of the Contractor. By signing below, I certify that the information contained on this certification form is accurate. I understand that it is Contractor's sole responsibility to maintain, update, and provide the District with current "Fingerprint and Criminal Background Check Certification" information for all Contractor's Personnel throughout the duration of the Agreement. **A list of Contractor's Personnel is attached hereto as Attachment A.**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**ATTACHMENT "A"**

**Contractor's Personnel**

**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

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**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

**Name/Company:** \_\_\_\_\_

If further space is required for the list of personnel, attach additional copies of this page

[End of Exhibit A]



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1c

**Meeting Date:** September 19, 2024

**Subject:** **Approve Business and Financial Report: Warrants, Checks and Electronic Transfers Issued for the Period of July 1-31, 2024.**

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

**Division:** Business Services

**Recommendation:** Approve attached list of warrants and checks.

**Background/Rationale:** The detailed list of warrants, checks and electronic transfers issued for the period of July 1-31, 2024 are available for the Board members upon request.

**Financial Considerations:** Normal business items that reflect payments from district funds.

**LCAP Goal(s):** Family and Community Empowerment; Operational Excellence

**Documents Attached:**

Warrants, Checks and Electronic Transfers – Jul 1-31, 2024

**Estimated Time:** N/A

**Submitted by:** Janea Marking, Chief Business and Operations Officer

**Approved by:** Lisa Allen, Superintendent



**Sacramento City Unified School District**

**Warrants, Checks and Electronic Funds Transfers**

**JUL 2024**

<u>Account</u>	<u>Document Numbers</u>	<u>Fund</u>	<u>Amount</u>
County Accounts Payable Warrants	97428692 - 97429816	1125 items	<b>\$ 24,794,472.70</b>
		General (01)	\$ 12,489,783.16
		Charter (09)	\$ 71,326.17
		Adult Education (11)	\$ 95,554.33
		Child Development (12)	\$ 116,724.44
		Cafeteria (13)	\$ 593,644.26
		Building (21)	\$ 11,323,693.02
		Developer Fees (25)	\$ 5,337.12
		Cafeteria Enterprise (61)	\$ 126.92
		Self Insurance (67)	\$ 44,372.69
		Self Ins Dental/Vision (68)	
		Payroll Revolving (76)	\$ 53,910.59
Alternate Cash	00002596 - 00002609	14 items	<b>\$ 62,693.09</b>
		Payroll Revolving (76)	\$ 45,947.80
Payroll and Payroll Vendor Warrants	97907516 - 97908098	583 items	<b>\$ 1,251,792.50</b>
		General (01)	\$ 735,055.48
		Charter (09)	\$ 22,045.72
		Adult Education (11)	\$ 11,298.30
		Child Development (12)	\$ 11,188.84
		Cafeteria (13)	\$ 56,493.80
		Deferred Maintenance (14)	
		Building (21)	
		Developer Fees (25)	
		Mello Roos Capital Proj (49)	
		Cafeteria Enterprise (61)	
		Self Insurance (67)	
		Self Ins Dental/Vision (68)	
		Retiree Benefits (71)	
Payroll Revolving (76)	\$ 415,710.36		
Payroll ACHs and Payroll Vendor EFTs	ACH 01611940 - 01616464 EFT 00000023 - 00000025	4527 items	<b>\$ 14,257,644.78</b>
		General (01)	\$ 13,025,453.44
		Charter (09)	\$ 430,143.42
		Adult Education (11)	\$ 104,320.77
		Child Development (12)	\$ 206,587.35
		Cafeteria (13)	\$ 308,841.97
		Deferred Maintenance (14)	
		Building (21)	\$ 9,098.26
		Developer Fees (25)	
		Mello Roos Capital Proj (49)	
		Cafeteria Enterprise (61)	\$ 24.48
		Self Insurance (67)	\$ 10,422.09
		Self Ins Dental/Vision (68)	
		Retiree Benefits (71)	
Payroll Revolving (76)	\$ 162,753.00		
County Wire Transfers for Benefit, Debt & Tax	9700350187 - 9700350190	4 items	<b>\$ 13,798,174.79</b>
		General (01)	
		Payroll Revolving (76)	\$ 13,798,174.79
<b>Total</b>	<b>6253 items</b>		<b>\$ 54,164,777.86</b>



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1d

**Meeting Date:** September 19, 2024

**Subject:** Approval of Unauthorized Vendor Payments

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

**Division:** Business Services

**Recommendation:** Approve the attached list of vendor payments

**Background/Rationale:** Business Services has established a new procedure for transparency and approval of unauthorized contracts. An unauthorized contract is a vendor providing services without an approved contract and is unable to meet district minimum requirements.

**Financial Considerations:** See attached.

**LCAP Goal(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy, Engaged Students; Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. List of unauthorized vendor payments

**Estimated Time:** N/A

**Submitted by:** Janea Marking, Chief Business and Operations Officer

**Approved by:** Lisa Allen, Superintendent



Sacramento City Unified School District  
Business Services

**Unauthorized Vendor Payment Approval**

The following "Unauthorized Vendors" cannot receive an approved Purchase Order (PO) due to a lack of meeting district minimum requirements. The following list of payments due are for services performed without approval. Vendors have submitted invoices and are seeking payment for amounts listed.

Board Date: 9/19/24

#	School Site/Department	Vendor ID#	Reason	Amount Due
1.	Hollywood Park Elementary	121761	Ceasing services, new labor partner process was not followed	\$3,500.00
2.	William Land Elementary	315520	Ceasing services, no insurance coverage	\$2,580.00



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1e

**Meeting Date:** September 19, 2024

**Subject:** Donations to the District for the Period of July 1-31, 2024

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

**Division:** Business Services

**Recommendation:** Accept the donations to the District for the period of July 1-31, 2024

**Background/Rationale:** Per Board Policy 3290 Gifts, Grants and Bequests, the Board of Education accepts donations on behalf of the schools and the District. After Board approval, the Board Office will send a letter of recognition to the donors.

**Financial Considerations:** None

**LCAP Goal(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy and Engaged Students; Family and Community Empowerment; Operational Excellence

**Documents Attached:**

- Donations Report for the period of July 1-31, 2024.

**Estimated Time:** N/A

**Submitted by:** Janea Marking, Chief Business and Operations Officer

**Approved by:** Lisa Allen, Superintendent

**B OF A - BANK OF AMERICA**

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
BA25-0000351	Posted	(000454) BENEVITY FUND	8758	Electronic F	07/01/24					7/1/24 BENEVITY FUND FOR	60.00
01-0812-0-8690-		- - - -0384-				60.00					

**Total for Sacramento City Unified School District** 60.00

**Fund-Object Recap**

01-8690	Donation Board Acknowledgement	60.00
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**Fund 01 - General Fund** 60.00

**Fiscal Year 2025**

**Total for Sacramento City Unified School District** 60.00

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 97, Starting Receipt Date = 7/1/2024, Ending Receipt Date = 7/31/2024, User Created = N, On Hold? = Y, No Invoice = Y, Object = 8690, Accounts? = Y, Recap = O, Sort/Group = )

**BMO AP - BMO Harris Bank (AP)**

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
BM25-0000010	Posted	Youth Creating Change	8677	Check	07/03/24	335			BMO070324	2024 Mini Grant, Youth Creati	750.00
01-0812-0-8690-		- - - -0379-				750.00					

**Total for Sacramento City Unified School District 810.00**

**Fund-Object Recap**

01-8690	Donation Board Acknowledgement	750.00
---------	--------------------------------	--------

**Fund 01 - General Fund 750.00**

**Total for Sacramento City Unified School District 810.00**

**Org Recap**

**Sacramento City Unified School District**

E - Electronic Funds Xfer		60.00
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\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 97, Starting Receipt Date = 7/1/2024, Ending Receipt Date = 7/31/2024, User Created = N, On Hold? = Y, No Invoice = Y, Object = 8690, Accounts? = Y, Recap = O, Sort/Group = )

**BMO AP - BMO Harris Bank (AP)**

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
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**Org Recap**

**Sacramento City Unified School District (continued)**

C - Check	750.00
<b>Total Receipts</b>	<b>810.00</b>
<b>Report Total</b>	<b>810.00</b>

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 97, Starting Receipt Date = 7/1/2024, Ending Receipt Date = 7/31/2024, User Created = N, On Hold? = Y, No Invoice = Y, Object = 8690, Accounts? = Y, Recap = O, Sort/Group = )



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1f

**Meeting Date:** September 19, 2024

**Subject:** Approve Purchase Order Board Report for the Period of July 15, 2024, through August 14, 2024

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

**Division:** Business Services

**Recommendation:** Approve attached list of purchase orders.

**Background/Rationale:** N/A

**Financial Considerations:** Reflects standard business information.

**LCAP Goal(s):** Family and Community Empowerment; Operational Excellence

**Documents Attached:**

- PO Board Report Period of July 15, 2024, through August 14, 2024

**Estimated Time:** N/A

**Submitted by:** Janea Marking, Chief Business and Operations Officer

**Approved by:** Lisa Allen, Superintendent



**Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00240	CROWN LIFT TRUCKS	WAREHOUSE FORKLIFT REPAIRS 2023-24SY	NUTRITION SERVICES DEPARTMENT	01	1,348.17
				13	13,603.00
B25-00241	COLLEGE OAK TOWING	TOW AND REPAIR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	01	160.00
				13	640.00
B25-00242	COAST TRUCK CENTERS OF WEST SA C INC	TRANSPORT REFER UNIT REPAIR 24-25 SY	NUTRITION SERVICES DEPARTMENT	13	13,000.00
B25-00243	JOHN PEREIRA dba L&S REFRIGERATION	WAREHOUSE REFRIGERATION BOX REPAIRS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	8,000.00
B25-00244	SEQUOIA PREMIUM FOODS	DELI MEAT FOR 24/25 SY	NUTRITION SERVICES DEPARTMENT	13	5,000.00
B25-00245	CERTIFIED SAFE & LOCK SERVICE	SMALL PARTS/LOCKS FOR 24/25 SY	NUTRITION SERVICES DEPARTMENT	13	500.00
B25-00246	PAPE MATERIAL HANDLING BOBCAT WEST	HYSTER EQUIP. MAINT. FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	01	1,000.00
				13	4,000.00
B25-00247	R&S OVERHEAD DOORS & GATES OF SACRAMENTO INC	WAREHOUSE ROLL-UP DOOR REPAIRS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	01	1,100.00
				13	4,400.00
B25-00248	SCHOOL SPECIALTY EDUCATION	Blanket PO for school supplies 2024-2025.	MATERIALS DEVELOPMENT LAB	01	8,000.00
B25-00249	SUPERIOR PLUS ENERGY SERVICES INC.	PROPANE FOR FOOD TRUCK FY24-25	NUTRITION SERVICES DEPARTMENT	13	1,000.00
B25-00250	PITNEY BOWES	PITNEY BOWES POSTAGE 24/25	JOHN F. KENNEDY HIGH SCHOOL	01	1,000.00
B25-00251	PITNEY BOWES	PITNEY BOWES MACHINE LEASE 24/25	JOHN F. KENNEDY HIGH SCHOOL	01	2,175.00
B25-00252	ATORIAS BAKING COMPANY dba WHE AT VALLEY BAKERY	PITA SOFT DIPPERS 2024-2025 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00253	BIMBO BAKERIES USA INC	FRESH BREAD FOR 2024-2025 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00254	APPLE & EVE	JUICE FOR THE 2024-25	NUTRITION SERVICES DEPARTMENT	13	250,000.00
B25-00255	DOS PISANO INC	BAGELS FOR 2024 - 25SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00256	LUBERSKI INC	HARD COOKED EGGS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	80,000.00
B25-00257	HIGHLAND BEEFALO FARMS INC HIGH LAND BEEF FARMS INC	BEEF SLICES & SLICES 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	54,931.80
B25-00258	KENS FOODS INC	DRESSING & SAUCES FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00259	T MARZETTI CO	FROZEN PASTA FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00260	NATIONAL FOOD GROUP INC	HUMMUS, SUNFLOWER, FRUIT CUPS FOR 2024-25SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00

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**Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00261	WAWONA FROZEN FOODS	FROZEN FRUIT BLENDS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00262	EASTSIDE ENTREES INC ES FOODS INC	MEAL KITS FOR SUPPERS SY 2024-25	NUTRITION SERVICES DEPARTMENT	13	120,000.00
B25-00263	HOME 4 DINNER LLC	PRE-MADE UNBAKED PIZZA DURING 2024-2025 SY	NUTRITION SERVICES DEPARTMENT	13	11,000.00
B25-00264	PRODUCE EXPRESS INC	PRODUCE FOR FOOD LITERACY PROG. 2024-2025	NUTRITION SERVICES DEPARTMENT	13	10,000.00
B25-00265	FEDEX	Federal Express Services 24-25	TECHNOLOGY SERVICES	01	200.00
B25-00266	MORGAN-NELS INDUSTRIAL SUPPLY	MACHINE SHOP PARTS/SUPPLIES CUSTODIAL 2024-25SY	BUILDINGS & GROUNDS/OPERATIONS	01	20,000.00
B25-00267	JEFF SAHS dba JEFF SAHS VIOLIN S	MUSIC LIBRARY- REPAIRS 2024-25SY	ACADEMIC OFFICE	01	20,000.00
B25-00268	BATTERIES PLUS BULBS	SUPPLIES FOR ELECTRONICS 24-25 SY	FACILITIES MAINTENANCE	01	8,114.93
B25-00269	ACTION RENTALS LDJ INC.	CONCRETE FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00270	FOUNDATION BUILDING MATERIALS	MATERIALS FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	2,500.00
B25-00271	GAME TIME CORP c o MRC	MATERIALS AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	12,500.00
B25-00272	GARCIA SHEETMETAL CORP	MATERIALS FOR ROOFING DEPT 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00273	MIRACLE PLAYSYSTEMS INC	MATERIALS AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00274	NEW HOME BUILDING SUPPLY INC	CARPENTRY/ ROOFING SUPPLIES FOR REPAIRS 24-25 SY	FACILITIES MAINTENANCE	01	16,000.00
B25-00275	PLAYPOWER LT FARMINGTON INC	MATERIALS AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00276	SLAKEY BROS INC	MATERIALS AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00277	HD SUPPLY CONSTRUCTION & INDUS TRIAL	MATERIALS AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00278	WIREMAN FENCE PRODUCTS	MATERIALS AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	3,000.00
B25-00279	DAVE BANG ASSOCIATES INC OF CA PLAYWORLD	PLAYGROUND EQUIPMENT FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00280	CALIFORNIA QUALITY PLASTICS	ELECTRICAL SUPPLIES/MATERIALS 2024-25 SY	FACILITIES MAINTENANCE	01	9,000.00
B25-00281	EMERGENCY LIGHTING EQUIPMENT S ERVICE CO INC	LIGHTING SUPPLIES FOR ELECTRICAL SHOP 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00282	GRAINGER INC	MATERIALS FOR ELECTRIC SHOP 2024-2025 SY	FACILITIES MAINTENANCE	01	10,000.00

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B25-00283	HI LINE ELECTRIC CO	ELECTRICAL MATERIALS FOR 2024-2025 SY	FACILITIES MAINTENANCE	01	20,000.00
B25-00284	BATTERY SYSTEMS	BATTERY SUPPLIES FOR ELECTRICAL SHOP 2024-2025 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00285	RALEY'S BEL AIR NOB HILL FOODS	TRANSITION COOKING - HIRAM JOHNSON # 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	750.00
B25-00286	RALEY'S BEL AIR NOB HILL FOODS	TRANSITION COOKING PROGRAM - ROSEMONT # 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	750.00
B25-00287	RALEY'S BEL AIR NOB HILL FOODS	TRANSITION COOKING - HEALTH PROF # 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	750.00
B25-00288	RALEY'S BEL AIR NOB HILL FOODS	TRANSITION COOKING - LBHS #5000033 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	750.00
B25-00289	[REDACTED]	SETTLEMENT AGREEMENT [REDACTED]	SPECIAL EDUCATION DEPARTMENT	01	7,000.00
B25-00290	NCH CORPORATION dba CHEMSEARCH FE	NEW VENDOR CHEMSEARCH / HVAC 2024-25SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00291	CIRCUIT SOLUTION INC	ELECTRICAL SUPPLIES FOR ELECTRICAL SHOP 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00292	CAMCO WINDING & SALES INC dba CULVER ARMATURE & MOTOR	CULVER ARMATURE FOR ELECTRICAL SUPPLIES 2024-25 SY	FACILITIES MAINTENANCE	01	6,000.00
B25-00293	V-POWER EQUIPMENT INC	MATERIALS & SERVICE FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00294	[REDACTED]	SETTLEMENT PAYMENT [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	5,500.00
B25-00295	FASTRAK VIOLATION PROCESSING	FASTRAK FEES FOR SUMMER MATTERS 2024-25SY	YOUTH DEVELOPMENT	01	100.00
B25-00296	PACIFIC STORAGE dba PACIFIC SH REDDING	0415-468 CAL CAMPUS RENEWAL - SHREDDING SVC	FACILITIES SUPPORT SERVICES	21	400.00
B25-00298	A TEICHERT & SON, INC.	TEICHERT AGGREGATES-LABOR SHOP SUPPLIES 24-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00299	CITRUS HEIGHTS SAW & MOWER	LABOR SHOP SUPPLIES/MATERIALS AS NEEDED 24-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00300	COUNTY OF SACRAMENTO ENVIRONME NTAL MGMT DEPT	DISPOSAL OF NORMAL WASTE REFUSE 2024-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00301	ELDER CREEK TRASH & RECOVERY	WASTE REMOVAL FOR 2024-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00302	GRAINGER INC	LABOR SHOP SUPPLIES FOR 24-25 SY	FACILITIES MAINTENANCE	01	7,000.00
B25-00303	GRANITE CONSTRUCTION CO	LABORER SHOP SUPPLIES FOR WORK ORDERS 2024-25 SY	FACILITIES MAINTENANCE	01	2,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00304	GREEN ACRES NURSERY AND SUPPLY	GREEN ACRES-MATERIALS FOR LABOR SHOP 24-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00305	PITNEY BOWES	MAIL METER QUARTERLY PAYMENT	PURCHASING SERVICES	01	10,300.00
B25-00306	SACRAMENTO FOR TRACTOR INC	LABOR SHOP SUPPLIES 2024-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00307	VESERIS	PESTICIDE SUPPLIES FOR 2024-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00308	VALLEY TRUCK & TRACTOR CO	LABOR SHOP SUPPLIES 2024-25 SY	FACILITIES MAINTENANCE	01	2,500.00
B25-00309	DUNN EDWARDS PAINTS	MATERIALS/SUPPLIES FOR PAINT SHOP 24-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00310	GRAINGER INC ACCOUNT #80927635 5	SUPPLIES FOR ASBESTOS SHOP FOR 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00311	SHERWIN WILLIAMS CO	MATERIALS FOR PAINT SHOP 24-25 SY	FACILITIES MAINTENANCE	01	3,000.00
B25-00312	UNIVERSITY ART CENTER	MATERIALS/SUPPLIES FOR PAINT SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,400.00
B25-00313	VISTA PAINT CORPORATION	MATERIALS/SUPPLIES FOR PAINT SHOP 24-25 SY	FACILITIES MAINTENANCE	01	3,000.00
B25-00314	WAREHOUSE PAINT,INC.	MATERIALS/SUPPLIES FOR PAINT SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,500.00
B25-00315	BUTTES PIPE & SUPPLY CO	BUTTES PIPE & SUPPLY CO - NEW VENDOR	FACILITIES MAINTENANCE	01	4,000.00
B25-00316	GRAINGER INC ACCOUNT #80927635 5	SUPPLIES AS NEEDED FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00317	AMERICAN LEAK DETECTION	PLUMBING SHOP-LEAK DETECTION SERVICE 2024-25SY	FACILITIES MAINTENANCE	01	2,500.00
B25-00318	AMERIGAS	PROPANE FOR FACILITIES EQUIPMENT 2024-25SY	FACILITIES MAINTENANCE	01	500.00
B25-00319	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES FOR FACILITIES 2024-25SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00320	CITY OF SACRAMENTO REVENUE DIV ISION	FIRE INSPECTIONS SERVICE FEES 2024-25SY	FACILITIES MAINTENANCE	01	20,000.00
B25-00321	COLLEGE OAK TOWING	TOWING SRV FOR MAINTENANCE VEHICLES 2024-25 SY	FACILITIES MAINTENANCE	01	750.00
B25-00322	EAGLE TOWING INC	TOWING SERVICES FOR MAINTENANCE 2024-25 SY	FACILITIES MAINTENANCE	01	3,500.00
B25-00323	FASTENAL INDUSTRIAL & SUPPLY	MATERIALS & SUPPLIES MAINTENANCE 2024-25SY	FACILITIES MAINTENANCE	01	6,500.00
B25-00324	GRAINGER INC ACCOUNT #80927635 5	SUPPLIES FOR FACILITIES REPAIRS 24-25 SY	FACILITIES MAINTENANCE	01	7,500.00
B25-00325	UNITED RENTALS INC	RENTAL EQUIPMENT FOR MAINTENANCE 2024-25SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00326	SACRAMENTO BATTERY CO INC	MATERIALS/SUPPLIES FOR GLAZING SHOP 2024-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00327	DOWNTOWN FORD SALES	SERVICE AND PARTS FOR MAINTENANCE 2024-25SY	FACILITIES MAINTENANCE	01	7,500.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00328	SIGNATURE REPROGRAPHICS	REPROGRAPHICS SERVICES FOR FACILITIES 24-25 SY	FACILITIES MAINTENANCE	01	250.00
B25-00329	GRAINGER INC ACCOUNT #80927635 5	SUPPLIES FOR GLAZING SHOP 2024-25 SCHOOL YEAR	FACILITIES MAINTENANCE	01	3,000.00
B25-00330	PROFESSIONAL PLASTICS	MATERIALS/SUPPLIES FOR GLAZING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00331	WOOD BROS FLOOR COVERING	SUPPLIES FOR GLAZING SHOP 2024-2025	FACILITIES MAINTENANCE	01	10,000.00
B25-00332	Asset Technologies, LLC	SUPPLIES FOR HVAC 2024-25 SY	FACILITIES MAINTENANCE	01	2,500.00
B25-00333	CAMCO WINDING & SALES INC dba CULVER ARMATURE & MOTOR	HVAC SUPPLIES AS NEEDED 2024-25SY	FACILITIES MAINTENANCE	01	20,000.00
B25-00334	GRAINGER INC ACCOUNT #80927635 5	HVAC SUPPLIES NEEDED FOR 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00335	JOHNSON CONTROLS INC.	HVAC SUPPLIES NEEDED FOR 2024-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00336	JOHNSTONE SUPPLY INC	HVAC SUPPLIES NEEDED FOR 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00337	SIGLER WHOLESALER	HVAC SUPPLIES NEEDED FOR 2024-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00338	WESTERN PACIFIC DISTRIBUTORS	HVAC SUPPLIES NEEDED FOR 2024-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00339	AIRGAS	RENTED BOTTLE REFILL FOR ROOFING DEPT 2024-25 SY	FACILITIES MAINTENANCE	01	2,500.00
B25-00340	GRAINGER INC ACCOUNT #80927635 5	MATERIALS FOR ROOFING DEPT 24-25 SY	FACILITIES MAINTENANCE	01	3,500.00
B25-00341	NOBILE SAW WORKS	TOOL SHARPENING FOR CARPENTRY SHOP 2024-25SY	FACILITIES MAINTENANCE	01	500.00
B25-00342	STERICYCLE INC	24-25 SHREDDING SERVICE	HEALTH SERVICES	01	1,500.00
B25-00343	AMERICAN TIME & SIGNAL CO	SUPPLIES FOR ELECTRIC SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00344	ARC DOCUMENT SOLUTIONS LLC	PRINTED MATERIALS BOND PROJECTS 24-25	FACILITIES SUPPORT SERVICES	21	5,000.00
B25-00345	BOBCAT CENTRAL INC	SRVC AND PARTS FOR LABORER EQUIPMENT 24-25 SY	FACILITIES MAINTENANCE	01	9,000.00
B25-00346	CALIFORNIA CUSTOM TRAILERS INC	SRVC AND PARTS FOR LABORER EQUIP. 2023-24 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00347	CAPITAL RUBBER CO	CAPITAL RUBBER COMPANY FOR SUPPLIES FOR 2024-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00348	CASCADE ROCK INC	LABORER SHOP SUPPLIES FOR WORK ORDERS 24-25 SY	FACILITIES MAINTENANCE	01	8,000.00
B25-00349	EWING IRRIGATION PRODUCTS INC	MATERIALS AS NEEDED FOR LABORER SHOP 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00

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B25-00350	HASTIE'S CAPITOL SAND & GRAVEL	LABORER SHOP SUPPLIES FOR WORK ORDERS 24-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00351	HORIZON	HORIZON LABOR SHOP SUPPLIES 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00352	NAPA AUTO PARTS	MATERIALS/SUPPLIES FOR LABOR SHOP 24-25 SY	FACILITIES MAINTENANCE	01	6,000.00
B25-00353	PAPE MACHINERY	MOWER EQUIPMENT SUPPLIES FOR LABOR SHOP 2024-25 SY	FACILITIES MAINTENANCE	01	2,500.00
B25-00354	PAPE MATERIAL HANDLING BOBCAT WEST	MOWER EQUIPMENT SUPPLIES FOR LABOR SHOP 24-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00355	THE HOME DEPOT PRO	LABOR SHOP SUPPLIES 2024-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00356	GRAVOTECH INC	PAINT SUPPLIES FOR PAINT SHOP 2024-25 SY	FACILITIES MAINTENANCE	01	3,000.00
B25-00357	INDUSTRIAL CONTAINER SERVICES	CONTAINERS/SUPPLIES FOR HAZARDOUS WASTE 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00358	MORGAN-NELS INDUSTRIAL SUPPLY	MATERIALS/SUPPLIES FOR PAINT/ASBESTOS SHOP 24-25SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00359	N GLANTZ & SON	MATERIALS FOR SIGN SHOP (PAINTERS) 24-25 SY	FACILITIES MAINTENANCE	01	8,000.00
B25-00360	PACIFIC WEST SIGNS	MATERIALS FOR SIGN SHOP (PAINTERS) 24-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00361	PPG PAINTS	MATERIALS/SUPPLIES FOR PAINT SHOP 24-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00362	ABC PLUMBING, HEATING and AC	SUPPLIES FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00363	AFFORDABLE TRENCHLESS and PIP E LINING	TRENCHING SERVICE FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00364	BACKFLOW DISTRIBUTORS INC	MATERIALS AS NEEDED FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00365	BACKFLOW TECHNOLOGIES	MATERIALS AS NEEDED FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	3,000.00
B25-00366	CAPITAL RUBBER CO	SUPPLIES AS NEEDED FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00367	COMMERCIAL PUMP SERVICE INC	SERVICE FOR PLUMBING SHOP 2024-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00368	CURT'S PUMPING & SEPTIC	PUMP & SEPTIC SERVICE FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00369	HEIECK SUPPLY INC	SUPPLIES AS NEEDED FOR PLUMBING 24-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00370	LINCOLN AQUATICS	SUPPLIES AS NEEDED FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	4,000.00
B25-00371	PACE SUPPLY	MATERIALS AS NEEDED FOR PLUMBING SHOP 2024-25SY	FACILITIES MAINTENANCE	01	10,000.00

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B25-00372	SITE ONE LANDSCAPE SUPPLY	SUPPLIE AS NEEDED FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00373	PRECISION CLEANING SYSTEMS INC	FOR PLUMBING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,500.00
B25-00374	ALLIED PROPANE SERVICES INC	PROPANE FOR FACILITIES EQUIPMENT 24-25 SY	FACILITIES MAINTENANCE	01	1,500.00
B25-00375	BATTERY SYSTEMS	BATTERIES FOR FACILITIES EQUIPMENT 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00376	BZ SERVICE STATION MAINTENANCE	INSPECTIONS FOR FACILITIES VEHICLES 2024-25SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00377	CDW GOVERNMENT	TECHNOLOGY FOR FACILITIES FOR 2024-25SY	FACILITIES MAINTENANCE	01	1,500.00
B25-00378	HUNT & SONS INC	OIL AS NEEDED FOR MAINTENANCE VEHICLES 2024-25SY	FACILITIES MAINTENANCE	01	500.00
B25-00379	SUPERIOR PLUS ENERGY SERVICES INC.	PROPANE FOR MAINTENANCE VEHICLES 2024-25 SY	FACILITIES MAINTENANCE	01	3,200.00
B25-00380	LUBE XPRESS & SMOG	SERVICE FOR MAINTENANCE VEHICLES 24-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00381	NAPA AUTO PARTS	MTRL'S & SUPPLIES FOR FACILITIES REPAIRS 2024-25SY	FACILITIES MAINTENANCE	01	8,000.00
B25-00382	ONE STOP TRUCK SHOP	SRVCE AND REPAIRS TO FACILITIES VEHICLES 2024-25SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00383	SAFETY KLEEN CORP	SOLVENT CLEANING SVC FOR FACILITIES 2024-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00384	Great American Movers A Corp.	VARIOUS MOVING PROJECTS 24-25 SY	FACILITIES MAINTENANCE	01	20,000.00
B25-00385	G & S COLLISION & PAINT INC	AUTO BODY REPAIRS TO FACILITIES FLEET 2024-25SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00386	MICROTEST LABORATORIES INC	ASBESTOS TESTING SERVICE 24-25 SY	FACILITIES MAINTENANCE	01	4,000.00
B25-00387	RESTORATION MANAGEMENT COMPANY	RESTORATION AND ENVIRONMENTAL SERVICES 24-25 SY	FACILITIES MAINTENANCE	01	15,000.00
B25-00388	U-NEAC FASTENERS INC	SUPPLIES FOR FACILITIES DEPT. 2024-25	FACILITIES MAINTENANCE	01	15.00
B25-00389	THE HOME DEPOT PRO	SUPPLIES FOR FACILITIES DEPARTMENT 2024-25SY	FACILITIES MAINTENANCE	01	15,000.00
B25-00390	AVF SYSTEMS INC	ANSWERING MONITOR SRVC FOR FIRE ALARMS 24-25SY	FACILITIES MAINTENANCE	01	12,057.00
B25-00391	GRAYBAR ELECTRIC CO INC	MATERIALS FOR ELECTRONICS SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,500.00
B25-00392	INTERMOUNTAIN LOCK AND SECURITY SUPPLY	SUPPLIES FOR ELECTRONICS/KEY LOCKSMITH SHOP	FACILITIES MAINTENANCE	01	5,000.00

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**Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00393	NATIONAL TIME & SIGNAL CORP	MATERIALS AS NEEDED FOR ELECTRONICS SHOP 24-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00394	Perlmutter Purchasing Power	SERVICE & MATERIALS FOR ELECTRONICS SHOP 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00395	PLATT ELECTRIC SUPPLY	MATERIALS AS NEEDED FOR ELECTRONICS SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,500.00
B25-00396	C. R. LAURENCE CO.	GLAZING MATERIALS FOR REPAIRS 24-25 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00397	CENTRAL VALLEY GLASS & SCREEN	MATERIALS/SUPPLIES FOR GLAZING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	15,000.00
B25-00398	DFS FLOORING LP	FLOORING SUPPLIES FOR SCHOOL YEAR 2024-25	FACILITIES MAINTENANCE	01	20,000.00
B25-00399	DM FIGLEY CO INC	GLAZING MATERIALS AS NEEDED FOR REPAIRS 2024-25	FACILITIES MAINTENANCE	01	1,500.00
B25-00400	DE SOTO SALES INC	FLOORING SUPPLIES FOR GLAZING SHOP 2024-2025	FACILITIES MAINTENANCE	01	15,000.00
B25-00401	ENGINEERED FLOORS LLC	SUPPLIES FOR GLAZING/FLOORING SHOP 2024-25 SY	FACILITIES MAINTENANCE	01	500.00
B25-00402	KEYSTON BROS DISTRIBUTORS INC	MATERIALS/SUPPLIES FOR GLAZING SHOP 2024-25	FACILITIES MAINTENANCE	01	1,500.00
B25-00403	MORGAN-NELS INDUSTRIAL SUPPLY	SUPPLIES FOR GLAZING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00404	PACIFIC FLOORING SUPPLY INC	MATERIALS/SUPPLIES FOR GLAZING SHOP 2024-25	FACILITIES MAINTENANCE	01	10,000.00
B25-00405	Rollac Shutter of Texas Inc.	MATERIALS/SUPPLIES FOR GLAZING SHOP 2024-2025 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00406	S & K THEATRICAL DRAPERIES INC	MATERIALS/SUPPLIES FOR GLAZING SHOP 2024-2025	FACILITIES MAINTENANCE	01	5,000.00
B25-00407	SIERRA WINDOW COVERINGS INC	MATERIALS/SUPPLIES FOR GLAZING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00408	UNITED CALIFORNIA GLASS & DOOR	SERVICE/REPAIRS TO KITCHEN ROLL UP DOORS 24-25 SY	FACILITIES MAINTENANCE	01	11,000.00
B25-00409	SUPPLY INDUSTRIAL HARDWARE LLC	SUPPLIES FOR GLAZING SHOP 2024-2025	FACILITIES MAINTENANCE	01	5,000.00
B25-00410	AIR FILTER SUPPLY	AIR FILTER SUPPLIES AS NEEDED 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00411	AIR TREATMENT CORP	BLANKET FOR AIR TREATMENT CORP 2024-25 SY	FACILITIES MAINTENANCE	01	6,000.00
B25-00412	AMERICAN REFRIGERATION SUPPLY ACCT #172405	HVAC SUPPLIES NEEDED FOR 2024-2025 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00413	DIABLO BOILER & STEAM INC	HVAC REPAIRS NEEDED FOR 2024-2025 SY	FACILITIES MAINTENANCE	01	13,455.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00414	DMG NORTH INC	HVAC SUPPLIES NEEDED FOR 2024-2025 SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00415	GEARY PACIFIC CORP	HVAC SUPPLIES AS NEEDED 2024-2025 SY	FACILITIES MAINTENANCE	01	6,000.00
B25-00416	LENNOX INDUSTRIES INC	HVAC SUPPLIES NEEDED FOR 2024-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00417	NORMAN WRIGHT MECHANICAL EQUIP	HVAC SUPPLIES NEEDED FOR 2024-2025 SY	FACILITIES MAINTENANCE	01	6,000.00
B25-00418	REFRIGERATION SUPPLIES DIST IN	HVAC SUPPLIES NEEDED FOR 2024-2025 SCHOOL YEAR	FACILITIES MAINTENANCE	01	10,000.00
B25-00419	SKASOL INC	HVAC MATERIALS/SUPPLIES FOR 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00420	TRANE PARTS CENTER	HVAC SUPPLIES NEEDED FOR 2024-2025 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00421	US AIR CONDITIONING DISTRIBUTOR S LLC	HVAC SUPPLIES FOR 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00422	WHOLESALE OUTLET	HVAC SUPPLIES NEEDED FOR 2024-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00423	LINCOLN AQUATICS	SUPPLIES AS NEEDED FOR HVAC SHOP 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00424	AIRGAS USA LLC	EQUIPMENT RENTAL FOR CARPENTER SHOP 24-25 SY	FACILITIES MAINTENANCE	01	11,000.00
B25-00425	BEACON BUILDING PRODUCTS ALLIE D BUILDING PRODUCTS	CARPENTRY/ROOFING SUPPLIES FOR 24-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00426	HARDWOODS USLP	SUPPLIES AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	3,000.00
B25-00427	CAPITOL BUILDERS HARDWARE INC	SUPPLIES AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	3,500.00
B25-00428	CHARLES MCMURRAY CO INC	SUPPLIES FOR CARPENTER SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00429	D & S PRODUCTS CO	SUPPLIES FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	400.00
B25-00430	DEL PASO PIPE & STEEL	MATERIALS FOR ROOFING DEPT 2024-25SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00431	GULFSIDE SUPPLY INC dba GULFEA GLE SUPPLY	CARPENTRY SUPPLIES FOR 2024-25 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00432	ONETO METAL PRODUCTS CORP	MATERIALS FOR ROOFING DEPT 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00433	PACIFIC SUPPLY INC	MATERIALS FOR CARPENTRY/ROOFING SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00434	ROSS RECREATION EQUIPMENT INC	MATERIALS AS NEEDED FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	12,500.00
B25-00435	SHIFFLER EQUIPMENT SALES, INC	MATERIALS FOR CARPENTRY SHOP 24-25 SY	FACILITIES MAINTENANCE	01	1,000.00
B25-00436	FASTENAL CO	ELECTRICAL MATERIALS FOR 2024-2025 SY	FACILITIES MAINTENANCE	01	2,500.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00437	LIGHT BULBS PLUS INC	ELECTRICAL SHOP MATERIALS FOR 2024-25 SY	FACILITIES MAINTENANCE	01	2,000.00
B25-00438	MORGAN-NELS INDUSTRIAL SUPPLY	GENERAL ELECTRICIAL SUPPLIES FOR 2024-25 SY	FACILITIES MAINTENANCE	01	3,000.00
B25-00439	SUPPLY WORKS	ELECTRICAL SUPPLIES FOR ELECTRICAL SHOP 2024-2025	FACILITIES MAINTENANCE	01	2,000.00
B25-00440	UNITED RENTALS N.A. INC	RENTAL OF EQUIPMENT AS NEEDED 2024-2025	FACILITIES MAINTENANCE	01	2,000.00
B25-00441	SCHOOL NURSE SUPPLY INC	SCHOOL NURSE SUPPLY - EQUIP & SUPPLIES 2024-25SY	HEALTH SERVICES	01	8,000.00
B25-00442	PHILIP KORBAS dba MEDICAL ELEC TRONIC DEVICES	AUDIOMETER CALIBRATION, REPAIR, SUPPLIES 2024-25SY	HEALTH SERVICES	01	8,000.00
B25-00443	LINCOLN AQUATICS	CKM - SWIMMING POOL CHEMICALS 2024-25 SY	BUILDINGS & GROUNDS/OPERATIONS	01	16,306.15
B25-00444	LINCOLN AQUATICS	LBHS - SWIMMING POOL CHEMICALS 2024-25SY	BUILDINGS & GROUNDS/OPERATIONS	01	10,000.00
B25-00445	SACRAMENTO METROPOLITAN OFFICIALS ASSOCIATION	FLAG FOOTBALL SPORTS OFFICIALS SRV 2024-25SY	EQUITY/ACCESS & EXCELLENCE	01	8,000.00
B25-00446	LH CONNECTED	STRIDE TRACK 1 YEAR SUBSCRIPTIONS 2024-25SY	EQUITY/ACCESS & EXCELLENCE	01	12,000.00
B25-00447	REGASGROUP INC	FACILITIES SUPPLIES 2024-2025 SY	FACILITIES MAINTENANCE	01	5,000.00
B25-00448	DISCOUNT CELLULAR ACCESSORIES	CELL PHONE ACCESSORIES 2024-2025 SY	TECHNOLOGY SERVICES	01	5,000.00
B25-00449	SCHOOL NURSE SUPPLY INC	NURSE SUPPLIES FOR 2024-25 SY	HIRAM W. JOHNSON HIGH SCHOOL	01	2,000.00
B25-00450	WILLIAM MACGILL & CO	NURSE SUPPLIES 2024-25 SY	HIRAM W. JOHNSON HIGH SCHOOL	01	500.00
B25-00451	KENNY BROTHERS INC	CATERING SPED MEETINGS 2024-25 SY	SPECIAL EDUCATION DEPARTMENT	01	1,500.00
B25-00452	[REDACTED]	SETTLEMENT [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	13,175.00
B25-00453	COUNTY OF SACRAMENTO ENVIRONMENTAL MGMT DEPT	SWIMMING POOL PERMIT 2024-25 SY	JOHN F. KENNEDY HIGH SCHOOL	01	1,500.00
B25-00454	FEDEX	FED EX FOR BUSINESS SERVICES 2024-2025 SY	BUSINESS SERVICES	01	100.00
B25-00455	T-MOBILE USA INC	T-MOBILE ACCT 976895431 FOR BOARD MEMBERS 24-25SY	BOARD OF EDUCATION	01	5,000.00
B25-00456	SIGNATURE GRAPHICS	JFK SOFTBALL/BASEBALL - BLUEPRINTING SVC 2024-25SY	FACILITIES SUPPORT SERVICES	21	500.00
B25-00457	SIGNATURE GRAPHICS	W.CAMPUS BASEBALL - BLUEPRINTING SVC 2024-25SY	FACILITIES SUPPORT SERVICES	21	500.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00458	SIGNATURE GRAPHICS	PARKWAY SHADE STRUCTURE - BLUEPRINTING 2024-25SY	FACILITIES SUPPORT SERVICES	21	500.00
B25-00459	HANNIBAL'S CATERING	HANNIBALS FOR EVENTS FOR 2024-2025 SY	FOSTER YOUTH SERVICES PROGRAM	01	10,000.00
B25-00460	[REDACTED]	SETTLEMENT AGREEMENT [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	7,000.00
B25-00461	[REDACTED]	SETTLEMENT AGREEMENT [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	8,000.00
B25-00462	[REDACTED]	FEDERAL PROPORTIONATE [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	1,584.75
B25-00463	[REDACTED]	FEDERAL PROPORTIONATE [REDACTED]	SPECIAL EDUCATION DEPARTMENT	01	1,584.75
B25-00464	FORTE PIANO RESTORATION	MUSIC LIBRARY-PIANO RESTORATION & TUNING 2024-25	ACADEMIC OFFICE	01	5,000.00
B25-00465	KLINE MUSIC INC	MUSIC LIBRARY- BAND SUPPLIES 2024-25SY	ACADEMIC OFFICE	01	15,000.00
B25-00466	PERFORMANCE FOOD GROUP dba VIS TAR	SPED - FACILITY MATERIAL FOR MEETINGS 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	5,000.00
B25-00468	VIKING SHRED LLC	DOCUMENT SHREDDING SVC 24/25	JOHN F. KENNEDY HIGH SCHOOL	01	1,000.00
B25-00469	US FOODSERVICE	INGREDIENTS FOR SUMMER AT CK SY24-25	NUTRITION SERVICES DEPARTMENT	13	26,000.00
B25-00470	UBEO WEST LLC dba UBEO BUSINES S SERVICES	MONTHLY SERVICE AGREEMENT, FOR NEW CHECK PRINTERS	ACCOUNTING SERVICES DEPARTMENT	01	480.00
B25-00471	BUSWEST	THOMAS BUSES OUTSIDE LABOR REPAIRS	TRANSPORTATION SERVICES	01	25,000.00
B25-00472	COLLEGE OAK TOWING	TOWING FOR SCHOOL BUSES & WHITE FLEET	TRANSPORTATION SERVICES	01	26,500.00
B25-00473	JASPER ENGINES & TRANSMISSIONS	BUS ENGINES REPLACEMENT	TRANSPORTATION SERVICES	01	25,000.00
B25-00474	CITY OF SACRAMENTO dba PARKING SERVICE DIVISION	BLANKET ORDER FOR STREET PARKING PERMITS 24-25SY	WILLIAM LAND ELEMENTARY	01	2,700.00
B25-00475	FISHER SCIENTIFIC CO	INSTRUCTIONAL SUPPLIES SCIENCE 2024-25SY	JOHN F. KENNEDY HIGH SCHOOL	01	1,000.00
B25-00476	NEIGHBORLY PEST MANAGEMENT	GOPHERS AS NECESSARY 2024-25 SY	FACILITIES MAINTENANCE	01	25,000.00
B25-00477	ADI	MATERIALS FOR ELECTRONICS SHOP 24-25 SY	FACILITIES MAINTENANCE	01	25,000.00
B25-00478	AMERICAN CHILLER SERV INC	ANNUAL HVAC MAINTENANCE FOR 2024-25 SY	FACILITIES MAINTENANCE	01	25,000.00
B25-00479	PLATT ELECTRIC SUPPLY	ELECTRIC SUPPLIES AS NEEDED 2024-2025 SCHOOL YEAR	FACILITIES MAINTENANCE	01	25,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00480	NATIONAL ANALYTICAL LAB INC	SAMPLE TESTS FOR ASBESTOS SHOP 24-25SY	FACILITIES MAINTENANCE	01	7,000.00
B25-00481	JM ENVIRONMENTAL INC	RESTORATION AND ENVIRONMENTAL SERVICES 24/25 SY	FACILITIES MAINTENANCE	01	25,000.00
B25-00482	DAILY JOURNAL CORP	DAILY JOURNAL FOR BID ADVERTISING - FACILITIES	FACILITIES SUPPORT SERVICES	21	10,000.00
B25-00483	NOR CAL CUSTOMZ	AUTO BODY REPAIRS TO FACILITIES FLEET 2024-25SY	FACILITIES MAINTENANCE	01	10,000.00
B25-00484	MOONLIGHT CLEANERS	WAWF - NJROTC UNIFORM CLEANING 2024-25SY	LUTHER BURBANK HIGH SCHOOL	01	5,000.00
B25-00485	PAUL BAKER PRINTING INC.	OVERFLOW PRINTING & BINDERY	CENTRAL PRINTING SERVICES	01	55,000.00
B25-00486	RIVERVIEW INTERNATIONAL TRUCKS LLC	NS WAREHOUSE TRUCK REPAIRS FOR 2024-25SY	NUTRITION SERVICES DEPARTMENT	01	4,400.00
				13	17,600.00
B25-00487	RAYMOND HANDLING CONCEPTS CORP	MAINTENANCE FOR PALLET JACKS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	01	5,000.00
				13	20,000.00
B25-00488	PM TRUCK REPAIR	MAINTENANCE FOR VEHICLES FOR SY24-25	NUTRITION SERVICES DEPARTMENT	01	7,746.00
				13	29,447.00
B25-00489	GENERAL PRODUCE CO LTD	PRODUCE FOR SUMMER AT CENTRAL KITCHEN	NUTRITION SERVICES DEPARTMENT	13	80,000.00
B25-00490	CHERRY CENTRAL COOPERATIVE INC	DRIED CHERRIES FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	70,000.00
B25-00491	CONAGRA FOOD SALES INC	QUESADILLA FOR FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	100,000.00
B25-00492	UPSTATE NIAGARA COOPERATIVE	YOGURT FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	60,000.00
B25-00493	GBC GENERAL BINDING CORP	LAMINATOR REPAIR	JOHN CABRILLO ELEMENTARY	01	350.00
B25-00494	CADENCE SOLUTIONS INC	Hosting Azure and Managed Services for OpenText	TECHNOLOGY SERVICES	01	90,000.00
B25-00495	ALHAMBRA	ALHAMBRA WATER 2024-25 SY	LEONARDO da VINCI ELEMENTARY	01	600.00
B25-00496	LAKESHORE LEARNING MATERIALS	LAKESHORE 24-25 - ALL INF/TOD SITES (INST)	EARLY LEARNING & CARE PROGRAMS	12	3,000.00
B25-00497	POLAR BEAR AUTO, AIR & ELECTRI	AIR COND. REPAIRS BUSES & WHITE FLEET 2024-25SY	TRANSPORTATION SERVICES	01	80,000.00
B25-00498	RIVERVIEW INTERNATIONAL TRUCKS	OEM PARTS SCHOOL BUSES & WHITE FLEET 2024-25SY	TRANSPORTATION SERVICES	01	85,000.00
B25-00499	RIVERVIEW INTERNATIONAL TRUCKS	INTERNATIONAL BUS & WHI FLEET O/S LABOR & RPR	TRANSPORTATION SERVICES	01	100,000.00
B25-00500	PACIFIC OFFICE AUTOMATION	RISOGRAPH SUPPLIES 2024/25 SY	DAVID LUBIN ELEMENTARY SCHOOL	01	500.00
B25-00501	US COLD STORAGE OF CALIFORNIA	BACK-UP FREEZER STORAGE FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	68,250.00
B25-00502	PANERA BREAD CO	Innovative Schools - Charter Meetings	CONTINUOUS IMPRVMT & ACNTBLTY	01	1,000.00

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B25-00503	DIPIETRO & ASSOCIATES INC	24-25 AED SUPPLIES & MAINTENANCE	HEALTH SERVICES	01	51,200.00
B25-00504	VIKING SHRED LLC	EL&C @ SERNA & PRSCH ENROLLMENT @ GENESIS 24-25 SY	EARLY LEARNING & CARE PROGRAMS	12	1,500.00
B25-00505	AUTO-CHLOR SYSTEM OF NOR CAL	WAREWASH SUPPLIES FOR THE CENTRAL KITCHEN FY24-25	NUTRITION SERVICES DEPARTMENT	13	20,000.00
B25-00506	CHARTER AMERICA BUS CO THANDI ENTERPRISES INC	2024-2025 FIELD TRIPS - H.S. ASSET CORE	YOUTH DEVELOPMENT	01	10,000.00
B25-00507	CSUS PARKING SACRAMENTO STATE UNIVERSITY	CSUS PARKING PERMITS - TRANSITION CLASS 24-25SY	SPECIAL EDUCATION DEPARTMENT	01	1,204.00
B25-00508	DAWSON OIL COMPANY	DIESEL FUEL ONLY TRANSPORT. & WHITE FLEET 24-25SY	TRANSPORTATION SERVICES	01	465,000.00
B25-00509	HUNT & SONS INC	UNLEADED & DIESEL FUEL BUSES & WHITE FLEET 24-25SY	TRANSPORTATION SERVICES	01	525,000.00
B25-00510	SYNOVIA SOLUTIONS LLC	GPS/CHILD CHECK SYSTEM REPLACE PARTS 2024-25SY	TRANSPORTATION SERVICES	01	145,000.00
B25-00511	HUNT & SONS INC	GASOLINE FOR MAINTENANCE VEHICLES & EQUIPT 24-25SY	FACILITIES MAINTENANCE	01	130,000.00
B25-00512	RALEY'S BEL AIR NOB HILL FOODS	FOOD FOR PARENT ENGAGEMENT/EVENTS 2024-25 SY	PARENT ENGAGEMENT	01	2,000.00
B25-00513	HANNIBAL'S CATERING	HANNIBALS BLANKET 2024-25SY	ACADEMIC OFFICE	01	7,500.00
B25-00514	UNIVERSAL LIMOUSINE CO	JCBA FT TRANSPORTATION 204-25 SY	HIRAM W. JOHNSON HIGH SCHOOL	01	7,000.00
B25-00515	INTERNATIONAL BACCALAUREATE	2024-25 IB EXAM FEES FOR UMOJA & BURBANK	GIFTED AND TALENTED EDUCATION	01	87,361.00
B25-00516	LUNCH BOX EXPRESS	CATERING/LCAP & CABINET MEETINGS FOR 2024-25 SY	DEPUTY SUPERINTENDENT	01	3,800.00
B25-00517	BARFRESH CORP	FRUIT SMOOTHIES FOR 2024-2025 SY	NUTRITION SERVICES DEPARTMENT	13	230,000.00
B25-00518	BLOUNT FINE FOODS CORP	ALFREDO SAUCE FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	160,000.00
B25-00519	DEL MONTE FOODS INC	FRUIT CUPS & CANNED FRUIT 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	150,000.00
B25-00520	ELYSIUM FOOD GROUP	HOAGIE & SANDWICHES FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	124,659.00
B25-00521	FOSTER FARMS FOODSERVICE	CORN DOG & RAW CHICKEN FOR 2024- 25 SY	NUTRITION SERVICES DEPARTMENT	13	165,515.00
B25-00522	PERRIN BERAND SUPOWITZ LLC dba INDIVIDUAL FOODSERVICE	PAPER & PACKAGING PRODUCT 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	185,900.00
B25-00523	JSB INDUSTRIES	SUNBUTTER SANDWICHES FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	431,550.00

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**Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00524	TAYLOR FARM PACIFIC	PRODUCE AND MINI MEALS-CK SUPPER PROG FY24-25	NUTRITION SERVICES DEPARTMENT	13	120,000.00
B25-00525	TAYLOR FARM PACIFIC	SALAD KITS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	124,000.00
B25-00526	TAYLOR FARM PACIFIC	SUMMER MEAL KITS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	40,000.00
B25-00527	SCHOOLS INSURANCE AUTHORITY	SIA-EMPLOYEE ASST PROGRAM FOR DISTRICT EMPLOYEES	RISK MANAGEMENT	67	156,000.00
B25-00528	SCHOOLS INSURANCE AUTHORITY	SIA - WORKERS' COMPENSATION PREMIUMS	RISK MANAGEMENT	67	6,000,000.00
B25-00529	SCHOOLS INSURANCE AUTHORITY	SIA PROPERTY/LIABILITY PREMIUMS CYBER & EXCESS	RISK MANAGEMENT	01	2,500,000.00
B25-00530	PITNEY BOWES INC	PITNEY BOWES RESERVE ACCT 10802379	PURCHASING SERVICES	01	225,000.00
B25-00531	SHRED IT USA	SHRED CONFIDENTIAL MATERIALS	DEPUTY SUPERINTENDENT	01	2,000.00
B25-00532	[REDACTED]	FEDERAL PROPORTIONATE SHARE [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	1,530.35
B25-00533	GARAGE CHAMPS	CAEP_STAFF MARKETING WEAR	CHARLES A. JONES CAREER & ED	11	2,500.00
B25-00534	CHARTER AMERICA BUS CO THANDI ENTERPRISES INC	CHARTER AMERICA BUS SPORTS/OTHER 24/25	JOHN F. KENNEDY HIGH SCHOOL	01	5,000.00
B25-00535	UBEO WEST LLC dba UBEO BUSINES S SERVICES	UBEO COMPANY COPIER PROGRAM	PURCHASING SERVICES	01	825,000.00
B25-00536	EAN SERVICES LLC	2024-2025 FIELD TRIPS	YOUTH DEVELOPMENT	01	5,000.00
B25-00537	[REDACTED]	SETTLEMENT AGREEMENT [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	1,875.00
B25-00538	[REDACTED]	SETTLEMENT AMEND. TO FINAL SETTLEMENT 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	8,130.00
B25-00539	[REDACTED]	SETTLEMENT FINAL AGREEMENT [REDACTED] 2024-25Y	SPECIAL EDUCATION DEPARTMENT	01	995.00
B25-00540	[REDACTED]	SETTLEMENT OAH Case No. [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	9,320.00
B25-00541	[REDACTED]	SETTLEMENT OAH Case No. [REDACTED] 2024-25	SPECIAL EDUCATION DEPARTMENT	01	12,645.55
B25-00542	[REDACTED]	SETTLEMENT [REDACTED] OAH Case No. [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	9,850.00
B25-00543	[REDACTED]	FEDERAL PROPORTIONATE SHARE [REDACTED] 2023-24SY	SPECIAL EDUCATION DEPARTMENT	01	1,160.00
B25-00544	[REDACTED]	FEDERAL PROPORTIONATE SHARE [REDACTED] 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	1,584.75
B25-00545	GENERAL PRODUCE CO LTD	PRODUCE FOR SUPPER AT CENTRAL KITCHEN FY24-25	NUTRITION SERVICES DEPARTMENT	13	30,000.00
B25-00546	CHEFS TOYS LLC	WAREHOUSE SMALLWARES FOR 24-25 SY	NUTRITION SERVICES DEPARTMENT	13	45,000.00
B25-00547	BERBER FOOD MFG INC dba MI RAN CHO	TORTILLAS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	30,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B25-00548	BIG WEST DISTRIBUTION INC	TO PURCHASE SORBET FOR 24/25 SY	NUTRITION SERVICES DEPARTMENT	13	30,000.00
B25-00549	BUENA VISTA FOODS	CORNBREAD MUFFIN FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00550	CALIFORNIA DEPT OF EDUCATION C ASHIER'S OFFICE	STATE ADMIN FEES FOR USDA COMMODITY 24-25 SY	NUTRITION SERVICES DEPARTMENT	13	30,000.00
B25-00551	CARGILL INC	EGG PRODUCTS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	30,000.00
B25-00552	COUNTY OF SACRAMENTO ENVIRONME NTAL MGMT DEPT	COUNTY HEALTH INSPECTIONS/PERMITS 24-25 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00553	DICK AND JANE BAKING COMPANY L LC	EDUCATIONAL & LEARNING SNACKS 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	45,000.00
B25-00554	GILMAN CHEESE CORP	SHELF-STABLE CHEESE FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	34,775.00
B25-00555	LA TAPATIA TORTILLERIA INC	TORTILLAS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	30,000.00
B25-00556	NEXT GENERATION FOODS	RICE FOR 24-25SY	NUTRITION SERVICES DEPARTMENT	13	45,500.00
B25-00557	SEATTLE FOOD TECH INC dba REBE LLYOUS FOODS	FROZEN VEGGIE TENDERS FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	110,000.00
B25-00558	SAVORY LIFE LLC	HOAGIE & SANDWICHES FOR 2024-25 SY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00559	OGILVIE VINEYARD PROPERTIES	CANNED SPARKLING GRAPE JUICE FOR 24/25 FY	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00560	YOUNGSTOWN GRAPE	WHITE PEACHES FY24-25	NUTRITION SERVICES DEPARTMENT	13	32,500.00
B25-00561	NEW CARROT FARMS LLC dba BOLTH OUSE FRESH FOODS	SNACK PACK FOR SUPPER PROGRAM SY 24-25	NUTRITION SERVICES DEPARTMENT	13	110,000.00
B25-00562	TASTY BRANDS LLC	SPRING MENU FY24-25	NUTRITION SERVICES DEPARTMENT	13	50,000.00
B25-00563	SOIL BORN FARMS	PRODUCE FOR CENTRAL KITCHEN-CDFA GRANT FY24-25	NUTRITION SERVICES DEPARTMENT	13	30,000.00
B25-00564	GRAPHIC PROMOTIONS	CK DESIGN PRINTED T-SHIRTS, APRONS -NS	NUTRITION SERVICES DEPARTMENT	13	65,000.00
B25-00565	PAUL BAKER PRINTING INC	K-8 MENUS	NUTRITION SERVICES DEPARTMENT	13	27,264.00
B25-00566	EKON-O-PAC LLC	SUPPER PROGRAM PACKAGING FY24-25	NUTRITION SERVICES DEPARTMENT	13	50,000.00
CHB25-00121	ODP BUSINESS SOLUTIONS LLC	2024-2025 SY OFFICE DEPOT BLANKET	WILL C. WOOD MIDDLE SCHOOL	01	8,000.00
CHB25-00122	ODP BUSINESS SOLUTIONS LLC	Chargeback for office supplies 2024-2025.	MATERIALS DEVELOPMENT LAB	01	22,000.00
CHB25-00123	UBEO WEST LLC dba UBEO BUSINES S SERVICES	CANON COPIERS	LEONARDO da VINCI ELEMENTARY	01	12,000.00
CHB25-00124	UBEO WEST LLC dba UBEO BUSINES S SERVICES	COPIER RENTALS FOR 2024/25 SCHOOL YEAR	SUY:U ELEMENTARY	01	5,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
CHB25-00125	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	CANON COPIER RENTAL 24-25 SY	WILL C. WOOD MIDDLE SCHOOL	01	6,000.00
CHB25-00126	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	CANON COPIERS 2024-2025 RENTAL	CAMELLIA BASIC ELEMENTARY	01	5,000.00
CHB25-00127	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	CANON COPIERS (MAIN)	HIRAM W. JOHNSON HIGH SCHOOL	01	22,200.00
CHB25-00128	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	CANON COPIER (HMS ACADEMY RM E1) # 133563	HIRAM W. JOHNSON HIGH SCHOOL	01	3,000.00
CHB25-00129	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	Serna: Copier Usage for 24-25	TECHNOLOGY SERVICES	01	3,000.00
CHB25-00130	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	COPIER/SERNA USAGE	BUSINESS SERVICES	01	5,000.00
CHB25-00131	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	CANON COPIER RENTAL 2024 - 2025	WEST CAMPUS	01	6,500.00
CHB25-00132	ODP BUSINESS SOLUTIONS LLC	Office Depot - TUPE Program	FOSTER YOUTH SERVICES PROGRAM	01	2,000.00
CHB25-00133	ODP BUSINESS SOLUTIONS LLC	Office Depot- FYS Program (STAFF)	FOSTER YOUTH SERVICES PROGRAM	01	2,500.00
CHB25-00134	ODP BUSINESS SOLUTIONS LLC	24-25 INSTRUCTIONAL MATERIALS - OFFICE DEPOT	JOHN CABRILLO ELEMENTARY	01	2,000.00
CHB25-00135	ODP BUSINESS SOLUTIONS LLC	24/25 SUPPLEMENTAL INSTRUCTIONAL MATERIALS	JOHN CABRILLO ELEMENTARY	01	2,000.00
CHB25-00136	ODP BUSINESS SOLUTIONS LLC	BLANKET ORDER	SUCCESS ACADEMY	01	2,700.00
CHB25-00137	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 24/25 SCHOOL	CALEB GREENWOOD ELEMENTARY	01	6,000.00
CHB25-00138	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 24/25 OFFICE SUPPLIES FOR ADMIN	CALEB GREENWOOD ELEMENTARY	01	1,000.00
CHB25-00139	THE HOME DEPOT PRO	CUSTODIAL SUPPLIES FOR 2024-2025	BUILDINGS & GROUNDS/OPERATIONS	01	548,526.00
CHB25-00140	ODP BUSINESS SOLUTIONS LLC	SUPPLIES/MATERIALS w/ ODP	RISK MANAGEMENT	67	30,000.00
CHB25-00141	ODP BUSINESS SOLUTIONS LLC	INSTRUCTIONAL SUPPLIES	ROSEMONT HIGH SCHOOL	01	7,000.00
CHB25-00142	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	CANON COPIER 24-25 SCHOOL YEAR	BG CHACON ACADEMY	09	2,500.00
CHB25-00143	UBEOWEST LLC dba UBEOWEST BUSINESS SERVICES	CANON COPIER RENTAL 24/25	JOHN F. KENNEDY HIGH SCHOOL	01	11,000.00
CHB25-00144	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES - ADM 2024-2025	STUDENT SUPPORT&HEALTH SRVCS	01	5,000.00
CHB25-00145	ODP BUSINESS SOLUTIONS LLC	ODP CHARGEBACK ACCOUNT	SUTTERVILLE ELEMENTARY SCHOOL	01	7,500.00
CHB25-00146	ODP BUSINESS SOLUTIONS LLC	INSTRUCTIONAL MATERIALS FOR CLASSROOMS	ETHEL PHILLIPS ELEMENTARY	01	9,000.00
CHB25-00147	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT SUPPLIES FOR 2024-2025 SCHOOL YEAR	MATRICULATION/ORIENTATION CNTR	01	5,163.00
CHB25-00148	ODP BUSINESS SOLUTIONS LLC	OFFICE & MISC SUPPLIES - OFFICE DEPOT	TRANSPORTATION SERVICES	01	25,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
CHB25-00149	ODP BUSINESS SOLUTIONS LLC	Office Depot 24/25	ELDER CREEK ELEMENTARY SCHOOL	01	24,000.00
CHB25-00150	ODP BUSINESS SOLUTIONS LLC	INSTRUCTIONAL SUPPLIES	HIRAM W. JOHNSON HIGH SCHOOL	01	25,000.00
CHB25-00151	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT	MIWOK MIDDLE SCHOOL	01	15,000.00
CHB25-00152	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 2024-25 SUPPLIES	JOHN MORSE THERAPEUTIC	01	1,000.00
CHB25-00153	ODP BUSINESS SOLUTIONS LLC	TEACHERS SUPPLIES FOR SCHOOL YEAR 2024-2025	ISADOR COHEN ELEMENTARY SCHOOL	01	5,000.00
CHB25-00154	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES FOR SCHOOL YEAR 2024-2025	ISADOR COHEN ELEMENTARY SCHOOL	01	3,000.00
CHB25-00155	ODP BUSINESS SOLUTIONS LLC	CLASSROOM SUPPLIES	LUTHER BURBANK HIGH SCHOOL	01	10,000.00
CHB25-00156	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 2024-2025	PHOEBE A HEARST BASIC ELEM.	01	7,000.00
CHB25-00157	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT SUPPLIES 2024/2025	NEW JOSEPH BONNHEIM	09	16,000.00
CHB25-00158	ODP BUSINESS SOLUTIONS LLC	SUMMER SCHOOL INSTRUCTIONAL SUPPLIES	CAPITAL CITY SCHOOL	01	700.00
CHB25-00159	UBEO WEST LLC dba UBEO BUSINES S SERVICES	RAY MORGAN CANON COPIER 2024/25	AMERICAN LEGION HIGH SCHOOL	01	1,000.00
CHB25-00160	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 24-25 - Infant/Toddler (INST)	EARLY LEARNING & CARE PROGRAMS	12	2,000.00
CHB25-00161	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT BLANKET FOR IAS DEPARTMENT	ACADEMIC OFFICE	01	3,000.00
CHB25-00162	SCUSD/PAPER	SERNA 24-25 - COPIER PAPER USAGE	EARLY LEARNING & CARE PROGRAMS	12	2,400.00
CHB25-00163	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 24-25 - INF/TOD (NON-INST)	EARLY LEARNING & CARE PROGRAMS	12	1,000.00
CHB25-00164	ODP BUSINESS SOLUTIONS LLC	INSTRUCTIONAL MATERIALS/OFFICE DEPOT	LEONARDO da VINCI ELEMENTARY	01	15,000.00
CHB25-00165	ODP BUSINESS SOLUTIONS LLC	CLASSROOM SUPPLY FOR STUDENTS,TUTORING/EL READERS	HOLLYWOOD PARK ELEMENTARY	01	14,000.00
CHB25-00166	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT - ADMIN SUPPLIES	ENGINEERING AND SCIENCES HS	01	6,000.00
CHB25-00167	ODP BUSINESS SOLUTIONS LLC	Chargeback Instructional supplies 24/24	BRET HARTE ELEMENTARY SCHOOL	01	15,000.00
CHB25-00168	ODP BUSINESS SOLUTIONS LLC	SUPPLEMENTAL INSTRUCTIONAL MATERIALS	ALBERT EINSTEIN MIDDLE SCHOOL	01	15,000.00
CHB25-00169	ODP BUSINESS SOLUTIONS LLC	2024-25 OFFICE DEPOT / STAFF	EDWARD KEMBLE ELEMENTARY	01	5,000.00
CHB25-00170	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 24-25 - HS, ST, PD, FD, WR (NON-INST)	EARLY LEARNING & CARE PROGRAMS	12	7,700.00
CHB25-00171	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT SUPPLIES	DAVID LUBIN ELEMENTARY SCHOOL	01	2,500.00
CHB25-00172	ODP BUSINESS SOLUTIONS LLC	2024-25 OFFICE DEPOT / ADMIN	EDWARD KEMBLE ELEMENTARY	01	2,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
CHB25-00173	ODP BUSINESS SOLUTIONS LLC	24-45 OFFICE DEPOT SUPPLY ORDER	THEODORE JUDAH ELEMENTARY	01	4,000.00
CHB25-00174	ODP BUSINESS SOLUTIONS LLC	2024-25 OFFICE DEPOT / ADMIN- GEN	EDWARD KEMBLE ELEMENTARY	01	2,000.00
CHB25-00175	THE HOME DEPOT PRO	CUSTODIAL SUPPLIES 24/25 SUPPLYWORKS	NEW JOSEPH BONNHEIM	09	10,000.00
CHB25-00176	ODP BUSINESS SOLUTIONS LLC	CLASSROOM/SCHOOL SUPPLIES	CALIFORNIA MIDDLE SCHOOL	01	12,000.00
CHB25-00177	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 24-25 - FB, SA (NON-INST)	EARLY LEARNING & CARE PROGRAMS	12	4,000.00
CHB25-00178	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT CHARGEBACK ACCT - INSTRUCTIONAL MTLs	WILLIAM LAND ELEMENTARY	01	13,000.00
CHB25-00179	ODP BUSINESS SOLUTIONS LLC	24-25 ODP MATERIALS-0007 LCFF Object 4310	NICHOLAS ELEMENTARY SCHOOL	01	2,000.00
CHB25-00180	ODP BUSINESS SOLUTIONS LLC	FRONT OFFICE SUPPLIES	A. M. WINN - K-8	01	1,000.00
CHB25-00181	ODP BUSINESS SOLUTIONS LLC	24-25 - OFFICE DEPOT GF(4310) BLANKET	UMOJA INTERNATIONAL ACADEMY	01	4,000.00
CHB25-00182	ODP BUSINESS SOLUTIONS LLC	24-25 ODP MATERIALS-R0000 Object Code 4310	NICHOLAS ELEMENTARY SCHOOL	01	2,000.00
CHB25-00183	UBEO WEST LLC dba UBEO BUSINESS SERVICES	SERNA: COPIER USAGE 24-25 SCHOOL YEAR	DEPUTY SUPERINTENDENT	01	1,000.00
CHB25-00184	THE HOME DEPOT PRO	CUSTODIAL SUPPLIES: INFANT/TODDLER 2024-25SY	EARLY LEARNING & CARE PROGRAMS	12	3,000.00
CHB25-00185	ODP BUSINESS SOLUTIONS LLC	2024-25 SUPPLEMENTAL CLASSROOM MATERIALS/SUPPLIES	EARL WARREN ELEMENTARY SCHOOL	01	10,000.00
CHB25-00186	ODP BUSINESS SOLUTIONS LLC	24-25 SY OFFICE DEPOT SUPPLIES - PARENT ENGAGEMENT	PARENT ENGAGEMENT	01	5,000.00
CHB25-00187	ODP BUSINESS SOLUTIONS LLC	2024-25 OFFICE DEPOT / STAFF #2	EDWARD KEMBLE ELEMENTARY	01	5,000.00
CHB25-00188	ODP BUSINESS SOLUTIONS LLC	SUPPLIMENTAL INSTRUCTIONAL MATERIALS-OFFICE DEPOT	PONY EXPRESS ELEMENTARY SCHOOL	01	8,000.00
CHB25-00189	ODP BUSINESS SOLUTIONS LLC	ATTENDANCE 24-25 BLANKET ORDER - OFFICE SUPPLIES	STUDENT ATTEND & ENGAGE OFFICE	01	10,000.00
CHB25-00190	UBEO WEST LLC dba UBEO BUSINESS SERVICES	UBEO COPIERS	NICHOLAS ELEMENTARY SCHOOL	01	7,000.00
CHB25-00191	THE HOME DEPOT PRO	HOME DEPOT	THE MET	09	2,500.00
CHB25-00192	ODP BUSINESS SOLUTIONS LLC	INST. MATERIALS, PAPER,STUDENT SUPPLY	CAROLINE WENZEL ELEMENTARY	01	1,500.00
CHB25-00193	ODP BUSINESS SOLUTIONS LLC	Teacher Supplies 2024-2025 School Year	MARK TWAIN ELEMENTARY SCHOOL	01	1,950.00
CHB25-00194	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT - SUPP. INSTUCTIONAL MATERIALS	GOLDEN EMPIRE ELEMENTARY	01	4,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
CHB25-00195	ODP BUSINESS SOLUTIONS LLC	OFFICE DEPOT 24-25 ENGLISH LCFF	AMERICAN LEGION HIGH SCHOOL	01	200.00
CHB25-00196	UBEO WEST LLC dba UBEO BUSINESS SERVICES	2024/25 CANON COPIER RENTAL	GENEVIEVE DIDION ELEMENTARY	01	5,000.00
CHB25-00197	UBEO WEST LLC dba UBEO BUSINESS SERVICES	CANON COPIER CHARGEBACK	SUTTERVILLE ELEMENTARY SCHOOL	01	4,400.00
CHB25-00198	UBEO WEST LLC dba UBEO BUSINESS SERVICES	PRSCH REG: GENESIS 24-25 - COPIER RENTAL	EARLY LEARNING & CARE PROGRAMS	12	8,000.00
CHB25-00199	UBEO WEST LLC dba UBEO BUSINESS SERVICES	SERNA 24-25 - COPIER RENTAL	EARLY LEARNING & CARE PROGRAMS	12	12,000.00
CHB25-00200	UBEO WEST LLC dba UBEO BUSINESS SERVICES	COPIER RENTAL 2024/2025	ETHEL I. BAKER ELEMENTARY	01	9,000.00
CS24-00672	KITCHELL CEM INC	0110-468 ETHEL PHILLIPS RENEWAL - CONST MGMT	FACILITIES SUPPORT SERVICES	21	848,278.00
CS24-00681	IGNITE 2 UNITE LLC	BREAKING DOWN THE WALLS	ROSEMONT HIGH SCHOOL	01	12,750.00
CS24-00682	KITCHELL CEM INC	479 BOWLING GREENS CAMPUS RENEWAL-CONST MGMT	FACILITIES SUPPORT SERVICES	21	815,872.00
CS24-00684	CENTER FOR FATHERS & FAMILIES	SUMMER 2024	YOUTH DEVELOPMENT	01	62,700.00
CS24-00685	UNIVERSAL ENGINEERING SCIENCES	0420-453 ROSA PARKS GYM HVAC - INSPECTIONS SVC	FACILITIES SUPPORT SERVICES	01	3,008.50
CS24-00686	TRACY MARRS	ECERS ASSESSOR - PRESCHOOL CLASSROOMS	EARLY LEARNING & CARE PROGRAMS	12	17,600.00
CS24-00687	JANE JOHNSON SPEECH THERAPY	Unauthorized Contract - Speech Improvement	SPECIAL EDUCATION DEPARTMENT	01	12,780.00
CS25-00014	IVAN SOHRAKOFF dba 5 TONS CREATIVE	EV WRAPS ARTWORK & BOX TRUCK ARTWORK	NUTRITION SERVICES DEPARTMENT	13	19,000.00
CS25-00015	MUSIC TO GROW ON MUSIC THERAPY SERVICES INC	█ NPA SERVICES (MUSIC THERAPY)	SPECIAL EDUCATION DEPARTMENT	01	3,000.00
CS25-00016	AIDA BUELNA-VALENZUELA EDUCATION CONSULTANT	CONSULTANT FOR EL&C - FY 2024-2025	ACADEMIC OFFICE	01	40,000.00
CS25-00017	YOGESH PRABHU	2024-25 GATE LOTTERY SERVICES	GIFTED AND TALENTED EDUCATION	01	6,000.00
CS25-00018	STUDIOS FOR THE PERFORMING ARTS OPERATING CO	CLARA-SPLC	ACADEMIC OFFICE	01	1,800.00
CS25-00019	LOY MATTISON	Erate Coordination Service 24-25	TECHNOLOGY SERVICES	01	29,700.00
CS25-00020	DANNIS WOLIVER KELLEY	PURCHASING LEGAL CONSULTING SERVICES	PURCHASING SERVICES	01	20,000.00
CS25-00021	CALIFORNIA CHARTER AUTHORIZING PROFESSIONALS	PHASE II SERVICE AGREEMENT W/CCAP	CONTINUOUS IMPRVMT & ACNTBLTY	01	104,625.00
CS25-00022	INTERNATIONAL RESCUE COMMITTEE	SUMMER MATTERS 2024	YOUTH DEVELOPMENT	01	25,000.00
CS25-00023	CAPITOL ADVISORS GROUP LLC	CAPITOL ADVISORS - ADVISORY & COMPLIANCE FY 24-25	BUSINESS SERVICES	01	25,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
CS25-00024	FAGEN FRIEDMAN & FULFROST LLP	UNAUTHORIZED CONTRACT	SPECIAL EDUCATION DEPARTMENT	01	5,282.00
CS25-00025	JIM S EDMONDS dba BOUNCEY HOUS E RENTALS	2024 SUMMER MATTERS BOUNCE HOUSE	YOUTH DEVELOPMENT	01	3,614.25
CS25-00026	CADENCE SOLUTIONS	Migration of BMI Documents for OpenText Project	TECHNOLOGY SERVICES	01	12,000.00
CS25-00027	THE HAWK INSTITUTE	SUMMER MATTERS 2024	YOUTH DEVELOPMENT	01	14,300.00
CS25-00028	UNIVERSAL ENGINEERING SCIENCES	0420-453 ROSA PARKS GYM HVAC SPECIAL TESTING	FACILITIES SUPPORT SERVICES	21	280.00
CS25-00029	MARY V GWALTNEY	Psycho-Educational Assessment	SPECIAL EDUCATION DEPARTMENT	01	5,800.00
CS25-00030	TRAIN 2 SUSTAIN LLC	TRAIN 2 SUSTAIN, LLC - CPR TRAINING	RISK MANAGEMENT	01	21,600.00
CS25-00031	RSS CONSULTING LLC	SERVICE AGREEMENT FOR RENAMING PROCESS MANUAL	FACILITIES SUPPORT SERVICES	01	17,750.00
CS25-00032	SCHOOL SERVICES OF CALIFORNIA	FISCAL BUDGET SERVICES 7/1/24 - 6/30/25	BUSINESS SERVICES	01	5,480.00
CS25-00033	GARRATT-CALLAHAN COMPANY	CENTRAL KITCHEN BOILER WATER TREATMENT SY24-25	NUTRITION SERVICES DEPARTMENT	13	9,000.00
CS25-00034	POWERHOUSE SCIENCE CENTER THE DISCOVERY MUSEUM	2024 SUMMER MATTERS FIELD TRIP	YOUTH DEVELOPMENT	01	6,200.00
CS25-00035	ST HOPE PUBLIC SCHOOLS	2023-24 EXPANDED LEARNING	YOUTH DEVELOPMENT	01	104,725.00
CS25-00036	SAN JOAQUIN COUNTY OFFICE OF E DUCATION	SEIS LICENSE 24-25	SPECIAL EDUCATION DEPARTMENT	01	74,010.00
CS25-00037	CRAIG BRUCE TODD	23-24 MFG FOUNDATION SKILLS ((Craig Todd)	CHARLES A. JONES CAREER & ED	11	16,298.36
CS25-00038	SAN JUAN UNIFIED SCHOOL DIST A CCOUNTS RECEIVABLE	UNAUTHORIZED CONTRACT	SPECIAL EDUCATION DEPARTMENT	01	6,214.73
CS25-00039	NORTHERN CALIFORNIA CHILDRENS THERAPY CENTER	Unauthorized Contract - NoCA	SPECIAL EDUCATION DEPARTMENT	01	18,762.50
CS25-00040	YACINE K OFOE dba YASKATE & DR UM LESSONS	2023-24 PERCUSSION DRUM PROGRAM - YACINE OFOE	WILLIAM LAND ELEMENTARY	01	1,800.00
CS25-00041	LIFECHANGERS INTL LLC	SCUSD 2024 CHANT RALLY'S	STUDENT ATTEND & ENGAGE OFFICE	01	40,330.00
CS25-00042	CALIFORNIA SCHOOLS VISION COAL ITION	VISION CONTRIBUTIONS	RISK MANAGEMENT	68	1,119,816.00
CS25-00043	CALIFORNIA SCHOOLS DENTAL COAL ITION	DENTAL CONTRIBUTIONS	RISK MANAGEMENT	68	7,586,616.00
CS25-00046	ODOO INC	SOFTWARE FOR INVENTORY TRACKING	NUTRITION SERVICES DEPARTMENT	13	118,744.00
CS25-00048	ELIASSEN GROUP LLC	CONTRACTING SERVICES WITH ELIASSEN GROUP	ACCOUNTING SERVICES DEPARTMENT	01	350,000.00

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**Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
CS25-00049	K12 INSIGHT LLC	Let's Talk Subscription & Assistant Renewal 24-25	TECHNOLOGY SERVICES	01	126,168.25
CS25-00056	THE NCHERM GROUP LLC dba TNG	GUARDIAN CASE MANAEMENT SOFTWARE	HUMAN RESOURCE SERVICES	01	111,780.00
CS25-00060	PAWAR TRANSPORTATION LLC	SPED STUDENT TRANSPORTATION HOME-TO-SCHOOL	TRANSPORTATION SERVICES	01	4,200,000.00
CS25-00062	MICHELLE PLEDGER dba LIVING F OR LIBERATION	Keynote Speaker - PreService	ACADEMIC OFFICE	01	22,000.00
CS25-00066	NACHT & LEWIS ARCHITECTS INC	0142-468 HOLLYWOOD PARK CAMPUS RENEWAL - A/E SVC	FACILITIES SUPPORT SERVICES	21	672,000.00
CS25-00086	UC MERCED CENTER FOR EDUCATION AL PARTNERSHIPS	UC Merced Tool - Year 2 of 2	TECHNOLOGY SERVICES	01	202,451.43
N25-00001	NORTHERN CALIFORNIA CHILDRENS THERAPY CENTER	Nothern CA Childrens Therapy Unauth Contract	SPECIAL EDUCATION DEPARTMENT	01	2,906.25
N25-00002	JABBERGYM LLC	NPA SERVICES [REDACTED]	SPECIAL EDUCATION DEPARTMENT	01	969,610.75
N25-00003	PROFESSIONAL TUTORS OF AMERICA	NPA SERVICES (Tutoring)	SPECIAL EDUCATION DEPARTMENT	01	4,095.00
N25-00004	ALWAYS HOME NURSING SERVICES	UNAUTHORIZED CONTRACT	SPECIAL EDUCATION DEPARTMENT	01	1,100,360.00
P24-04190	COLLEGE BOARD	2023-24 AP EXAM INVOICES	GIFTED AND TALENTED EDUCATION	01	320,132.00
P24-04222	CAL DEPT OF SOCIAL SERVICES	LICENSING FEES RENEWAL JULY 2023 - JUNE 2024	EARLY LEARNING & CARE PROGRAMS	12	16,561.00
P24-04223	SACRAMENTO COUNTY OFFICE OF ED UCATION	CONFIRMING - PAY SCOE INV# 231723	HUMAN RESOURCE SERVICES	01	36,000.00
P24-04224	SCUSD - US BANK CAL CARD	INDEED POSTING RECONCILIATION	NUTRITION SERVICES DEPARTMENT	13	661.66
P24-04225	[REDACTED]	REIMB [REDACTED] MATERIAL	SPECIAL EDUCATION DEPARTMENT	01	480.00
P25-00075	BOOKS EN MORE	BOOKS FOR TEACHER PD	ENGINEERING AND SCIENCES HS	01	1,107.62
P25-00076	SOUTHGATE RECREATION & PARK DI STRICT	EPOCH TRAINING NS STAFF 24/25 SY	NUTRITION SERVICES DEPARTMENT	13	2,925.00
P25-00077	CHEFS TOYS LLC	THREE DOORS FREEZER-BREAKF GRANT-LUTHER B	NUTRITION SERVICES DEPARTMENT	13	9,369.83
P25-00078	CHEFS TOYS LLC	THREE DOORS FREEZER-BREAKF GRANT-HIRAM J	NUTRITION SERVICES DEPARTMENT	13	9,369.83
P25-00079	BRIGHTLY SOFTWARE INC	BRIGHTLY SOFTWARE SUBSCRIPTIONS 2024/25	FACILITIES SUPPORT SERVICES	01	7,602.02
P25-00080	AMAZON CAPITAL SERVICES	STUDENTS TOOTH SAVER	CAROLINE WENZEL ELEMENTARY	01	18.48
P25-00081	AMAZON CAPITAL SERVICES	USB HUB FOR CODING MATH CLASS	JOHN F. KENNEDY HIGH SCHOOL	01	200.23
P25-00082	AMAZON CAPITAL SERVICES	SUMMER SCHOOL SUPPLIES	ROSEMONT HIGH SCHOOL	01	962.83

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00083	AMAZON CAPITAL SERVICES	ORDER -SPED (2024-4)	SPECIAL EDUCATION DEPARTMENT	01	788.12
P25-00084	AMAZON CAPITAL SERVICES	INSTRUCTIONAL	SUCCESS ACADEMY	01	76.10
P25-00085	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE SUPPLIES	JOHN F. KENNEDY HIGH SCHOOL	01	224.35
P25-00086	FORMAX LLC	MAINTENANCE AGRMT-FORMAX SEALER 12/15/24-12/14/25	CENTRAL PRINTING SERVICES	01	693.00
P25-00087	QUADIANT INC	MAINTENANCE AGRMT-ENVELOPE PRTR 7/1/24 - 6/30/25	CENTRAL PRINTING SERVICES	01	2,942.52
P25-00088	RICOH USA INC	FUSIONPRO VDP SOFTWARE RENEWAL 1 YEAR	CENTRAL PRINTING SERVICES	01	1,515.00
P25-00089	SUMMIT TECHNOLOGY AFFILIATE db a JMP OFFICE TECHNOLOGIES	MAINT. AGREEMENT - FOLDER-INSERTER	CENTRAL PRINTING SERVICES	01	3,437.00
P25-00090	PEARSON CLINICAL ASSESSMENT OR DERING DEPARTMENT	SPEECH MATERIAL	SPECIAL EDUCATION DEPARTMENT	01	1,221.38
P25-00091	SAN JOAQUIN COUNTY OFFICE OF E DUCATION	ED-JOIN, 2024-2025 EMPLOYEE APPLICANT SYSTEM	HUMAN RESOURCE SERVICES	01	12,431.71
P25-00092	TROXELL COMMUNICATIONS INC	NEWLINE 75" INTERACTIVE Z SERIES DISPLAY-NS	NUTRITION SERVICES DEPARTMENT	13	14,977.14
P25-00094	HOME CAMPUS	SUPPORT FOR THE COACHES OF 6 HIGH SCHOOLS FY24-25	EQUITY/ACCESS & EXCELLENCE	01	6,993.00
P25-00095	THE HOME DEPOT PRO	SUMMER SCHOOL CUSTODIAL SUPPLIES	HIRAM W. JOHNSON HIGH SCHOOL	01	1,175.03
P25-00097	CALIFORNIA GEOLOGICAL SURVEY S CHOOOL REVIEW UNIT	478 F.BACON NEW CONSTRUCTION - ASSESSMENT HAZARD	FACILITIES SUPPORT SERVICES	21	4,800.00
P25-00098	JAMESVILLE OFFICE FURNITURE	0265-461 OAKRIDGE NEW SCHOOL CLASSROOM PANEL WALLS	FACILITIES SUPPORT SERVICES	21	11,959.24
P25-00099	AMERICAN REFRIGERATION SUPPLY ACCT #172405	EMERG/ MINI SPLIT REPLACMENT FOR OFFICE AT MAPLE	FACILITIES MAINTENANCE	01	3,814.74
P25-00100	SYTECH SOLUTIONS	ONE DOC STOP RECORDS MANAGEMENT SYSTEM	FACILITIES SUPPORT SERVICES	21	7,200.00
P25-00101	THE SHADE CARE CO INC	0410-409 A.EINSTEIN CORE TREE REMOVAL SERVICE	FACILITIES SUPPORT SERVICES	21	1,160.00
P25-00102	THE HOME DEPOT PRO	HAND DRYERS / ELECTRIC SHOP 24-25 SY	FACILITIES MAINTENANCE	01	25,034.40
P25-00103	ACE CUTTING EQUIPMENT & SUPPLY	SLURRY VACUUM FOR CONCRETE CUTTER. CARPENTER SHOP	FACILITIES MAINTENANCE	01	3,381.04
P25-00104	THE SHADE CARE CO INC	TREE REMOVAL - PACIFIC ELEMENTARY	FACILITIES MAINTENANCE	01	6,600.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00106	ULINE	MEGAPHONE	CAROLINE WENZEL ELEMENTARY	01	454.34
P25-00107	SDI INNOVATIONS INC dba SCHOOL DATEBOOKS	STUDENT PLANNERS	GENEVIEVE DIDION ELEMENTARY	01	179.47
P25-00108	SCHOOL SPECIALTY	NEW CLASSROOM - GOLDEN EMPIRE	SPECIAL EDUCATION DEPARTMENT	01	732.34
P25-00109	SCHOOL SPECIALTY	NEW CLASSROOM - OW ERLEWINE	SPECIAL EDUCATION DEPARTMENT	01	1,041.25
P25-00110	CENTER FOR INTERNET SECURITY	CIS Albert - 24x7 Cybersecurity Monitoring Service	TECHNOLOGY SERVICES	01	28,800.00
P25-00111	LAKESHORE LEARNING MATERIALS	NEW CLASSROOM - JOHN STILLS K-8 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	290.29
P25-00112	LAKESHORE LEARNING MATERIALS	NEW CLASSROOM - SES 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	54.36
P25-00113	HAROON SIRAT	AUDIOMETRY REIMBURSEMENT - SIRAT 2024-25SY	HEALTH SERVICES	01	600.00
P25-00114	SCHOLASTIC INC SCHOLASTIC MAGA ZINES	SCHOLASTIC NEW MAGAZINES 2024-25SY	GENEVIEVE DIDION ELEMENTARY	01	125.19
P25-00115	JAMESVILLE OFFICE FURNITURE	CUBICLE WORKSTATIONS/CARPENTR Y SHOP 2024-25SY	FACILITIES MAINTENANCE	01	2,490.38
P25-00116	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS 2024-25 SY	CALIFORNIA MIDDLE SCHOOL	01	1,087.43
P25-00117	LAKESHORE LEARNING MATERIALS	TEACHING EASEL FOR CLASSROOM 2024-25SY	JOHN CABRILLO ELEMENTARY	01	443.21
P25-00118	PEARSON CLINICAL ASSESSMENT OR DERING DEPARTMENT	OT MATERIAL-PROTOCOL ██████████ 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	3,065.55
P25-00119	PEARSON CLINICAL ASSESSMENT OR DERING DEPARTMENT	OT MATERIAL-PROTOCOL ██████████ 2024-25 SY	SPECIAL EDUCATION DEPARTMENT	01	3,368.53
P25-00120	LAKESHORE LEARNING MATERIALS	NEW CLASSROOM - JOHN F KENNEDY 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	54.36
P25-00121	LAKESHORE LEARNING MATERIALS	NEW CLASSROOM - CAROLINE WENZEL 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	290.29
P25-00122	LAKESHORE LEARNING MATERIALS	NEW CLASSROOM - TAHOE PRE-K 2024-25 SY	SPECIAL EDUCATION DEPARTMENT	01	108.21
P25-00123	KATHLEEN DAZZI	AUDIOMETRY REIMBURSEMENT - DAZZI 2024-25 SY	HEALTH SERVICES	01	600.00
P25-00124	HANNIBAL'S CATERING & EVENTS	SSHS WELLNESS TRAINING 2024-25 SY	STUDENT SUPPORT&HEALTH SRVCS	01	1,341.64
P25-00125	AWARDS TROPHIES & MORE	ROTC PLAGUES & AWARD - COMPLETED ORDER 2024-25SY	LUTHER BURBANK HIGH SCHOOL	01	934.16
P25-00126	MAILING SOLUTIONS INC dba MAIL ERS MVP	SOFTWARE RENEWAL - AQUAMAILER	CENTRAL PRINTING SERVICES	01	995.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00127	AMAZON CAPITAL SERVICES	██████████ 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	598.38
P25-00128	AMAZON CAPITAL SERVICES	NEW CLASSROOM - OW ERLEWINE	SPECIAL EDUCATION DEPARTMENT	01	88.28
P25-00129	AMAZON CAPITAL SERVICES	AAC MATERIAL - ██████ @ FERN BACON	SPECIAL EDUCATION DEPARTMENT	01	63.56
P25-00130	CASPIO INC	YDSS CASPIO RENEWAL FY24-25	YOUTH DEVELOPMENT	01	6,552.00
P25-00131	EL DORADO TRADING GROUP INC TH E BACH CO	GRAPHING CALCULATORS FOR MATH DEPARTMENT	JOHN F. KENNEDY HIGH SCHOOL	01	8,691.30
P25-00132	ATKINSON, ANDELSON, LOYA, RUUD & ROMO PROFESSIONAL CORP	FRISK BOOKS FOR FACILITIES	BUSINESS SERVICES	01	3,218.75
P25-00133	SMUD MUSEUM OF SCIENCE AND CUR IOUSITY	2024 SUMMER MATTERS FIELD TRIP	YOUTH DEVELOPMENT	01	13,200.00
P25-00134	GARAGE CHAMPS	WASHINGTON T SHIRT 24-25SY	WASHINGTON ELEMENTARY SCHOOL	01	8,461.77
P25-00135	CSU SACRAMENTO BURSAR'S OFFICE	SAC STATE ORIENTATION FEES FALL 2024	CAREER & TECHNICAL PREPARATION	01	6,090.00
P25-00136	MARI EDWARDS	CONFIRMING-REIMB-M.EDWARDS-SS SUPPLIES	ENGINEERING AND SCIENCES HS	01	485.20
P25-00137	KANTER & ROMO IMMIGRATION LAW OFFICE	LEGAL FEES-NONIMMIGRANT VISA	HUMAN RESOURCE SERVICES	01	9,730.00
P25-00138	RINALDO SHACKELFORD	CONFIRMING-REIMB-SHACK-RENTAL CHAIRS FOR PROMOTION	ENGINEERING AND SCIENCES HS	01	630.00
P25-00139	LUSH BALLOONS LLC	LUSH BALLONS DECOR - COMMUNITY FAIR 7/27/24	ENROLLMENT CENTER	01	1,217.06
P25-00140	SCUSD - US BANK CAL CARD	JULY 2022 CAL CARD RECONCILIATION - J. KRETSCHMAN	STUDENT ATTEND & ENGAGE OFFICE	01	481.08
P25-00141	SCUSD - US BANK CAL CARD	AUGUST 2022 CAL CARD RECONCILIATION FOR J. KRETSCH	STUDENT ATTEND & ENGAGE OFFICE	01	410.92
P25-00142	SCUSD - US BANK CAL CARD	FEBRUARY 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00
P25-00143	SCUSD - US BANK CAL CARD	MARCH 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00
P25-00144	SCUSD - US BANK CAL CARD	APRIL 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00
P25-00145	SCUSD - US BANK CAL CARD	MAY 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00
P25-00146	SCUSD - US BANK CAL CARD	JUNE 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00147	SCUSD - US BANK CAL CARD	JULY 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00
P25-00148	SCUSD - US BANK CAL CARD	AUGUST 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	383.20
P25-00149	SCUSD - US BANK CAL CARD	SEPTEMBER 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00
P25-00150	SCUSD - US BANK CAL CARD	OCTOBER 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	95.87
P25-00151	SCUSD - US BANK CAL CARD	NOVEMBER 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	13.00
P25-00152	SCUSD - US BANK CAL CARD	DECEMBER 2023 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	33.00
P25-00153	SCUSD - US BANK CAL CARD	JANUARY 2024 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	33.00
P25-00154	SCUSD - US BANK CAL CARD	FEBRUARY 2024 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	123.00
P25-00155	SCUSD - US BANK CAL CARD	MARCH 2024 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	162.67
P25-00156	SCUSD - US BANK CAL CARD	APRIL 2024 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	333.00
P25-00157	SCUSD - US BANK CAL CARD	MAY 2024 CAL CARD RECONCILIATION FOR J. KRET	STUDENT ATTEND & ENGAGE OFFICE	01	133.00
P25-00158	SARA L. SMITH dba EXPANDING EXPRESSION LLC	SPEECH MATERIAL - EXPANDING EXPRESSION 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	1,366.20
P25-00159	BSN SPORTS LLC	ARTWORK FOR SHELTER COVERS 2024-25 SY	WEST CAMPUS	01	1,440.72
P25-00160	LAKESHORE LEARNING MATERIALS	NEW CLASSROOM - GOLDEN EMPIRE 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	3,921.82
P25-00161	AMAZON CAPITAL SERVICES	UNITED STATES AND CALIFORNIA FLAGS 2024-25SY	ETHEL PHILLIPS ELEMENTARY	01	114.16
P25-00162	SCUSD - US BANK CAL CARD	CALENDLY - SCHEDULING MTGS/INTRVIEW/FP SVC	HUMAN RESOURCE SERVICES	01	720.00
P25-00163	COLLABORATIVE FOR ACADEMIC SOCIAL AND EMOTIONAL LEARNING	CASEL COMMUNITY NETWORK PARTNERS	ACADEMIC OFFICE	01	5,000.00
P25-00164	J'S COMMUNICATIONS INC	MOTOROLA RADIO/WALKIES	ELDER CREEK ELEMENTARY SCHOOL	01	2,657.09

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P25-00165	DOWNTOWN FORD	VEHICLE REPAIRS-NS TRANSIT VAN 154	NUTRITION SERVICES DEPARTMENT	13	3,489.08
P25-00166	SPHERA SOLUTIONS INC	SPHERA SOLUTIONS RM COMMUNICATION SUBSCRIPTION	RISK MANAGEMENT	67	2,000.00
P25-00167	EDPUZZLE INC	EDPUZZLE PROGRAM 24-25	ENGINEERING AND SCIENCES HS	01	2,380.00
P25-00168	PPT HOLDING I LLC dba PARK PLA CE TECHNOLOGIES LLC	Data Center Infrastructure Support Renewal 24-25	TECHNOLOGY SERVICES	01	15,084.84
P25-00169	3 FORTY INC	ENROLLMENT FAIR JULY 27, 2024 SOUND/AUDIO RENTAL	ENROLLMENT CENTER	01	1,155.00
P25-00170	CURRICULUM ASSOCIATES LLC	iREADY LICENSE, SUPPORT	SEQUOIA ELEMENTARY SCHOOL	01	28,728.00
P25-00171	SACRAMENTO COUNTY OFFICE OF ED UCATION	Wide Area Network (WAN) Renewal 24-25	TECHNOLOGY SERVICES	01	2,600.00
P25-00172	IXL LEARNING INC	IXL MATH SUBSCRIPTION	HIRAM W. JOHNSON HIGH SCHOOL	01	26,655.00
P25-00173	J WESTON WALCH PUBLISHER	Walch Math 1, 2, 3 License Extension for 2 years	LIBRARY/TEXTBOOK SERVICES	01	7,200.00
P25-00174	IXL LEARNING INC	IXL LEARNING SUBSCRIPTION 24-25SY	ENGINEERING AND SCIENCES HS	01	8,195.00
P25-00175	SCUSD - US BANK CAL CARD	UPS Shipping - 2 Chromebooks from Texas	TECHNOLOGY SERVICES	01	30.37
P25-00176	MOBYMAX LLC	MOBY MAX	ELDER CREEK ELEMENTARY SCHOOL	01	4,495.00
P25-00177	CDW GOVERNMENT	HVAC STAFF LAPTOPS	FACILITIES MAINTENANCE	01	4,299.96
P25-00178	MORRIS PRINTING GROUP INC dba SCHOOL MATE	PLANNERS FOR STUDENTS	ISADOR COHEN ELEMENTARY SCHOOL	01	956.17
P25-00179	AMAZON CAPITAL SERVICES	NEW CLASSROOM - AM WINN 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	238.60
P25-00180	DIPIETRO & ASSOCIATES INC	TRAUMA KIT REPLACEMENTS 2024-25SY	HEALTH SERVICES	01	26,594.27
P25-00181	ARBOR SCIENTIFIC	SCIENCE INSTRUCTIONAL SUPPLIES 2024-25SY	JOHN F. KENNEDY HIGH SCHOOL	01	297.73
P25-00182	FISHER SCIENTIFIC CO	SCIENCE INSTRUCTIONAL SUPPLIES 2024-25SY	JOHN F. KENNEDY HIGH SCHOOL	01	40.12
P25-00183	JUDY YIMITING WONG dba TOPS PE N CO	MARKETING & PROMOTIONAL 2024-25SY	SAC NEW TECH EARLY COLLEGE HS	09	2,546.57
P25-00184	AMAZON CAPITAL SERVICES	FREEZER GLOVES FOR NS WAREHOUSE 2024-25SY	NUTRITION SERVICES DEPARTMENT	13	308.84
P25-00185	MYSTERY SCIENCE DISCOVERY EDUC ATION INC	Science Support	BG CHACON ACADEMY	09	1,495.00
P25-00186	GALLS INC	GEAR FOR SAFETY OFFICERS	SAFE SCHOOLS OFFICE	01	519.70
P25-00187	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	3,960.00
P25-00188	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	1,650.00

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P25-00189	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	1,650.00
P25-00190	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	1,650.00
P25-00191	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	1,650.00
P25-00192	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	1,650.00
P25-00193	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	660.00
P25-00194	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	660.00
P25-00195	THE SHADE CARE CO INC	TREE SERVICE @ LUTHER BURBANK HS	FACILITIES MAINTENANCE	01	660.00
P25-00196	THE SHADE CARE CO INC	TREE SERVICE @ PACIFIC ELEMENTARY SCHOOL	FACILITIES MAINTENANCE	01	2,640.00
P25-00197	THE SHADE CARE CO INC	TREE SERVICE @ PACIFIC ELEMENTARY SCHOOL	FACILITIES MAINTENANCE	01	2,800.00
P25-00198	THE SHADE CARE CO INC	TREE SERVICE @ PACIFIC ELEMENTARY SCHOOL	FACILITIES MAINTENANCE	01	2,160.00
P25-00199	THE SHADE CARE CO INC	TREE SERVICE @ PACIFIC ELEMENTARY SCHOOL	FACILITIES MAINTENANCE	01	5,940.00
P25-00200	VELOCITY SPORTS GROUP LLC	WILLIAM LAND TURF PAINTING	FACILITIES MAINTENANCE	01	1,750.00
P25-00201	UNITED CALIFORNIA GLASS & DOOR	SERNA CENTER SAFETY LOOPS	FACILITIES MAINTENANCE	01	3,230.00
P25-00202	MOBYMAX LLC	MOBYMAX ONLINE PROGRAM	SUCCESS ACADEMY	01	623.00
P25-00203	NORMAN WRIGHT MECHANICAL EQUIP	VFD DRIVES FOR ROSEMONT GYM /HVAC	FACILITIES MAINTENANCE	01	7,405.88
P25-00204	REFRIGERATION SUPPLIES DIST	SERNA COMPRESSOR REPLACEMENT	FACILITIES MAINTENANCE	01	14,289.70
P25-00205	BCI BURKE CO LLC	PLAYGROUND EQUIPMENT FOR EARL WARREN	FACILITIES MAINTENANCE	01	6,384.64
P25-00206	SHIFFLER EQUIPMENT SALES INC	SHIFFLER QUOTE - WHITEBOARDS FOR MATSUYAMA ELEM.	FACILITIES MAINTENANCE	01	23,949.71
P25-00207	BATTERY SYSTEMS	BATTERIES FOR GOLF CART	MIWOK MIDDLE SCHOOL	01	1,345.06
P25-00208	AMAZON CAPITAL SERVICES	NEW CLASSROOM - JFK 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	188.55
P25-00209	AMAZON CAPITAL SERVICES	NEW CLASSROOM - SES 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	264.75
P25-00210	AMAZON CAPITAL SERVICES	NEW CLASSROOM - TAHOE PRE-K 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	527.88
P25-00211	AMAZON CAPITAL SERVICES	BOOKS FOR CLASSROOM LIBRARY 2024-25SY	ABRAHAM LINCOLN ELEMENTARY	01	246.94
P25-00212	FISHER SCIENTIFIC CO	SCIENCE INSTRUCT. SUPPLIES {POLLOCK/VU}24-25	JOHN F. KENNEDY HIGH SCHOOL	01	1,874.46

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**Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00213	SWEETWATER MUSIC INSTRUMENTS & PRO AUDIO	CHEER/DANCE EQUIPMENT 2024-25SY	JOHN F. KENNEDY HIGH SCHOOL	01	1,358.29
P25-00214	AMAZON CAPITAL SERVICES	NEW CLASSROOM - JFK	SPECIAL EDUCATION DEPARTMENT	01	496.63
P25-00215	CLASSLINK INC	ClassLink - License and Hosting	TECHNOLOGY SERVICES	01	109,564.98
P25-00216	AMAZON CAPITAL SERVICES	NEW CLASSROOM - TAHOE PRE-K #2 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	700.31
P25-00217	WEST MUSIC CO	UKULELE'S 2024-25 SY	ACADEMIC OFFICE	01	2,501.01
P25-00218	AMAZON CAPITAL SERVICES	NEW CLASSROOM - TAHOE PRE-K #3	SPECIAL EDUCATION DEPARTMENT	01	248.13
P25-00219	LAKESHORE LEARNING MATERIALS	NEW PRESCHOOL - MATERIAL 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	24,655.14
P25-00220	AMAZON CAPITAL SERVICES	NEW CLASSROOM - TAHOE PRE-K #4 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	231.69
P25-00221	SCUSD - US BANK CAL CARD	DNS - Queries Over Contract - Treat as Confirming	TECHNOLOGY SERVICES	01	1,019.05
P25-00222	FRONTLINE TECHNOLOGIES GROUP	Frontline Absence & Sub Mgmt Renewal 24-25	TECHNOLOGY SERVICES	01	36,777.66
P25-00223	AMS.NET INC	Cisco SMARTnet Renewal 7/1/24-6/30/25	TECHNOLOGY SERVICES	01	32,309.59
P25-00224	AMS.NET INC	Erate YR27 - Basic Maintenance Hours	TECHNOLOGY SERVICES	01	37,500.00
P25-00225	AMS.NET INC	Erate YR27 - Switch Equipment & SmartNet	TECHNOLOGY SERVICES	01	54,537.15
P25-00226	MELECIA NAVARRO	M NAVARRO MILEAGE REIMBURSEMENT	SAFE SCHOOLS OFFICE	01	718.67
P25-00227	SHYLOH BEALER	S AULIN (BEALER) MILEAGE REIMBURSEMENT	SAFE SCHOOLS OFFICE	01	423.61
P25-00228	CURRICULUM ASSOCIATES LLC	I-READY CLASSROOM (MATH)	H.W. HARKNESS ELEMENTARY	01	11,329.58
P25-00229	SCUSD - US BANK CAL CARD	NUTRITION STAFF LUNCH DEPOSIT FOR EPOCH TRAINING	BUSINESS SERVICES	01	5,263.05
P25-00230	AMAZON CAPITAL SERVICES	NEW CLASSROOM - SES	SPECIAL EDUCATION DEPARTMENT	01	509.57
P25-00231	AMAZON CAPITAL SERVICES	NEW CLASSROOM - SES 2024-25 SY	SPECIAL EDUCATION DEPARTMENT	01	390.18
P25-00232	AMAZON CAPITAL SERVICES	FORCEFIELD FLAME RETARDANT	ALICE BIRNEY WALDORF - K-8	01	90.33
P25-00234	APPLE INC	COMPUTERS FOR SCHOOL NURSES	HEALTH SERVICES	01	29,352.70
P25-00235	APPLE INC	STAFF LAPTOPS	BG CHACON ACADEMY	09	28,264.13
P25-00236	APPLE INC	MACBOOK AIR	STUDENT SUPPORT&HEALTH SRVCS	01	20,025.68
P25-00237	EAST BAY RESTAURANT SUPPLY INC	MILK COOLERS-BREAKFAST EXP GRANT F13-5380	NUTRITION SERVICES DEPARTMENT	13	16,600.69
P25-00238	SCUSD - US BANK CAL CARD	RESTROOM CLEANING ENVELOPES FOR POSTING	BUILDINGS & GROUNDS/OPERATIONS	01	2,409.18

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00239	SACRAMENTO METRO CABLE TV COMM	CABLECAST OF BOARD MEETINGS 2023-24	BOARD OF EDUCATION	01	570.00
P25-00240	MORRIS PRINTING GROUP INC dba SCHOOL MATE	STUDENT ACADEMIC PLANNERS	HUBERT H BANCROFT ELEMENTARY	01	302.77
P25-00241	LITERACY RESOURCE LLC dbaHEGGE RTY PHONEMIC	CURRICULUM FOR TK CLASS	SUSAN B. ANTHONY ELEMENTARY	01	205.74
P25-00242	AMAZON CAPITAL SERVICES	COMMS OF PRACTICE BOOKS 2024-25SY	ACADEMIC OFFICE	01	490.16
P25-00243	CALIFORNIA CHAMBER OF COMMERCE	ANNUAL CA EMPLOYER LAW POSTERS 2024	EMPLOYEE RELATIONS	01	2,835.11
P25-00244	AMAZON CAPITAL SERVICES	COMMS OF PRACTICE BOOKS 2024-25SY	ACADEMIC OFFICE	01	484.09
P25-00245	AMAZON CAPITAL SERVICES	KEY TAGS - DAWN W 2024-25SY	EARLY LEARNING & CARE PROGRAMS	12	5.43
P25-00246	ODP BUSINESS SOLUTIONS LLC	OFFICES SUPPLIES- LOREANA	EARLY LEARNING & CARE PROGRAMS	12	145.15
P25-00247	ODP BUSINESS SOLUTIONS LLC	CAEP_ADMIN/OFFICE_SUPPLIES- OFFICE DEPOT (113902)	CHARLES A. JONES CAREER & ED	11	362.20
P25-00248	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES ELLA AND MAY	EARLY LEARNING & CARE PROGRAMS	12	1,364.34
P25-00249	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES- LOREANA AND ELLA	EARLY LEARNING & CARE PROGRAMS	12	2,429.78
P25-00250	ODP BUSINESS SOLUTIONS LLC	WIOA TITLE I-RSS_5885__4130_OFFICE DEPOT	CHARLES A. JONES CAREER & ED	11	1,979.87
P25-00251	ODP BUSINESS SOLUTIONS LLC	COPY PAPER	JOHN F. KENNEDY HIGH SCHOOL	01	3,305.13
P25-00252	LAKESHORE LEARNING MATERIALS	INF/TOD LAKESHORE - MANNY INFANTE, RM 123	EARLY LEARNING & CARE PROGRAMS	12	1,516.37
P25-00253	ACSA FOUNDATION FOR EDUCATION	PRE-PAY P.O./ACSA MEMBERSHIP FOR SUPERINTENDENT	SUPERINTENDENTS OFFICE	01	2,925.00
P25-00254	CAL DEPT OF SOCIAL SERVICES	JOHN STILL PESCHOOL LICENSING	EARLY LEARNING & CARE PROGRAMS	12	605.00
P25-00255	SCHOOL SPECIALTY	SCHOOL PE INSTRUCTIONAL MATERIALS 2024-25SY	CAROLINE WENZEL ELEMENTARY	01	482.05
P25-00256	GOPHER SPORT	SCHOOL PE INSTRUCTIONAL MATERIALS 2024-25SY	CAROLINE WENZEL ELEMENTARY	01	273.20
P25-00257	FOLLETT SCHOOL SOLUTIONS	GEAR UP READING RESOURCE FOR CLASSRM. 2024-25SY	LUTHER BURBANK HIGH SCHOOL	01	18,077.03
P25-00258	SCHOOL HEALTH CORP	SCHOOL PE INSTRUCTIONAL 2024-25 SY	CAROLINE WENZEL ELEMENTARY	01	67.60
P25-00259	CAL DEPT OF SOCIAL SERVICES	BOWLING GRN MCCOY LICENSING FEES	EARLY LEARNING & CARE PROGRAMS	12	605.00
P25-00260	AMAZON CAPITAL SERVICES	CAEP_ADMIN_INKJET PRINTHEAD_OFFICE SUPPLY 2024-25	CHARLES A. JONES CAREER & ED	11	300.04

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00261	AMAZON CAPITAL SERVICES	CAEP VN FETAL MONITOR_INSTRUCTIONAL2 024-25SY	CHARLES A. JONES CAREER & ED	11	86.99
P25-00262	NABSE - NATIONAL ALLIANCE OF B LACK SCHOOL EDUCATORS	PRE-PAY P.O./NABSE MEMBERSHIP FOR SUPERINTENDENT	SUPERINTENDENTS OFFICE	01	156.00
P25-00263	SWAY MEDICAL INC	SPORTS CONCUSSION TESTING SUBSCRIPTION FY 25	EQUITY/ACCESS & EXCELLENCE	01	5,250.00
P25-00264	CDW GOVERNMENT	STAFF MONITORS	YOUTH DEVELOPMENT	01	1,143.75
P25-00265	DISCOVERY EDUCATION	DREAM BOX ADVANCED	CESAR CHAVEZ INTERMEDIATE	01	10,179.00
P25-00266	5-STAR STUDENTS LLC	5-STAR STUDENTS	ROSEMONT HIGH SCHOOL	01	1,950.00
P25-00267	CURRICULUM ASSOCIATES LLC	iREADY MATH AND READING DIAGNOSTIC SITE LICENSE	JOHN D SLOAT BASIC ELEMENTARY	01	10,920.00
P25-00268	LIVESCHOOL INC	LIVESCHOOL TECHNOLOGY	SUCCESS ACADEMY	01	495.00
P25-00269	MACMILLAN HOLDINGS LLC	AP Stats 1 YR Online Licenses extension	LIBRARY/TEXTBOOK SERVICES	01	12,925.00
P25-00270	IXL LEARNING INC	IXL Site Licenses	SAC NEW TECH EARLY COLLEGE HS	09	3,395.00
P25-00271	LAZEL INC dba LEARNING A-Z INC LLC	Raz Plus	ETHEL PHILLIPS ELEMENTARY	01	4,338.00
P25-00272	IXL LEARNING INC	IXL LEARNING MATH ELA SCIENCE 24-25	AMERICAN LEGION HIGH SCHOOL	01	7,145.00
P25-00273	UTJ HOLDCO INC. dba TEACHING STRATEGIES	INF/TOD CREATIVE CURRICULUM - LORENA POON	EARLY LEARNING & CARE PROGRAMS	12	5,791.26
P25-00274	READ NATURALLY INC	READ NATURALLY	ETHEL PHILLIPS ELEMENTARY	01	4,940.00
P25-00275	EXPLORELEARNING	REFLEX MATH	ETHEL PHILLIPS ELEMENTARY	01	3,295.00
P25-00276	SAVVAS	ENVISION MATH 4TH -6TH GRADE	BG CHACON ACADEMY	09	6,367.78
P25-00277	SP APPLICATIONS HOLING LLC SOL ID PROFESSOR	RENEWAL SOLID PROFESSOR SOFTWARE @ RHS	CAREER & TECHNICAL PREPARATION	01	5,000.00
P25-00278	IMAGO	SUMMER SCHOOL PLATFORM	ROSEMONT HIGH SCHOOL	01	8,000.00
P25-00279	AMAZON CAPITAL SERVICES	HISSET DIGITAL CLOCK_ TEST RM 2024-25SY	CHARLES A. JONES CAREER & ED	11	108.63
P25-00280	TROXELL COMMUNICATIONS INC	STUDENTS HEADSET SUPPORT LEARNING	CAROLINE WENZEL ELEMENTARY	01	810.19
P25-00281	CDW GOVERNMENT	HEADPHONES-24/25 SCHOOL YEAR	BG CHACON ACADEMY	09	4,282.03
P25-00282	LAKESHORE LEARNING MATERIALS	BATHROOM DIVIDER FOR TK PRIVACY	JOHN BIDWELL ELEMENTARY	01	279.03
P25-00283	CHEFS TOYS LLC	THREE DOORS FREEZER-LDV-5310	NUTRITION SERVICES DEPARTMENT	13	9,369.83
P25-00284	SCHOLASTIC TEACHER'S STORE	PURCHASE CLASSROOM MAGAZINE	CAROLINE WENZEL ELEMENTARY	01	1,692.42

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00285	ZEARN INC	ZEARN LICENSE	ELDER CREEK ELEMENTARY SCHOOL	01	2,500.00
P25-00286	SDI INNOVATIONS INC dba SCHOOL DATEBOOKS	STUDENT PLANNERS	JOHN CABRILLO ELEMENTARY	01	786.63
P25-00287	LISTEN INNOVATION INC.	LISTENWISE SUBSCRIPTION-EL	HIRAM W. JOHNSON HIGH SCHOOL	01	3,000.00
P25-00288	ZAJIC APPLIANCE SERVICE INC	WASHER FOR ALBERT EINSTEIN	NUTRITION SERVICES DEPARTMENT	13	938.91
P25-00289	ZAJIC APPLIANCE SERVICE INC	WASHER FOR ABRAHAM LINCOLN	NUTRITION SERVICES DEPARTMENT	13	948.91
P25-00290	ZAJIC APPLIANCE SERVICE INC	WASHER FOR THEODORE JUDAH	NUTRITION SERVICES DEPARTMENT	13	938.91
P25-00291	SCHOOLSPLP	SCHOOLSPLP CORE CONTECT LICENSES	CAPITAL CITY SCHOOL	01	81,700.00
P25-00292	PACIFIC OFFICE AUTOMATION	RISO INK + MASTERS	NICHOLAS ELEMENTARY SCHOOL	01	1,038.56
P25-00293	PACIFIC OFFICE AUTOMATION	REPLACEMENT INK FOR RISO MACHINE	WILL C. WOOD MIDDLE SCHOOL	01	228.89
P25-00294	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES - MANNY INFANTE	EARLY LEARNING & CARE PROGRAMS	12	357.23
P25-00295	PEARSON EDUCATION INC	READING RESOURCE	LUTHER BURBANK HIGH SCHOOL	01	748.48
P25-00296	CDW GOVERNMENT	HP E27 G5 27" - LCD MONITOR	NUTRITION SERVICES DEPARTMENT	13	520.45
P25-00297	CDW GOVERNMENT	CDW OFFICE COMPUTER /ZM MEETINGS	HOLLYWOOD PARK ELEMENTARY	01	1,755.95
P25-00298	FISHER SCIENTIFIC CO	SCIENCE INSTRUCT. SUPPLIES {RILEY}24-25	JOHN F. KENNEDY HIGH SCHOOL	01	927.33
P25-00299	LAKESHORE LEARNING MATERIALS	INF/TOD LAKESHORE - SUZIE VANG, RM 121	EARLY LEARNING & CARE PROGRAMS	12	3,329.77
P25-00300	GRAINGER INC	WORKBENCH ECD PATHWAY ELLIOTT SPOON@RHS	CAREER & TECHNICAL PREPARATION	01	1,501.84
P25-00301	BSN SPORTS LLC	FLAG FOOTBALL UNIFORMS 2024-25SY	JOHN F. KENNEDY HIGH SCHOOL	01	3,222.48
P25-00302	TOLEDO PHYSICAL ED SUPPLY INC	SCHOOL PE INSTRUCTIONAL 2024-25SY	CAROLINE WENZEL ELEMENTARY	01	121.49
P25-00303	SCHOOL SPECIALTY	NEW CLASSROOM MATERIAL 2024-25SY	SPECIAL EDUCATION DEPARTMENT	01	138.53
P25-00304	THE HONOR PROGRAM LLC THE HONO R CORD CO	PURCHASE OF HONOR CORDS 2024-25SY	MULTILINGUAL EDUCATION DEPT.	01	1,005.94
P25-00305	WILLIAM MACGILL & CO	SUPPLIES FOR NURSES OFFICE 2024-25SY	WILL C. WOOD MIDDLE SCHOOL	01	730.56
P25-00306	COMPREHENSIVE MEDICAL INC	STUDENT DRUG TESTS 2024-25 FY	CHARLES A. JONES CAREER & ED	11	2,007.00
P25-00307	AAA GARMENTS & LETTERING INC	AMERICAN LEGION SHIRTS 24-25	AMERICAN LEGION HIGH SCHOOL	01	734.20
P25-00308	CHARTER AMERICA BUS CO THANDI ENTERPRISES INC	CHARTER BUS FOR HBCU FAIR 9/11/24	COUNSELING SERVICES	01	5,845.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00309	HANNIBAL'S CATERING	FOOD FOR ENROLLMENT COMMUNITY EVENT JULY 27,2024	ENROLLMENT CENTER	01	9,111.08
P25-00310	CDW GOVERNMENT	DESKTOP FOR CHRISTIAN R.	BUSINESS SERVICES	01	1,085.85
P25-00311	JANET COBOS-GUTIERREZ	AUDIOMETRY REIMBURSE-COBOS-GUTIERREZ 2024-25SY	HEALTH SERVICES	01	600.00
P25-00312	APPLIED FINISHES INC	BURBANK STAGE FLOOR PAINTING	FACILITIES MAINTENANCE	01	12,590.00
P25-00313	APPLIED FINISHES INC	HIRAM JOHNSON STAGE FLOOR PAINTING	FACILITIES MAINTENANCE	01	14,680.00
P25-00314	NATUREBRIDGE	NATUREBRIDGE FIELD TRIP 5/19/25-5/23/25	MARTIN L. KING JR ELEMENTARY	01	5,989.50
P25-00315	SCHOLASTIC TEACHER'S STORE	SCHOLASTIC MAGAZINES 2024-25SY	JOHN BIDWELL ELEMENTARY	01	1,574.24
P25-00316	HARRIS INDUSTRIAL GASES	MANUFACTURING/WEDLING MONTH TANK/GAS FEES 24-25SY	CHARLES A. JONES CAREER & ED	11	300.25
P25-00317	LETICIA ORDAZ BAEZA dba CIELIT O LINDO BOOK	BOOKS FOR AUGUST 19 PL FOR TEACHERS-CR 2024-25SY	EARLY LEARNING & CARE PROGRAMS	12	570.94
P25-00318	KOMBAT INK	PE CLOTHES 2024-25SY	JOHN F. KENNEDY HIGH SCHOOL	01	14,737.97
P25-00319	METRO LEAGUE	METRO LEAGUE ASSESSMENT (DUES) 2 HIGH SCHOOL	EQUITY/ACCESS & EXCELLENCE	01	1,690.00
P25-00320	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES MAHELETE - LORENA POON 2024-25SY	EARLY LEARNING & CARE PROGRAMS	12	447.22
P25-00321	COURTSMITH BASKETBALL IND	BASKETBALL UNIFORMS 2024-25SY	JOHN F. KENNEDY HIGH SCHOOL	01	3,386.88
P25-00322	POSMICRO.COM	Barcode Scanner supplies	LIBRARY/TEXTBOOK SERVICES	01	744.25
P25-00323	AMAZON CAPITAL SERVICES	POTTY TRAINING PANTS - LISA STEVENS 2024-25sy	EARLY LEARNING & CARE PROGRAMS	12	331.39
P25-00324	BOOKS EN MORE	PROF LEARNING MATERIAL FOR C.ROSELI 2024-25 SY	EARLY LEARNING & CARE PROGRAMS	12	1,027.46
P25-00325	AMAZON CAPITAL SERVICES	PRIMARY COMPOSITION NOTEBOOKS 2024-25SY	H.W. HARKNESS ELEMENTARY	01	67.55
P25-00326	UNIVERSAL LIMOUSINE CO	CHARTER BUS FOR 5TH GRADE BIG TREES FT	A. M. WINN - K-8	01	1,938.00
P25-00327	SCUSD - US BANK CAL CARD	CALCARD RECON - APRIL & MAY 2024	ACADEMIC OFFICE	01	32.60
P25-00328	AMAZON CAPITAL SERVICES	BOOK PURCHASE FOR MLD - "SREET DATA" 2024-25SY	MULTILINGUAL EDUCATION DEPT.	01	369.21
P25-00329	INFINITE CAMPUS INC	INFINITE CAMPUS SUPPORT/LICENSE 7/1/24 - 6/30/25	TECHNOLOGY SERVICES	01	562,475.87
P25-00330	SCUSD - US BANK CAL CARD	CAL-CARD RECON - JUNE 2024 CONFIRMING	YOUTH DEVELOPMENT	01	630.00

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P25-00331	SIX FLAGS DISCOVERY KINGDOM	SUMMER 2024 FIELD TRIP-ADDITIONAL EXPENSE	YOUTH DEVELOPMENT	01	800.00
P25-00332	SCOE FINANCIAL SERVICES	Sly Park	MARK TWAIN ELEMENTARY SCHOOL	01	1,650.00
P25-00333	AMAZON CAPITAL SERVICES	EMERGENCY FIRST AID FANNY - DR. CARSON 2024-25SY	EARLY LEARNING & CARE PROGRAMS	12	572.52
P25-00334	SCOE FINANCIAL SERVICES	SLY PARK SCIENCE CAMP DEPOSIT 2025	CAMELLIA BASIC ELEMENTARY	01	1,850.00
P25-00335	APPLE INC	PURCHASE COMP STAFF/PRIN OFFICEMTGS IEP ZOOM ETC	HOLLYWOOD PARK ELEMENTARY	01	2,114.66
P25-00336	ODP BUSINESS SOLUTIONS LLC	PALLET OF PAPER/ODP	ROSA PARKS MIDDLE SCHOOL	01	1,663.88
P25-00337	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES - LORENA POON	EARLY LEARNING & CARE PROGRAMS	12	322.65
P25-00338	CDW GOVERNMENT	NEW COMPUTER FOR M. LEE	ACADEMIC OFFICE	01	1,505.73
P25-00339	AAA GARMENTS & LETTERING INC	PE CLOTHES SY 24-25	WILL C. WOOD MIDDLE SCHOOL	01	7,780.25
P25-00340	NASTEE ANT	SAFE SCHOOLS SAFETY UNIFORMS	SAFE SCHOOLS OFFICE	01	2,491.46
P25-00341	SCUSD - US BANK CAL CARD	CUSTOM INK - CUSTOM DEPT T SHIRTS	RISK MANAGEMENT	01	789.65
P25-00342	SCOE FINANCIAL SERVICES	FIELD TRIP SLY PARK SUY:U ELEMENTARY DEPOSIT	SUY:U ELEMENTARY	01	3,000.00
P25-00343	SCUSD - US BANK CAL CARD	JCBA QUARRY PARK 9/10/2024	HIRAM W. JOHNSON HIGH SCHOOL	01	2,832.32
P25-00344	ODP BUSINESS SOLUTIONS LLC	EHS OFFICE DEPOT - SUZIE VANG	EARLY LEARNING & CARE PROGRAMS	12	804.34
P25-00345	ODP BUSINESS SOLUTIONS LLC	ODP OFFICE SUPPLIES	CONSOLIDATED PROGRAMS	01	60.31
P25-00346	SELF	SELF - AB 218 REVIVED PLAN	RISK MANAGEMENT	67	489,030.54
P25-00347	NEW HOPE COMMUNITY DEVELOPMENT	2024 SUMMER MATTERS SNACK REIMBURSEMENT	YOUTH DEVELOPMENT	01	164.47
P25-00348	MINGA SOLUTIONS INC	MINGA PROGRAM-STUDENT INTERVENTION POOR ATTENDANCE	ENGINEERING AND SCIENCES HS	01	2,000.00
P25-00349	MINGA SOLUTIONS INC	MINGA HALLPASS BUNDLE & BEHAVIOR MODULE	LUTHER BURBANK HIGH SCHOOL	01	6,350.00
P25-00350	EMICS INC dba INFORMED K12	INFORMED K-12 RENEWAL JULY 2024-JUNE 2025	HUMAN RESOURCE SERVICES	01	164,058.00
P25-00351	WATER WALKERS INC dba HEALTH-e PRO	CLOUD BASED MENU PLANNING SUBSCRIPTION FOR N.S.	NUTRITION SERVICES DEPARTMENT	13	8,550.00
P25-00352	AAA GARMENTS & LETTERING INC	BACK PACKS FOR STUDENTS IN NEED	HIRAM W. JOHNSON HIGH SCHOOL	01	2,103.13
P25-00353	GLOBAL PAYMENTS INC HEARTLAND SCHOOL SOLUTIONS	ASB ACCOUNTING SOFTWARE - BLUE BEAR MAINTENANCE	LUTHER BURBANK HIGH SCHOOL	01	385.00

\*\*\* See the last page for criteria limiting the report detail.

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**Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P25-00354	TOUCHLINE SOFTWARE INC	SOFTWARE LICENSE - WORK PERMIT FY 24/25	C. K. McCLATCHY HIGH SCHOOL	01	475.00
P25-00355	SCHOOL SPECIALTY INC	REPLACEMENT FURNITURE 24-25SY	BG CHACON ACADEMY	09	4,378.35
P25-00356	HEARTBEAT CPR EDUCATORS	INSTRUCTIONAL/MEDICAL CLINICAL 2024-25SY	CHARLES A. JONES CAREER & ED	11	550.00
P25-00357	AMAZON CAPITAL SERVICES	GLUE STICKS FOR MATH INSTRUCTION 2024-25SY	ENGINEERING AND SCIENCES HS	01	169.10
P25-00358	AMAZON CAPITAL SERVICES	PLASTIC ENVELOPES FOR ENGLISH PROJECTS INST.	ENGINEERING AND SCIENCES HS	01	69.56
TB25-00002	MRS NELSON'S BOOK COMPANY	LATE request PreCalculus Textbooks	LIBRARY/TEXTBOOK SERVICES	01	9,786.41
TB25-00003	MRS NELSON'S BOOK COMPANY	Additional 4th & 5th EnVision Math Workbooks	LIBRARY/TEXTBOOK SERVICES	01	2,655.83
TB25-00004	TEXTBOOK WAREHOUSE LLC	Additional Math Workbooks	LIBRARY/TEXTBOOK SERVICES	01	4,694.52
TB25-00005	LITERACY RESOURCE LLC dbaHEGGE RTY PHONEMIC	PHONOLOGICAL AWARENESS TK	JOHN D SLOAT BASIC ELEMENTARY	01	96.79
TB25-00006	LITERACY RESOURCE LLC dbaHEGGE RTY PHONEMIC	HEGGERTY	EDWARD KEMBLE ELEMENTARY	01	1,558.62
<b>Total Number of POs</b>			<b>744</b>	<b>Total</b>	<b>40,138,466.72</b>

**Fund Recap**

Fund	Description	PO Count	Amount
01	General Fund	4	371,890.50
12	Child Development	1	16,561.00
		<b>Total Fiscal Year 2024</b>	<b>388,451.50</b>
01	General Fund	595	17,399,707.51
09	Charter School	11	81,728.86
11	Adult Education	10	24,493.34
12	Child Development	28	82,425.85
13	Cafeteria	81	4,399,747.88
21	Building Fund	14	2,378,449.24
67	Self Insurance	5	6,677,030.54
68	Dental/Vision	2	8,706,432.00
		<b>Total Fiscal Year 2025</b>	<b>39,750,015.22</b>
		<b>Total</b>	<b>40,138,466.72</b>

\*\*\* See the last page for criteria limiting the report detail.

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Includes Purchase Orders dated 07/15/2024 - 08/14/2024 \*\*\*

**PO Changes**

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B25-00031	800,000.00	13-4710	Cafeteria/Food	200,000.00-
B25-00072	1,250,000.00	13-4710	Cafeteria/Food	750,000.00-
B25-00086	7,000.00	67-5800	Self Insurance/Other Contractual Expenses	2,000.00
CHB25-00084	9,000.00	01-4310	General Fund/Instructional Materials/Suppli	1,000.00-
CHB25-00087	14,500.00	01-4310	General Fund/Instructional Materials/Suppli	4,500.00
CS25-00010	30,000.00	01-5800	General Fund/Other Contractual Expenses	5,000.00
P24-03049	1,860.17	12-4410	Child Development/Equipment \$500 - \$4,999	581.42-
P24-04203	16,346.65	21-5800	Building Fund/Other Contractual Expenses	1,595.00
P25-00027	1,404.40	01-4310	General Fund/Instructional Materials/Suppli	34.85
P25-00034	9,191.66	01-4320	General Fund/Non-Instructional Materials/Su	391.07
P25-00072	4,327.76	01-5800	General Fund/Other Contractual Expenses	659.41
			<b>Total PO Changes</b>	<b>937,401.09-</b>

Information is further limited to: (Minimum Amount = (999,999.99))

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1g

**Meeting Date:** September 19, 2024

**Subject:** Approve Personnel Transactions

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

**Division:** Human Resources Services

**Recommendation:** Approve Personnel Transactions

**Background/Rationale:** N/A

**Financial Considerations:** N/A

**LCAP Goal(s):** Safe, Clean and Healthy Schools

**Documents Attached:**

1. Certificated Personnel Transactions Dated September 19, 2024
2. Classified Personnel Transactions Dated September 19, 2024

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer & Lead Negotiator

**Approved by:** Lisa Allen, Superintendent

**Attachment 1: CERTIFICATED 9/19/2024**

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
<b>EMPLOY/ REEMPLOY</b>							
BARGAS	KENNETH	B	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	9/9/2024	6/30/2025	EMPLOY PROB 9/9/2024
HARRIS	LUKE	B	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	9/3/2024	6/30/2025	AMEND EMPLOY PROB 9/3/2024
HOLCOMB	LAQUEN	B	Teacher, Adult Ed, Hourly	CHARLES A. JONES CAREER & ED	9/4/2024	6/30/2025	EMPLOY PROB 9/4/24
HUYNH	TAYLOR	B	Teacher, Elementary Spec Subj	OAK RIDGE ELEMENTARY SCHOOL	8/29/2024	6/30/2025	EMPLOY PROB 8/29/24
IP	APRIL	B	Counselor, Middle School	ALBERT EINSTEIN MIDDLE SCHOOL	8/27/2024	6/30/2025	EMPLOY PROB 8/27/24
JOHNSON	KELLY	B	Teacher, Elementary	PHOEBE A HEARST BASIC ELEM.	8/13/2024	6/30/2025	EMPLOY PROB 8/13/24
JOHNSON	KELLY	B	Teacher, Traveling Music	ISADOR COHEN ELEMENTARY SCHOOL	8/13/2024	6/30/2025	EMPLOY PROB 8/13/24
LANG	ABREN	B	Teacher, Middle School	UMOJA INTERNATIONAL ACADEMY	9/9/2024	6/30/2025	EMPLOY PROB 9/9/24
MCFADDEN	THOMAS	B	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	8/13/2024	6/30/2025	EMPLOY PROB 8/13/24
RANKHORN	CLARE	B	Teacher, Elementary	TAHOE ELEMENTARY SCHOOL	9/3/2024	6/30/2025	EMPLOY PROB 9/3/24
STORER	CLOE	B	Counselor, Middle School	WILL C. WOOD MIDDLE SCHOOL	9/4/2024	6/30/2025	EMPLOY PROB 9/4/24
TAYLOR JR	JOHN	B	Teacher, High School	HIRAM W. JOHNSON HIGH SCHOOL	9/3/2024	6/30/2025	EMPLOY PROB 9/3/24
TEXLEY	ALAYNA	B	Teacher, Middle School	MIWOK MIDDLE SCHOOL	8/28/2024	6/30/2025	EMPLOY PROB 8/28/24
THOMPSON	FRANCES	B	Principal, Elementary School	SUTTERVILLE ELEMENTARY SCHOOL	8/26/2024	6/30/2025	EMPLOY PROB 8/26/24
WALKER BROWN	ARIELLE	B	Teacher, Resource, Special Ed.	C. K. McCLATCHY HIGH SCHOOL	8/28/2024	6/30/2025	EMPLOY PROB 8/28/24
YONEDA	MARI	B	Librarian, Middle School	LEONARDO da VINCI ELEMENTARY	8/5/2024	6/30/2025	EMPLOY PROB 8/5/24
<b>LEAVES</b>							
CHRISTIAN	ASHLEY	A	Teacher, Elementary	DAVID LUBIN ELEMENTARY SCHOOL	11/9/2024	12/20/2024	LOA EXT (PD) FMLA/CFRA 11/9-12/20/24
DEVEREUX	LENORE	A	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	1/27/2025	6/13/2025	LOA (UNPD) 1/27/25
ESSEX	KATHLEEN	0	Teacher, High School	ENGINEERING AND SCIENCES HS	9/1/2024	6/30/2025	LOA (UNPD) ADMIN 9/1/24
FRASIER	IAN	A	Teacher, Elementary	PHOEBE A HEARST BASIC ELEM.	12/7/2024	6/30/2025	LOA RTN (PD) FMLA/CFRA 12/7/24
FRASIER	IAN	A	Teacher, Elementary	PHOEBE A HEARST BASIC ELEM.	9/9/2024	12/6/2024	LOA (PD) FMLA/CFRA 9/9-12/6/24
LEE	DONALD	A	Teacher, High School	JOHN F. KENNEDY HIGH SCHOOL	8/23/2024	6/30/2025	LOA (PD) ADMIN 8/23/24
LIU	LIQIN	B	Teacher, Elementary	WILLIAM LAND ELEMENTARY	9/1/2024	6/30/2025	LOA RTN (PD) 9/1/24
MC PHERSON	TODD	A	Teacher, High School	LUTHER BURBANK HIGH SCHOOL	8/22/2024	9/6/2024	LOA (PD) FMLA/CFRA 8/22-9/6/24
MC PHERSON	TODD	A	Teacher, High School	LUTHER BURBANK HIGH SCHOOL	9/7/2024	6/30/2025	LOA RTN (PD) FMLA/CFRA 9/7/24
MCMAHON	KARA	A	Teacher, Elementary	OAK RIDGE ELEMENTARY SCHOOL	8/19/2024	1/6/2025	LOA (PD) 8/19/24
MILLER	SARA	A	School Psychologist	SPECIAL EDUCATION DEPARTMENT	10/5/2024	6/30/2025	LOA RTN FMLA/CFRA 10/5/24
PEACOCK	NINA	A	Teacher, Elementary	WASHINGTON ELEMENTARY SCHOOL	9/17/2024	12/17/2024	LOA (PD) FMLA/CFRA 9/17-12/17/24
REDDING	RICKY	A	Teacher, Resource, Special Ed.	HIRAM W. JOHNSON HIGH SCHOOL	9/2/2024	11/1/2024	LOA (PD) EXT FMLA/CFRA 9/2/24-11/1/24
RUIZ	CRYSTAL	0	Teacher, Elementary	WILLIAM LAND ELEMENTARY	7/1/2024	8/31/2024	LOA (PD) 6/28-8/31/24
RUIZ	CRYSTAL	0	Teacher, Elementary	WILLIAM LAND ELEMENTARY	9/1/2024	6/30/2025	LOA (UNPD) ADMIN 9/1/24
STEINBERG	STEPHEN	A	Teacher, High School	ROSEMONT HIGH SCHOOL	8/23/2024	9/6/2024	LOA (PD) FMLA/CFRA 8/23/24
STEINBERG	STEPHEN	A	Teacher, High School	ROSEMONT HIGH SCHOOL	9/7/2024	9/20/2024	LOA (PD) EXT FMLA/CFRA 9/7/24
VANG	CHI	C	Teacher, Elementary (TK)	EDWARD KEMBLE ELEMENTARY	9/20/2024	12/20/2024	LOA (PD) 9/20-12/20/24
<b>RE-ASSIGN/STATUS CHANGE</b>							
RANGEL	JUAN	0	Teacher, High School	THE MET	8/28/2024	6/30/2025	STCHG 8/28/24
CAZA	LILLIAN	0	Teacher, Resource, Special Ed.	MARK TWAIN ELEMENTARY SCHOOL	7/1/2024	6/30/2025	STCHG 7/1/24
HER	PAKOU	B	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	7/1/2024	6/30/2025	STCHG 7/1/24
LUCERO-KENISTON	SHENANDOAH	C	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	8/15/2024	6/30/2025	STCHG 8/15/24
MARTINEZ	MONICA	B	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	6/1/2024	6/30/2024	STCHG 6/1/24
MARTINEZ	MONICA	B	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	7/1/2024	6/30/2025	STCHG 6/1/24
PIRING	JASMINE	C	Site Instruction Coordinator	NEW JOSEPH BONNHEIM	7/1/2024	6/30/2025	STCHG 7/1/24
RAMIREZ	RICARDO	B	Teacher, Elementary	EARL WARREN ELEMENTARY SCHOOL	4/29/2024	6/30/2024	STCHG 4/29/24
WARD	SUMMER	0	Teacher, High School	C. K. McCLATCHY HIGH SCHOOL	7/1/2024	6/30/2025	STCHG 7/1/24
<b>SEPARATE / RESIGN / RETIRE</b>							
MURPHY	JULIA	A	Teacher, High School	ENGINEERING AND SCIENCES HS	7/10/2024	7/24/2024	SEP/RESIGN 7/24/24
<b>TRANSFER</b>							
BUSH	DANTE	C	Teacher, K-8	ROSA PARKS MIDDLE SCHOOL	9/3/2024	6/30/2025	ADMEND TR 9/3/24
CAZARES	JASMINE	A	Teacher, Elementary	MARTIN L. KING JR ELEMENTARY	8/26/2024	6/30/2025	TR 7/1/24
HEIN	PAUL	A	Teacher, Elementary Spec Subj	EARL WARREN ELEMENTARY SCHOOL	7/1/2024	6/30/2025	TR 7/1/24
RODRIGUEZ	LINDSEY	A	Teacher, Elementary	MARTIN L. KING JR ELEMENTARY	7/1/2024	6/30/2025	TR 7/1/24
SOLIS	CHRISTOPHER	A	Teacher, Elementary Spec Subj	GOLDEN EMPIRE ELEMENTARY	7/1/2024	6/30/2025	TR 7/1/24

**Attachment 2: CLASSIFIED 9/19/2024**

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
<b>EMPLOY/ REEMPLOY</b>							
AGUELE	SHADRACH	B	Inst Aid, Spec Ed	ALBERT EINSTEIN MIDDLE SCHOOL	8/27/2024	6/30/2025	EMPLOY PROB 8/27/24
ALDAFAAR	HAKEYAH	B	Inst Aid, Spec Ed	LUTHER BURBANK HIGH SCHOOL	8/29/2024	6/30/2025	EMPLOY PROB 8/29/24
BINNS	SHEWAN	B	Instructional Aide (TK)	ETHEL I. BAKER ELEMENTARY	8/26/2024	6/30/2025	EMPLOY PROB 8/26/24
BUCHANAN	AMY	B	Inst Aid, Spec Ed	TAHOE ELEMENTARY SCHOOL	9/6/2024	6/30/2025	EMPLOY PROB 9/6/24
CALISE	HEATHER	B	Inst Aid, Spec Ed	ROSEMONT HIGH SCHOOL	8/26/2024	6/30/2025	EMPLOY PROB 8/26/24
DARANYKONE	KINSAVANH	B	Campus Monitor	ROSEMONT HIGH SCHOOL	9/9/2024	6/30/2025	EMPLOY PROB 9/9/24
EKE	AUDREY	B	Custodian	LUTHER BURBANK HIGH SCHOOL	8/26/2024	6/30/2025	EMPLOY PROB 8/26/24
FILLMORE	MARIA CELESTE	B	Inst Aid, Spec Ed	TAHOE ELEMENTARY SCHOOL	8/19/2024	6/30/2025	EMPLOY PROB 8/19/24
HERNANDEZ-DELGADO	ALMA	B	Morning Duty	EARL WARREN ELEMENTARY SCHOOL	8/21/2024	6/30/2025	EMPLOY PROB 8/21/24
MCCLLELLAND	ALICIA	B	Noon Duty	HUBERT H BANCROFT ELEMENTARY	8/26/2024	6/30/2025	EMPLOY PROB 8/26/24
MECKLING	MIYA	B	Campus Monitor	HIRAM W. JOHNSON HIGH SCHOOL	9/3/2024	6/30/2025	EMPLOY PROB 9/3/24
ORTEGA	BRANDIE	B	Food Service Assistant	NUTRITION SERVICES DEPARTMENT	7/1/2024	9/5/2024	EMPLOY PROB 6/12/24
PEREZ-AGUILAR	ELIZABETH	B	Clerk II	BOWLING GREEN ELEMENTARY	8/27/2024	6/30/2025	EMPLOY PROB 8/27/24
PINA	TERESA	B	Noon Duty	OAK RIDGE ELEMENTARY SCHOOL	8/19/2024	6/30/2025	EMPLOY PROB 8/19/24
RAMIREZ	ERIK	B	Career Information Technician	JOHN F. KENNEDY HIGH SCHOOL	9/3/2024	6/30/2025	EMPLOY PROB 9/3/24
RANGEL	ZACHARY	B	Campus Monitor	ROSEMONT HIGH SCHOOL	9/4/2024	6/30/2025	EMPLOY PROB 9/4/24
RODRIGUEZ	CHRISTIAN	B	Teacher Assistant, Bilingual	ETHEL PHILLIPS ELEMENTARY	8/19/2024	6/30/2025	EMPLOY PROB 8/19/24
RODRIGUEZ	ALEJANDRA	B	Inst Aid, Spec Ed	SUY:U ELEMENTARY	9/6/2024	6/30/2025	EMPLOY PROB 9/6/24
TEAGUE	MAKENYA	B	Inst Aid, Spec Ed	MARTIN L. KING JR ELEMENTARY	9/3/2024	6/30/2025	EMPLOY PROB 9/3/24
TOWE	JULIANNA	B	Inst Aid, Spec Ed	WASHINGTON ELEMENTARY SCHOOL	8/26/2024	6/30/2025	EMPLOY PROB 8/26/24
WEAVER	COREY	B	School Office Manager II	ALICE BIRNEY WALDORF - K-8	9/3/2024	6/30/2025	REEMPLOY PROB 9/3/24
WILLIAMS	EVAN	B	Inst Aid, Spec Ed	CAROLINE WENZEL ELEMENTARY	8/30/2024	6/30/2025	EMPLOY PROB 8/30/24

<b>LEAVES</b>							
BROWN	AUTUMN	A	Child Welfare & Attnr Liaison	STUDENT ATTEND & ENGAGE OFFICE	9/1/2024	6/30/2025	RTN LOA (PD) 9/1/24
CONNOR-HANKINS	JACQUELYN	A	Campus Monitor	JOHN H. STILL - K-8	9/17/2024	11/8/2024	LOA (PD) 9/17-11/8/24
CUEVAS DE LOPEZ	IMELDA	A	Morning Duty	WOODBINE ELEMENTARY SCHOOL	6/14/2024	6/30/2024	LOA EXT (UNPD) 6/14-8/5/24
CUEVAS DE LOPEZ	IMELDA	A	Noon Duty	WOODBINE ELEMENTARY SCHOOL	6/14/2024	6/30/2024	LOA EXT (UNPD) 6/14-8/5/24
CUEVAS DE LOPEZ	IMELDA	A	Noon Duty	WOODBINE ELEMENTARY SCHOOL	7/1/2024	8/6/2024	LOA EXT (UNPD) 6/14-8/5/24
CUEVAS DE LOPEZ	IMELDA	A	Morning Duty	WOODBINE ELEMENTARY SCHOOL	7/1/2024	8/6/2024	LOA EXT (UNPD) 6/14-8/5/24
HICKMAN	RICHARD	A	Custodian	H.W. HARKNESS ELEMENTARY	7/1/2024	11/19/2024	LOA EXT (PD) 7/1-11/19/24
HOLLIS JR	LOGAN	B	Lead Campus Supervisor	SAFE SCHOOLS OFFICE	5/26/2024	10/27/2024	LOA (PD) 5/26-10/27/24
KRETSCHMAN	JENNIFER	A	Director I, Attend & Engmnt	STUDENT ATTEND & ENGAGE OFFICE	9/3/2024	10/31/2024	LOA (PD) EXT INTER. FMLA/CFRA 9/3-10/31/24
TORIZ DE MEDINA	MARIA	A	Office Tchnnc II	LUTHER BURBANK HIGH SCHOOL	9/1/2024	9/30/2024	LOA EXT (PD) 9/1-9/30/24
WEAVER	MICHELLE	B	Specialist II Mental Hlth Spec	STUDENT SUPPORT&HEALTH SRVCS	8/31/2024	6/30/2025	RTN LOA (PD) FMLA/ CFRA 8/31/24

<b>RE-ASSIGN/STATUS CHANGE</b>							
ALEXANDER	WILLIAM	B	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	4/30/2025	STCHG 8/15/24
AMIRI	AHMAD	B	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	10/31/2024	STCHG 8/15/24
BARRETT	SARAH	B	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	5/31/2025	STCHG 8/15/24
BRANDT	JUANITA	A	Inst Aid, Spec Ed	WILL C. WOOD MIDDLE SCHOOL	7/1/2024	6/30/2025	STCHG 7/1/24
BROWN	MICHELE	B	Noon Duty	GENEVIEVE DIDION ELEMENTARY	9/3/2024	6/30/2025	STCHG 9/3/24
CHILDS	JENNYFER	B	School Office Manager II	CAPITAL CITY SCHOOL	9/3/2024	6/30/2025	REASSIGN/STCHG 9/3/24
CHILDS	JENNYFER	A	Clerk II	CAPITAL CITY SCHOOL	7/1/2024	9/2/2024	REASSIGN/STCHG 9/3/24
CORONEL	MARIANA	B	Office Asst-Fiscal Svcs	ACCOUNTING SERVICES DEPARTMENT	9/3/2024	6/30/2025	REASSIGN/STCHG 9/3/24
DEL TORO	YESENIA	A	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	5/31/2025	STCHG 8/15/24
ENRIQUEZ CRUZ	MIRIAM	A	Inst Aid, Spec Ed	WASHINGTON ELEMENTARY SCHOOL	8/23/2024	9/30/2024	STCHG 8/23/24
ESELEKHOMHEN	SUNNY	A	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	12/31/2024	STCHG 8/15/24
HO	VAN DUONG	A	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	10/31/2024	STCHG 8/15/24
HOUSTON	SUNNY	B	Inst Aid, Spec Ed	MARK TWAIN ELEMENTARY SCHOOL	7/1/2024	11/30/2024	STCHG 7/1/24
JOHNSON	CHYANNE	B	Inst Aid, Spec Ed	ROSEMONT HIGH SCHOOL	7/1/2024	5/31/2025	STCHG 7/1/24
KERR	EMILY	A	Inst Aid, Spec Ed	JOHN F. KENNEDY HIGH SCHOOL	7/1/2024	6/30/2025	STCHG 7/1/24
KUMAR	NITEN	B	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	9/30/2024	STCHG 8/15/24
LE	TRUONG	A	Bus Driver	TRANSPORTATION SERVICES	8/15/2024	5/31/2025	STCHG 8/15/24

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
LEYBA	VERONICA	B	Inst Aid, Spec Ed	JOHN CABRILLO ELEMENTARY	7/1/2024	5/31/2025	STCHG 7/1/24
LYMAS	GAIL	A	Van Driver	TRANSPORTATION SERVICES	8/15/2024	6/30/2025	STCHG 8/15/24
MENDOZA	ALICIA	A	Clerk I	NEW JOSEPH BONNHEIM	8/5/2024	6/30/2025	STCHG 8/5/24
MONTOYA	ESPERANZA	B	Attendance Tech II	C. K. McCLATCHY HIGH SCHOOL	9/23/2024	6/30/2025	REASSIGN/STCHG 9/23/24
MORRICAL	LUCINDA	A	Inst Aid, Spec Ed	HUBERT H BANCROFT ELEMENTARY	7/1/2024	6/30/2025	STCHG 7/1/24
PHILLIPS	TARA	B	Contract Analyst	PURCHASING SERVICES	9/9/2024	6/30/2025	REASSIGN/STCHG 9/9/24
VASCONEZ	COLLEEN	B	Inst Aid, Spec Ed	SUTTERVILLE ELEMENTARY SCHOOL	7/1/2024	10/31/2024	STCHG 7/1/24
WILLIS	BRANDE	B	Inst Aid, Spec Ed	O. W. ERLEWINE ELEMENTARY	8/19/2024	3/31/2025	REASSIGN/STCHG 8/19/24

**SEPARATE / RESIGN / RETIRE**

ARCINIEGA	MARIA	B	Food Service Assistant	NUTRITION SERVICES DEPARTMENT	7/1/2024	8/20/2024	SEP/RESIGN 8/20/24
CAMARGO	GABRIELA	B	Teacher Assistant, Bilingual	ISADOR COHEN ELEMENTARY SCHOOL	7/1/2024	8/23/2024	SEP/RESIGN 8/23/24
CORDOBA	ARLETH	B	Office Tchncn III	NUTRITION SERVICES DEPARTMENT	7/1/2024	9/13/2024	SEP RESIGN 9/13/24
CUEVAS DE LOPEZ	IMELDA	A	Morning Duty	WOODBINE ELEMENTARY SCHOOL	7/1/2024	8/6/2024	SEP/RESIGN 8/6/24
CUEVAS DE LOPEZ	IMELDA	A	Noon Duty	WOODBINE ELEMENTARY SCHOOL	7/1/2024	8/6/2024	SEP/RESIGN 8/6/24
MARTIN	JANEAST	B	School Office Manager II	CAPITAL CITY SCHOOL	7/1/2024	8/9/2024	SEP/RESIGN 8/9/24
RAMIREZ	MICHAEL	B	Noon Duty	A. M. WINN - K-8	2/22/2024	5/1/2024	SEP/RESIGN 5/1/24



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1h

**Meeting Date:** September 19, 2024

**Subject:** **Approve Resolution No. 3437: Estimate Gann Appropriation Limitation for 2024-25 and Gann Amendment Calculation for 2023-24**

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

**Division:** Business Services

**Recommendation:** Approve Resolution No. 3437 – Estimate Gann Appropriation Limitation for 2024-25 and the Gann Amendment Calculation for 2023-24.

**Background/Rationale:** The Gann Limit (named for Paul Gann, the author of Proposition No. 4, which amended the State Constitution to establish this limit), is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in inflation and population. Inflation for these purposes is currently the annual percentage change in California per capita personal income. For school agencies, change in Average Daily Attendance is used as a measurement of the change in population. Established in 1979 following the enactment of Proposition 13 and subsequently amended by Proposition 111, the Gann Limit applies to the state of California, cities, counties and special districts as well as to school districts and county offices of education.

One of the provisions included in the Gann Limit (Proposition No. 4), is notification to the public prior to the adoption of the Gann Limitation for this district. This agenda item is official notice of the Board of Education's intent to adopt a resolution on September 19, 2024. Also, included with this agenda is Resolution No. 3437 relative to the 2024-25 Gann Appropriation Limitation and the worksheets for identifying the appropriation limitation.



**Financial Considerations:** Provide detailed calculations for Gann Appropriation Limitation.

**LCAP Goal(s):** Family and Community Engagement; Operational Excellence

**Documents Attached:**

1. Resolution No. 3437: Estimate Gann Appropriation Limitation for 2024-25
2. 2023-24 and 2024-25 Appropriations Limit Calculations

**Estimated Time of Presentation:** N/A

**Submitted by:** Janea Marking, Chief Business and Operations  
Officer

**Approved by:** Lisa Allen, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 3437**

**RESOLUTION TO ESTIMATE GANN APPROPRIATION  
LIMITATION FOR 2024-2025**

**WHEREAS**, the California electorate did adopt at the November election of 1979, Proposition No. 4, commonly called the “Gann Amendment”; and

**WHEREAS**, the provisions of that amendment establish maximum appropriation limitations, commonly called the “Gann Appropriation Limitations,” for public agencies, including school districts; and

**WHEREAS**, the Sacramento City Unified School District must establish a revised Gann Appropriation Limitation for 2023-24 and a projected Gann Appropriation Limitation for 2024-25, in accordance with the provisions of the amendment and applicable statutory law; and

**WHEREAS**, the Board of Education finds that the proposed appropriations of the 2024-25 budget do not exceed the Gann Limitation;

**NOW, THEREFORE, BE IT RESOLVED** that the Sacramento City Unified School District Board of Education resolves the following:

1. Provide public notice that the attached Gann Appropriation Limitation calculations are made in accordance with the law and that this board does hereby declare that the proposed appropriation of the 2023-24 and 2024-25 actuals and budget does not exceed the limitations imposed by Proposition No. 4 of 1979.
2. That the Superintendent provides copies of the resolution, along with appropriate attachments, to interested citizens of this District.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 19<sup>th</sup> day of September 2024 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

ATTESTED TO:

\_\_\_\_\_  
Lisa Allen  
Secretary of the Board of Education

\_\_\_\_\_  
Lavinia Grace Phillips  
President of the Board of Education

	2023-24 Calculations			2024-25 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b>	<b>2022-23 Actual</b>			<b>2023-24 Actual</b>		
Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE						
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	281,892,018.80		281,892,018.80			295,821,182.95
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	33,601.89		33,601.89			33,761.52
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	<b>Adjustments to 2022-23</b>			<b>Adjustments to 2023-24</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b>	<b>2023-24 P2 Report</b>			<b>2024-25 P2 Estimate</b>		
Unaudited actuals data should tie to Principal Apportionment Data Collection attendance reports and include ADA for charter schools reporting with the district						
1. Total K-12 ADA (Form A, Line A6)	33,761.52		33,761.52	33,604.43		33,604.43
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			33,761.52			33,604.43
<b>C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2023-24 Actual</b>			<b>2024-25 Budget</b>		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	672,471.18		672,471.18	660,685.00		660,685.00
2. Timber Yield Tax (Object 8022)	18.18		18.18	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	95,187,775.99		95,187,775.99	95,962,615.00		95,962,615.00
5. Unsecured Roll Taxes (Object 8042)	3,608,291.40		3,608,291.40	3,339,725.00		3,339,725.00
6. Prior Years' Taxes (Object 8043)	1,158,378.69		1,158,378.69	742,967.00		742,967.00
7. Supplemental Taxes (Object 8044)	2,160,043.36		2,160,043.36	4,509,791.00		4,509,791.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	25,909,895.92		25,909,895.92	21,094,643.00		21,094,643.00

	2023-24 Calculations			2024-25 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	14,323.30		14,323.30	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	15,374,046.79		15,374,046.79	13,400,481.00		13,400,481.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	144,085,244.81	0.00	144,085,244.81	139,710,907.00	0.00	139,710,907.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	144,085,244.81	0.00	144,085,244.81	139,710,907.00	0.00	139,710,907.00
<b>EXCLUDED APPROPRIATIONS</b>						
19a. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			6,364,368.87			5,157,089.98
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	21,223,677.20		21,223,677.20	22,013,236.08		22,013,236.08
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	21,223,677.20	0.00	27,588,046.07	22,013,236.08	0.00	27,170,326.06
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	442,857,463.00		442,857,463.00	377,754,349.00		377,754,349.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	1,043,954.00		1,043,954.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	443,901,417.00	0.00	443,901,417.00	377,754,349.00	0.00	377,754,349.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	880,288,158.44		880,288,158.44	690,916,573.83		690,916,573.83
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	22,162,160.77		22,162,160.77	1,250,000.00		1,250,000.00

	2023-24 Calculations			2024-25 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>	<b>2023-24 Actual</b>			<b>2024-25 Budget</b>		
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			281,892,018.80			295,821,182.95
2. Inflation Adjustment			1.0444			1.0362
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0048			0.9953
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			295,821,182.95			305,089,219.20
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			144,085,244.81			139,710,907.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			4,051,382.40			4,032,531.60
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			179,323,984.21			192,548,638.26
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			179,323,984.21			192,548,638.26
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			8,352,441.65			602,210.47
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			152,437,686.46			140,313,117.47
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			170,971,542.56			191,946,427.79
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			152,437,686.46			
b. State Subventions (Line D8)			170,971,542.56			
c. Less: Excluded Appropriations (Line C23)			27,588,046.07			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			295,821,182.95			
<b>10. Adjustments to the Limit Per Government Code Section 7902.1</b> (Line D9d minus D4)			0.00			
<b>SUMMARY</b>						
<b>11. Adjusted Appropriations Limit</b> (Lines D4 plus D10)			295,821,182.95			305,089,219.20
<b>12. Appropriations Subject to the Limit</b> (Line D9d)			295,821,182.95			





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1i

**Meeting Date:** Sept. 19, 2024

**Subject:** Approve Prop 28 Annual Report for 2023-24

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

**Division:** Curriculum and Instruction/Visual and Performing Arts

**Recommendation:** Approve 23-24 Prop 28 Budget

**Background/Rationale:** Prop 28 regulations mandate a board reported budget, even if there were no expenditures for the year. No funds were expended last year because the funding came in mid-year, after budget development was done. 1% District indirect costs is reflected in the district/site expenditure budget.

**Financial Considerations:** All unused funding will roll over to 24-25 school year

**LCAP Goal(s):** N/A

**Documents Attached:**

1. Account Object Summary Balance Fiscal Year 23/24
2. 23/24 Proposition 28 District/Site Expenditures

**Estimated Time of Presentation:** N/A

**Submitted by:** Charles Deangelus, Coordinator I, VAPA

**Approved by:** Lisa Allen, Superintendent

Fiscal01a

Account Object Summary-Balance

Balances through June

Fiscal Year 2023/24

Object	Description	Adopted Budget	Revised Budget	Revenue	Account Balance
<b>Fund 01 - General</b>					
8000			6,277,416.00	6,277,428.00	12.00-
	Total for Revenue accounts	.00	6,277,416.00	6,277,428.00	12.00-

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			6,277,416.00			.00
	Total for Ending Balance accounts	.00	6,277,416.00	.00	.00	.00

<b>Total for Fund 01</b>						
	Starting Balance		+ Revenues	- Expenditures		= Calculated Ending Balance
Budgeted			6,277,416.00			6,277,416.00
Actual			6,277,428.00			6,277,428.00

Object	Description	Adopted Budget	Revised Budget	Revenue	Account Balance
<b>Fund 09 - Charter</b>					
8000				236,395.00	236,395.00-
	Total for Fund 09 and Revenue accounts	.00	.00	236,395.00	236,395.00-

<b>Total for Org 097 - Sacramento City Unified School District</b>						
	Starting Balance		+ Revenues	- Expenditures		= Calculated Ending Balance
Budgeted			6,277,416.00			6,277,416.00
Actual			6,513,823.00			6,513,823.00



23-24 Proposition 28 Expenditures

Total District Allocation	Dependent Charter School Allocation	Total Allocation	Classified Employee Expenditures (Salary and Benefits)			Total Prop 28 Funds Remaining (24-25 Rollover)	Number of School Sites Impacted 23-24	Number of Pupils Served 23-24	Notes/Justification
			FTE Expenditures (Salary and Benefits)	Indirect District Costs (1%)	Other Expenditures				
\$6,227,416.00	\$235,395.00	\$6,462,811.00	\$0.00	\$64,628.11	\$6,398,182.89	0	0	Because these funds came in so late last year, the board approved a plan to start using these funds for the 24-25 school year with a goal of being in compliance with state requirements in 3 years (25-26)	

Site Name	Total Site Allocation	Staffing Allocation (80%)	FTE Expenditures (Salary and Benefits)	Classified Employee Expenditures (Salary and Benefits)	Total Staffing Expenditures	Indirect District Costs (1%)	Other Expenditures	Artist Residency Expenditures	Music Library Expenditures	Other Expenses	TOTAL Expenses	Total Allocation Remaining	Total Remaining Staffing Allocation	Number of Pupils Served 23-24
A. M. Winn Waldorf-Inspired	\$59,550.00	\$47,640.00	\$0.00	\$0.00	\$0.00	\$595.50	\$0.00	\$0.00	\$0.00	\$0.00	\$595.50	\$58,954.50	\$47,640.00	
Abraham Lincoln Elementary	\$95,569.00	\$76,455.20	\$0.00	\$0.00	\$0.00	\$955.69	\$0.00	\$0.00	\$0.00	\$0.00	\$955.69	\$94,613.31	\$76,455.20	
Albert Einstein Middle	\$112,964.00	\$90,371.20	\$0.00	\$0.00	\$0.00	\$1,129.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,129.64	\$111,834.36	\$90,371.20	
Alice Birney Waldorf-Inspired	\$68,165.00	\$54,532.00	\$0.00	\$0.00	\$0.00	\$681.65	\$0.00	\$0.00	\$0.00	\$0.00	\$681.65	\$67,483.35	\$54,532.00	
American Legion High (Continuation)	\$31,681.00	\$25,344.80	\$0.00	\$0.00	\$0.00	\$316.81	\$0.00	\$0.00	\$0.00	\$0.00	\$316.81	\$31,364.19	\$25,344.80	
Arthur A. Benjamin Health Professions High	\$31,978.00	\$25,562.40	\$0.00	\$0.00	\$0.00	\$319.78	\$0.00	\$0.00	\$0.00	\$0.00	\$319.78	\$31,658.22	\$25,562.40	
Bowling Green Elementary	\$131,985.00	\$105,568.00	\$0.00	\$0.00	\$0.00	\$1,319.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,319.85	\$130,665.15	\$105,568.00	
Bret Harte Elementary	\$36,126.00	\$30,500.80	\$0.00	\$0.00	\$0.00	\$361.26	\$0.00	\$0.00	\$0.00	\$0.00	\$361.26	\$35,764.74	\$30,500.80	
C. K. McClatchy High	\$373,740.00	\$298,992.00	\$0.00	\$0.00	\$0.00	\$3,737.40	\$0.00	\$0.00	\$0.00	\$0.00	\$3,737.40	\$370,002.60	\$298,992.00	
Caleb Greenwood Elementary	\$62,687.00	\$50,149.60	\$0.00	\$0.00	\$0.00	\$626.87	\$0.00	\$0.00	\$0.00	\$0.00	\$626.87	\$62,060.13	\$50,149.60	
California Middle	\$125,568.00	\$100,454.40	\$0.00	\$0.00	\$0.00	\$1,255.68	\$0.00	\$0.00	\$0.00	\$0.00	\$1,255.68	\$124,312.32	\$100,454.40	
Camellia Elementary	\$71,598.00	\$57,278.40	\$0.00	\$0.00	\$0.00	\$715.98	\$0.00	\$0.00	\$0.00	\$0.00	\$715.98	\$70,882.02	\$57,278.40	
Capital City Independent Study	\$107,136.00	\$85,708.80	\$0.00	\$0.00	\$0.00	\$1,071.36	\$0.00	\$0.00	\$0.00	\$0.00	\$1,071.36	\$105,064.64	\$85,708.80	
Caroline Wenzel Elementary	\$38,900.00	\$31,120.00	\$0.00	\$0.00	\$0.00	\$389.00	\$0.00	\$0.00	\$0.00	\$0.00	\$389.00	\$38,511.00	\$31,120.00	
Cesar Chavez Intermediate	\$67,958.00	\$54,366.40	\$0.00	\$0.00	\$0.00	\$679.58	\$0.00	\$0.00	\$0.00	\$0.00	\$679.58	\$67,278.42	\$54,366.40	
Crockett/Riverside Elementary	\$79,993.00	\$63,994.40	\$0.00	\$0.00	\$0.00	\$799.93	\$0.00	\$0.00	\$0.00	\$0.00	\$799.93	\$79,193.07	\$63,994.40	
David Lubin Elementary	\$68,699.00	\$54,959.20	\$0.00	\$0.00	\$0.00	\$686.99	\$0.00	\$0.00	\$0.00	\$0.00	\$686.99	\$68,012.01	\$54,959.20	
Earl Warren Elementary	\$78,228.00	\$62,582.40	\$0.00	\$0.00	\$0.00	\$782.28	\$0.00	\$0.00	\$0.00	\$0.00	\$782.28	\$77,445.72	\$62,582.40	
Edward Kemble Elementary	\$92,660.00	\$74,128.00	\$0.00	\$0.00	\$0.00	\$926.60	\$0.00	\$0.00	\$0.00	\$0.00	\$926.60	\$91,733.40	\$74,128.00	
Elder Creek Elementary	\$124,901.00	\$99,920.80	\$0.00	\$0.00	\$0.00	\$1,249.01	\$0.00	\$0.00	\$0.00	\$0.00	\$1,249.01	\$123,651.99	\$99,920.80	
Elthel I. Baker Elementary	\$110,258.00	\$88,206.40	\$0.00	\$0.00	\$0.00	\$1,102.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,102.58	\$109,155.42	\$88,206.40	
Ethel Phillips Elementary	\$83,513.00	\$66,810.40	\$0.00	\$0.00	\$0.00	\$835.13	\$0.00	\$0.00	\$0.00	\$0.00	\$835.13	\$82,677.87	\$66,810.40	
Father Keith B. Kenny	\$46,934.00	\$37,547.20	\$0.00	\$0.00	\$0.00	\$469.34	\$0.00	\$0.00	\$0.00	\$0.00	\$469.34	\$46,464.66	\$37,547.20	
Fern Bacon Middle	\$122,688.00	\$98,150.40	\$0.00	\$0.00	\$0.00	\$1,226.88	\$0.00	\$0.00	\$0.00	\$0.00	\$1,226.88	\$121,461.12	\$98,150.40	
Genevieve Didon	\$78,869.00	\$63,095.20	\$0.00	\$0.00	\$0.00	\$788.69	\$0.00	\$0.00	\$0.00	\$0.00	\$788.69	\$78,080.31	\$63,095.20	
George Washington Carver School of Arts and Science	\$28,214.00	\$22,571.20	\$0.00	\$0.00	\$0.00	\$282.14	\$0.00	\$0.00	\$0.00	\$0.00	\$282.14	\$27,931.86	\$22,571.20	
Golden Empire Elementary	\$76,232.00	\$60,985.60	\$0.00	\$0.00	\$0.00	\$762.32	\$0.00	\$0.00	\$0.00	\$0.00	\$762.32	\$75,469.68	\$60,985.60	
H. W. Harkness Elementary	\$46,624.00	\$37,299.20	\$0.00	\$0.00	\$0.00	\$466.24	\$0.00	\$0.00	\$0.00	\$0.00	\$466.24	\$46,157.76	\$37,299.20	
Hiram W. Johnson High	\$296,848	\$237,478.40	\$0.00	\$0.00	\$0.00	\$2,968	\$0.00	\$0.00	\$0.00	\$0.00	\$2,968	\$293,880	\$237,478.40	
Hollywood Park Elementary	\$42,172.00	\$33,737.60	\$0.00	\$0.00	\$0.00	\$421.72	\$0.00	\$0.00	\$0.00	\$0.00	\$421.72	\$41,750.28	\$33,737.60	
Hubert H. Bancroft Elementary	\$62,159.00	\$49,727.20	\$0.00	\$0.00	\$0.00	\$621.59	\$0.00	\$0.00	\$0.00	\$0.00	\$621.59	\$61,537.41	\$49,727.20	
Isador Cohen Elementary	\$53,529.00	\$42,823.20	\$0.00	\$0.00	\$0.00	\$535.29	\$0.00	\$0.00	\$0.00	\$0.00	\$535.29	\$52,993.71	\$42,823.20	
James Marshall Elementary	\$61,863.00	\$49,490.40	\$0.00	\$0.00	\$0.00	\$618.63	\$0.00	\$0.00	\$0.00	\$0.00	\$618.63	\$61,244.37	\$49,490.40	
John Bidwell Elementary	\$45,872.00	\$36,697.60	\$0.00	\$0.00	\$0.00	\$458.72	\$0.00	\$0.00	\$0.00	\$0.00	\$458.72	\$45,413.28	\$36,697.60	
John Cabrillo Elementary	\$57,443.00	\$45,954.40	\$0.00	\$0.00	\$0.00	\$574.43	\$0.00	\$0.00	\$0.00	\$0.00	\$574.43	\$56,868.57	\$45,954.40	
John D. Stoot Elementary	\$37,382.00	\$29,905.60	\$0.00	\$0.00	\$0.00	\$373.82	\$0.00	\$0.00	\$0.00	\$0.00	\$373.82	\$37,008.18	\$29,905.60	
John F. Kennedy High	\$305,471.00	\$244,376.80	\$0.00	\$0.00	\$0.00	\$3,054.71	\$0.00	\$0.00	\$0.00	\$0.00	\$3,054.71	\$302,416.29	\$244,376.80	
John H. Still	\$136,087.00	\$108,869.60	\$0.00	\$0.00	\$0.00	\$1,360.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,360.87	\$134,726.13	\$108,869.60	
John Morse Therapeutic Center	\$4,833.00	\$3,866.40	\$0.00	\$0.00	\$0.00	\$48.33	\$0.00	\$0.00	\$0.00	\$0.00	\$48.33	\$4,784.67	\$3,866.40	
Leataata Floyd Elementary	\$47,044.00	\$37,635.20	\$0.00	\$0.00	\$0.00	\$470.44	\$0.00	\$0.00	\$0.00	\$0.00	\$470.44	\$46,573.56	\$37,635.20	
Leonardo Da Vinci	\$109,792.00	\$87,833.60	\$0.00	\$0.00	\$0.00	\$1,097.92	\$0.00	\$0.00	\$0.00	\$0.00	\$1,097.92	\$108,694.08	\$87,833.60	

Luther Burbank High	\$275,471.00	\$220,376.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,754.71	\$272,716.29	\$220,376.80
Mark Twain Elementary	\$43,573.00	\$34,868.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$435.73	\$43,137.27	\$34,868.40
Martin Luther King, Jr.	\$58,730.00	\$46,984.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$587.30	\$58,142.70	\$46,984.00
Matsuyama Elementary	\$68,147.00	\$54,517.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$681.47	\$67,465.53	\$54,517.60
Miwok Middle	\$152,509.00	\$122,007.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,525.09	\$150,983.91	\$122,007.20
New Joseph Bontheim (NJB) Community Charter	\$42,215.00	\$33,772.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$422.15	\$41,792.85	\$33,772.00
Nicholas Elementary	\$98,171.00	\$78,536.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$981.71	\$97,189.29	\$78,536.80
O. W. Erlwine Elementary	\$42,044.00	\$33,635.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.44	\$41,623.56	\$33,635.20
Oak Ridge Elementary	\$84,547.00	\$67,637.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$845.47	\$83,701.53	\$67,637.60
Pacific Elementary	\$127,814.00	\$102,251.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,278.14	\$126,535.86	\$102,251.20
Parkway Elementary	\$85,417.00	\$68,333.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$854.17	\$84,562.83	\$68,333.60
Phoebe A. Hearst Elementary	\$81,319.00	\$65,055.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$813.19	\$80,505.81	\$65,055.20
Pony Express Elementary	\$58,623.00	\$46,898.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$586.23	\$58,036.77	\$46,898.40
Rosa Parks Elementary	\$133,649.00	\$106,919.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,336.49	\$132,312.51	\$106,919.20
Rosemont High	\$239,916.00	\$191,932.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,399.16	\$237,516.84	\$191,932.80
Sam Brannan Middle	\$59,510.00	\$47,608.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595.10	\$58,914.90	\$47,608.00
School of Engineering & Sciences	\$88,615.00	\$70,892.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$886.15	\$87,728.85	\$70,892.00
Sequoia Elementary	\$69,819.00	\$55,855.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$698.19	\$69,120.81	\$55,855.20
Success Academy	\$677.00	\$541.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.77	\$670.23	\$541.60
Susan B. Anthony Elementary	\$54,837.00	\$43,869.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$548.37	\$54,288.63	\$43,869.60
Sutterville Elementary	\$52,944.00	\$42,355.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.44	\$52,414.56	\$42,355.20
Suy'u Elementary	\$71,551.00	\$57,240.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$715.51	\$70,835.49	\$57,240.80
Tahoe Elementary	\$52,136.00	\$41,708.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$521.36	\$51,614.64	\$41,708.80
The MET	\$33,863.00	\$27,090.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$338.63	\$33,524.37	\$27,090.40
Theodore Judah Elementary	\$58,872.00	\$47,097.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$588.72	\$58,283.28	\$47,097.60
Umoja International Academy	\$86,676.00	\$69,340.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$866.76	\$85,809.24	\$69,340.80
Washington Elementary	\$52,802.00	\$42,241.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$528.02	\$52,273.98	\$42,241.60
West Campus	\$122,242.00	\$97,793.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,222.42	\$121,019.58	\$97,793.60
Will C. Wood Middle	\$123,575.00	\$98,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,235.75	\$122,339.25	\$98,860.00
William Land Elementary	\$53,842.00	\$43,073.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$538.42	\$53,303.58	\$43,073.60
Woodbine Elementary	\$51,015.00	\$40,812.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$510.15	\$50,504.85	\$40,812.00
District Office	\$172,025.00	\$137,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,720.25	\$170,304.75	\$137,620.00
	<b>\$6,513,059.00</b>	<b>\$5,210,447.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65,130.59</b>	<b>\$6,447,928.41</b>	<b>\$5,210,447.20</b>



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1j

**Meeting Date:** September 19, 2024

**Subject:** Approve Miwok Middle field trip to Louisville, KY on November 7, 2024

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

**Division:** Deputy Superintendent

**Recommendation:** Approve Miwok Middle field trip to Louisville, KY on November 7, 2024

**Background/Rationale:** On November 7, 20 students with their parents/guardians, and the cross country coach will travel via commercial airline to Louisville for the cross country national meet.

**Financial Considerations:** There is no cost to the district. Expenses will be paid by parents and guardians.

**LCAP Goal(s):** College preparedness, developing global students

**Documents Attached:**

1. Out-of-state field trip documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Mary Hardin Young, Deputy Superintendent  
Jerad Hyden, Assistant Superintendent

**Approved by:** Lisa Allen, Superintendent

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name MENLOE MIDDLE SCHOOL Date 8, 8, 24  
 Teacher's Name BRYAN MORENO Room # GYM Telephone # 916/947-5418  
 Fax # \_\_\_\_\_

Field Trip Destination LOUISVILLE, KENTUCKY

Local-50 mile radius (bus/walking)  Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
 (forward directly to Field Trip Office)

Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route \_\_\_\_\_

Educational nature of field trip/excursion ATHLETICS: MIDDLE SCHOOL CROSS COUNTRY NATIONAL MEET

Depart Date 11/7/24 Time 5 pm Return Date 11/9/24 Time 9 am

TRANSPORTATION will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified):  Yes  No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_

Funding Source PARENT/GUARDIAN Financial Assistance Available?  Yes  No

Number of students participating: 20

Adult Chaperones/Drivers: Use additional forms if more than 4 names

	DRIVER		DRIVER
1) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending: Use additional forms if more than 4 names

1) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval X [Signature] Date 8/9/24  
 Risk Management Approval (Unusual Activities) [Signature] Date 9/9/24  
 Instructional Assistant Superintendent Approval [Signature] Date 9/9/24

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Instructional Assistant Superintendent for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Local Trip: (waling, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Instructional Assistant Superintendent. Maintain a copy of all forms at site for 2 years
- Venue/Destination: Must comply with SCUSD COVID19 Mitigation Guidelines for all trips outside of district facilities.

Reviewed by Site Office Manager: \_\_\_\_\_ (Initials)

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name MEWOK MIDDLE SCHOOL Date 8 / 8 / 24  
 Teacher's Name BRYAN MORENO Room # 64M Telephone # 916/947-5418  
 Field Trip Destination LOUISVILLE, KENTUCKY

Reason for travel To compete in the 2024 MS Cross Country National Championships. All travel arrangements - flights, transfers, & lodging are arranged by family of each student. Students will meet in Louisville to participate & compete.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day


Signed  BRYAN MORENO  
 Teacher

**Approvals:**

X  8 / 9 / 24  
 Principal Date

 Amber Pena 9 / 9 / 24  
 Risk Management Dept. Date

 9 / 9 / 24  
 Segment Administrator Date

 9 / 10 / 24  
 Superintendent Date

/ /  
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014) **No Cost To District**  
 Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
--	---	--

School/Department: MENOK MIDDLE SCHOOL Date: 8-8-24  
 Date(s) of Event: 11-7-24 Location: LOUISVILLE, KENTUCKY  
 Event Title (attach brochure): MIDDLE SCHOOL CROSS COUNTRY NATIONALS

Purpose: ATHLETIC COMPETITION  
 \*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? DEVELOPING GLOBAL STUDENTS

How will this activity/event be used and shared? TEAM ATHLETICS COMPETITION

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>BRYAN MORENO</u>		<u>No</u>	<u>2</u>	
		No		
		No		
		No		
		No		

Additional Attendees Attached

\*\*IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770

**Approvals:**

X CRISTINA TAGA 8/9/24  
 Principal/Department Head Signature & Print Name Date

[Signature] 9/10/24  
 Cabinet Level or Designee Signature Date

[Signature] 09/10/24  
 Chief Business Officer Signature Date

[Signature] 9/10/24  
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee \*\*\* \_\_\_\_\_

Meals included?  B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

TOTAL \_\_\_\_\_

Categorical Budget Code(s): \_\_\_\_\_ \$ \_\_\_\_\_

General Fund/Unrestricted \_\_\_\_\_ \$ \_\_\_\_\_

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**Prepayment Requested:** All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

	Requisition #	Dollar Amount
Registration Fee	_____	_____
Hotel	_____	_____
Airfare ****	_____	_____
Car Rental ****	_____	_____



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1k

**Meeting Date:** September 19, 2024

**Subject:** Approve AM Winn field trip to Ashland, OR from October 11-12, 2024

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

**Division:** Deputy Superintendent

**Recommendation:** Approve AM Winn field trip to Ashland, OR from October 11-12, 2024

**Background/Rationale:** On October 11, 24 students, 2 teachers, and four chaperones will travel via private vehicles to Ashland, OR. Students will gain knowledge about theater and play production. Students will view Shakespeare plays.

**Financial Considerations:** There is no cost to the district. Expenses will be paid by student fundraising.

**LCAP Goal(s):** College preparedness, increasing communication and critical thinking skills.

**Documents Attached:**

1. Out-of-state field trip documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Mary Hardin Young, Deputy Superintendent

Tuan Dong, Assistant Superintendent

**Approved by:** Lisa Allen, Superintendent



Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student. See below reference distribution section for details concerning each type of trip.

School Name A.M. Winn TK-8 Public Waldorf School Date 09 / 04 / 2024

Teacher's Name Morgan Coble-Garrett Room # 25 Telephone # 916-395-4505 Fax # \_\_\_\_\_

Field Trip Destination Oregon Shakespeare Festival, Ashland OREGON

- Walking  Local-50 mile radius  Out-of-Town (Beyond 50 mile radius)  Overnight  Out-of-State/Country  
 Involving Swimming or Wading  Unusual Activities

Route (must provide written directions our map) 15 North to Asland Oregon (route and map attached)

Educational nature of field trip/excursion To expose students to Elizabethan and Modern theatre, allow students to experience

Depart Date 10/11/24 Time 6:00 am/pm acclaimed literature preformed professionally Return Date 10/12/24 Time 8:00 am/pm

- TRANSPORTATION will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  Train  
 Charter Bus Company (District Approved):  Yes  No (Check with Field Trip Office)  Public Transportation  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver.  
 Commercial Airline  Other: \_\_\_\_\_

Number of students participating: 19 Funding Source class fundraising Financial Assistance Available?  Yes  No

Adult Chaperones: (All-clearances must be met prior to Field Trip Approval)

(Use a separate sheet if necessary)	DRIVER					
1) <u>Brian Samuelson</u>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input checked="" type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB
2) <u>Wendi Weston</u>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input checked="" type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB
3) <u>Amber Verdugo</u>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input checked="" type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB
4) <u>Karina Benitez</u>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input checked="" type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB
5) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
6) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
7) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
8) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB

Teachers and Staff Attending (Use a separate sheet if necessary)

	DRIVER			DRIVER	
1) <u>Morgan Coble-Garrett</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	2) <u>Cydney Jaghory</u>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no
5) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	6) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no

Principal Approval [Signature] Date 09/04/2024

Segment IAS/Department Head Approval [Signature] Date 9/9/24

Risk Management Approval (if applicable) [Signature] Date 9/9/24

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip. All field trips require a completed packet. Maintain all documents at site:

- Local Trip: (walking): Submit walking trips to Principal for approval two weeks prior to trip.
- Local Trip: (school bus/charter bus/RT/Amtrak): (50-mile radius) - Submit to Principal for approval two weeks prior to trip.
- Local Trip: (50-mile radius: driver) - Submit driver led trips to Principal for approval 6 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high-risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment IAS/Department Head/Risk Management for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment IAS office will place field trip item on Board Agenda for final approval.
- Approved forms will be returned by Segment IAS/Department Head's Office. Maintain a copy of all forms at site for 2 years.
- Venue/Destination: Must comply with SCUSD COVID19 mitigation guidelines for all trips outside of district facilities.

Reviewed by Site Office Manager: [Signature]  
 (initials)


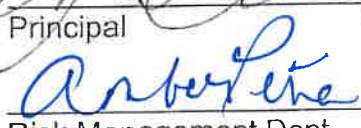


Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
TRAVEL REQUEST**

School Name A.M. Winn Date 9 / 5 / 24  
Teacher's Name Ms. Morgan Garrett Room # 24 Telephone # 916 586 0513  
Field Trip Destination Ashland oregon - Ashland Oregon Shakespeare festival  
Reason for travel To attend Shakespeare plays that support curriculum, language development and Exposure to Elizabethan and Modern theater.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
Teacher

**Approvals:**

 9 / 4 / 24  
Principal Date  
 9 / 9 / 24  
Risk Management Dept. Date  
 9 / 9 / 24  
Segment Administrator Date  
 9 / 10 / 24  
Superintendent Date

/ /  
Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state.

Request to Attend:

- Conference/Workshop
- Business Meeting

Purpose for Attending:

- Professional Development
- Continued Education Credits Earned

REQ # \_\_\_\_\_

School/Department AM WINN / 8th Grade Garrett class Date \_\_\_\_\_

Date(s) of Event 10/11/24 - 10/12/24 Location Oregon Shakespeare Festival

Event Title (attach brochure) \_\_\_\_\_

Purpose: No reimbursement will be sought for this trip

\*(what value does this activity give students, attendees, staff, Department, site or community?)

How does this travel align with the District's strategic plan? \_\_\_\_\_

How will this activity/event be used and shared? \_\_\_\_\_

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)	No. of Days Required	Budget Code <small>(for substitute)</small>
		No		
		No		
		No		
		No		
		No		

Additional Attendees Attached

**\*\*IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**

Approvals:

Principal/Department Head Signature & Print Name \_\_\_\_\_

9/9/24  
Date

Cabinet Level or Designee Signature \_\_\_\_\_

9/10/24  
Date

Chief Business Officer Signature \_\_\_\_\_

09/10/24  
Date

Superintendent or Designee Signature \_\_\_\_\_

9/10/24  
Date

District cost for all attendees (estimate)

Registration Fee \*\*\* \_\_\_\_\_

Meals included?  B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

TOTAL \_\_\_\_\_

Categorical Budget Code(s): \_\_\_\_\_ \$ \_\_\_\_\_  
 General Fund/Unrestricted \_\_\_\_\_ \$ \_\_\_\_\_

\*\*If any meals are included in the cost of registration, how many of each: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

	Requisition #	Dollar Amount
Registration Fee	_____	_____
Hotel	_____	_____
Airfare ****	_____	_____
Car Rental ****	_____	_____

\*\*\*\* If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.11

**Meeting Date:** September 19, 2024

**Subject:** Approve Resolution No. 3444: Resolution Of Intention To Convey Public Utility Easement To Sacramento Municipal Utility District At Edward Kemble and Cesar Chavez Elementary Schools

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

**Division:** Facilities Support Services

**Recommendation:** Approve Resolution No. 3444, which provides notice of a Public Hearing and the adoption of the Sacramento Municipal Utility District Entitlements Resolution at its regularly scheduled Board Meeting on Thursday, October 3, at 6:00 PM.

**Background/Rationale:** The District is rebuilding Edward Kemble and Cesar Chavez Elementary Schools and may need numerous Easements for outside entities and Sacramento Municipal Utility District has jurisdiction over the electrical distribution facilities that serve the Edward Kemble and Cesar Chavez Elementary sites. Sacramento Municipal Utility District requires a utility easement to provide necessary electrical services to the site.

Pursuant to Education Code 17557, the District must adopt a Resolution of Intention to dedicate or convey any District property prior to the adoption of a Resolution which dedicates or conveys property and provide notice to a Public Hearing.

Pursuant to Education Code 17558, copies of the adopted Resolution of Intention must be posted in three public places within the District not less than 10 days before the date of the meeting and publish the notice in a newspaper of general circulation not less than 5 days before the date it plans to provide a Public Hearing and adopt the Resolution.

**Financial Considerations:** N/A

**LCAP Goal(s):** Operational Excellence

**Documents Attached:**

1. Resolution No. 3444
2. Attachment A outlining location of proposed easement

**Estimated Time of Presentation:** N/A

**Submitted by:** Ben Wangberg, Facilities Planning Manager

Nathaniel Browning, Director, Planning and Property Management

**Approved by:** Chris Ralston, Assistant Superintendent, Facilities Support Services

Janea Marking, Chief Business and Operations Officer

Lisa Allen, Superintendent

**ACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 3444**

**RESOLUTION OF INTENTION TO CONVEY PUBLIC UTILITIES EASEMENT TO  
SACRAMENTO MUNICIPAL UTILITY DISTRICT AT EDWARD KEMBLE AND  
CESAR CHAVEZ ELEMENTARY SCHOOLS**

**WHEREAS**, the Sacramento City Unified School District (“District”) owns the property at Edward Kemble Elementary School located at 7495 29<sup>th</sup> St and Cesar Chavez Elementary School at 7500 32<sup>nd</sup> St, in the County of Sacramento;

**WHEREAS**, District’s request for Sacramento Municipal Utility District Electric Service at Edward Kemble and Cesar Chavez Schools requires installation in accordance with Sacramento Municipal Utility District’s rules and regulations;

**WHEREAS**, Sacramento Municipal Utility District is seeking to acquire a permanent easement (“Permanent Easement”) for the Utility Access, which will consist of the installation of two (2) utility access facilities, one located near the southern property line with service lines extending underground eastward to the second location;

**WHEREAS**, Sacramento Municipal Utility District’s design team has drafted an Easement Right of Way;

**WHEREAS**, pursuant to the Education Code § 17537, the District must adopt this Resolution of Intention, by a two-thirds vote, and establish a time at a subsequent Board meeting to hold a public hearing in order to consider adoption of a resolution, by the same vote, for the actual approval of the easement entitlements (the “*Easement Entitlements Resolution*”);

**WHEREAS**, utilities are necessary for the provision of adequate school housing;

**WHEREAS**, the Utility Easement totals 112 square feet, with one location being 24 square feet and the one location being 88 square feet connected by 300 linear feet of underground conduit and include necessary utility facilities and infrastructure required by Sacramento Municipal Utility District;

**NOW, THEREFORE, BE IT RESOLVED** by the Sacramento City Unified School District Board of Education which finds and determines as follows:

1. Adopts the foregoing recitals as true and correct.
2. Pursuant to Education Code 17557, hereby determines that the Board will hold a public hearing and consider the adoption of the Sacramento Municipal Utility District Grant Easement Resolution at its regularly scheduled Board meeting on Thursday October 3, at 6:00 p.m., or as soon thereafter as the matter may be heard on the agenda.
3. Authorizes the Superintendent, or their designee, to provide notice of the Board meeting set forth above as required by law.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 19<sup>th</sup> day of September 2024, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

ATTESTED TO:

\_\_\_\_\_  
Lavinia Phillips  
President of the Board of Education

\_\_\_\_\_  
Lisa Allen  
Superintendent



June 7, 2023

SCUSD  
CHRIS RALSTON  
425 1<sup>ST</sup> ST.  
SACRAMENTO, CA 95818

Notification # 32229002

**SMUD COMMITMENT LETTER**

Thank you for submitting your plans for **KEMBLE CHAVEZ ELEMENTARY SCHOOL-R16** for an electric service commitment. Your cooperation enables us to give you the best service possible, as well as provide for your future requirements.

We are returning one copy of your plans indicating the service location and other requirements checked below. Our commitment is subject to changing conditions and, as a result, may not be valid after twelve months.

Please contact the Designer if additional information is desired.

Designer: Cristian Cervantes Telephone (916) 732-7037

Service will be: Overhead  Underground   
Volts: 277/480 Phase: Three Wire: 4 Type: Wye

(Street light service voltage will be the same as above.)

Transformer pad required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	SMUD Dwg. UVD 2.3A & 2.3A1
Conduit required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	(see sketch)
Right-of-way required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Transformer protection required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	SMUD Dwg. N/A
Primary pull box required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	SMUD Dwg. UVC 1.2 & 1.2.2
Secondary J – Box Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	SMUD Dwg. N/A
Service box required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	SMUD Dwg. N/A
Switchgear pad required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	SMUD Dwg. N/A
Other requirements:	See enclosed Booklet <input checked="" type="checkbox"/>	Prints <input checked="" type="checkbox"/>	

\*A maximum fault current of 45,400 amps, symmetrical, is based on the largest transformer that could be needed to serve the Single  Combined  main sizes of 2,000 amps under the following assumptions:

1. The largest transformer that could be needed is 2,000 kVA with 5.3% impedance
2. A primary system impedance of zero ohms
3. No motor contributions to the fault, and
4. Zero ohms fault impedance

The meter(s) shall be located on the exterior of the building. When it is absolutely necessary to locate meters in locked rooms, cabinets, or fenced enclosures, consult SMUD's Field Metering at (916) 732-5167.

\*If future load growth necessitates increasing the main switch size, the available fault current should be recalculated.

**NOTE:** This commitment letter may be required by local inspection authority as part of its plan check requirements.





June 7, 2023

SCUSD  
CHRIS RALSTON  
425 1<sup>ST</sup> ST.  
SACRAMENTO, CA 95818

**SUBJECT: ELECTRIC SERVICE REQUIREMENTS**

**Project Location: 7495 29<sup>TH</sup> ST.**

**Notification # 32229002**

In order to schedule construction activity to provide timely permanent electric service to your development, the Sacramento Municipal Utility District (SMUD) requires the following:

- A. Property owner will sign and return the enclosed Conveyance of Electric Distribution Facilities. Please Note: SMUD construction cannot be scheduled until signed documents are returned.
- B. Developer's compliance with SMUD Rules and Electric Service Requirements. Copies are available upon request.
- C. Due to the time needed for construction scheduling, SMUD fees need to be paid as soon as possible after receipt of the billing contract.
- D. Costs for relocating or modifying SMUD facilities, whether in a street or private right-of-way, as a result of a commercial, industrial, or apartment development, shall be reimbursed by the developer prior to any work being done by SMUD.
- E. The project coordinator should notify SMUD's Designer of any changes in the project's estimated start date to avoid unnecessary delays of SMUD construction.
- F. SMUD may need to secure an easement from you and possibly other private parties and/or permits from various public agencies to provide electric service to your development. If an easement is required, SMUD's Real Estate Services will contact you, typically within 2-3 weeks to properly execute a Grant of Easement, please see attached example. If you have questions or concerns regarding these items, please contact your assigned SMUD Designer as SMUD construction cannot start until these requirements are satisfied.
- G. Party responsible for electric bills should make application for service with SMUD Customer Services Department at 1-888-742-7683 as soon as possible. Connection of electric service can be scheduled upon receipt of the electrical inspection by the city/county.
- H. All metering and switchgear design and placement must be submitted and approved by SMUD's Field Metering prior to installation. Please submit metering and switchgear designs to SMUD at [metershopsubmittals@smud.org](mailto:metershopsubmittals@smud.org) or mail to: SMUD, Attention: Field Metering, Mail Stop EB 102, 4401 Bradshaw Road, Sacramento, CA 95827-3834 or contact them at (916) 732-5167.
- I. Multi-unit buildings must be addressed in compliance with the enclosed addressing guidelines prior to connection of electric service. A copy of the site plan showing building addresses, unit numbers, and electric service locations should be received by SMUD's Designer at least ten (10) working days prior to obtaining City/County inspection approval in order to avoid service delays. Meters cannot be set until specific building addresses and unit numbers are known and clearly identified on buildings and electric service equipment.

- J. The project coordinator will conduct a pre-construction meeting prior to the start of trenching for the electric system. At the time of your pre-construction meeting you will need to supply SMUD's inspector with a copy of your building permit and a valid electrical service need date. Inspection of SMUD's required civil improvements cannot begin without these items nor until the meeting has been held. To schedule your appointment, please call (916) 732-5990.

Please retain these requirements for your information.

Sincerely,



Cristian Cervantes  
Engineering Designer  
Design and Construction Services  
Grid Assets  
(916) 732-7037



June 7, 2023

SCUSD  
CHRIS RALSTON  
425 1<sup>ST</sup> ST.  
SACRAMENTO, CA 95818

**Notification # 32229002**

**SUBJECT: CONVEYANCE OF ELECTRIC DISTRIBUTION FACILITIES**

In response to your request for service at **KEMBLE CHAVEZ ELEMENTARY SCHOOL-R16**, the Sacramento Municipal Utility District (SMUD) proposes to install electrical facilities (cable, transformers, switchgear) within or upon certain underground electric distribution facilities (conduits, boxes, pads) to be installed by the property owner as shown on the attached drawing.

SMUD required facilities are to be installed in accordance with its rules and regulations. Conveyance of the owner provided electric distribution facilities will be made to SMUD upon inspection approval.

Standard District Procedure is to obtain this conveyance after SMUD inspectors have approved the owner's installation of the facilities which can sometimes result in delays in providing service. In order to avoid delays SMUD will accept conveyance of these facilities prior to the owner's installation and SMUD inspection approval, provided the legal property owner(s) agree:

- A. To install SMUD required electric distribution facilities, with above ground appurtenances as described below and in the attached drawing. Such installation will be in accordance with SMUD Rules, Regulations, and Electric Service Requirements.
- B. To grant title to the installed facilities to SMUD.
- C. To insure integrity and accuracy of facilities (conduits, boxes, pads, etc.) for one year upon system being completed and energized.

Those electric distribution facilities conveyed to SMUD consist of:\*

_____	Ft. - 2" Conduit
_____	Ft. - 3" Conduit
<u>610</u>	Ft. - 4" Conduit
_____	Ft. - 5" Conduit
_____	Ft. - 6" Conduit
<u>1</u>	Each Transformer Pad(s)
<u>1</u>	Each Primary Pull Box(es)
_____	Each Secondary J – Box(es)
_____	Each Service Box(es)
_____	Each Switchgear Pad(s)

\*Conduit footages are approximate.

Please indicate your acceptance by signing in the space provided and returning this letter to SMUD Distribution Line Design, Grid Assets, 4401 Bradshaw Rd., MS EA105, Sacramento, CA 95827-3834.

I, \_\_\_\_\_, owner and grantor agree to the terms and conditions stated above and hereby grant, bargain, and convey to SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district, Grantee, its successors and assigns, free and clear of all liens and encumbrances, those certain underground electric distribution facilities, with any above ground appurtenances described above and in the attached drawing, now installed or to be installed on or adjacent to grantor's premises in the County of Sacramento, State of California.

\_\_\_\_\_  
Owner Name Signature

\_\_\_\_\_  
Owner Name Print

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Designer Name: Cristian Cervantes

Notification #: **32229002**

No fee for recordation  
Govt. Code Sec 6103  
RECORD AT REQUEST OF AND RETURN TO:  
Sacramento Municipal Utility District  
Attention: Real Estate Services MS K222  
PO Box 15830  
Sacramento, CA 95852-1830  
NO COUNTY TRANSFER TAX DUE  
PER R & T Code 11922  
SMUD BY:

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

A.P.N. Ptn

R/W \*  
SO \*

## SAMPLE TEMPLATE

### GRANT OF EASEMENT

**\*, Grantor(s), is the owner of record of that certain real property located in Sacramento County, California, designated by the above referenced Assessor's Parcel Number and more fully described as follows:**

\*

**Grantor(s) hereby grant(s) to SACRAMENTO MUNICIPAL UTILITY DISTRICT (SMUD), a municipal utility district, Grantee, and its successors and assigns, the right from time to time to construct, place, inspect, remove, replace, maintain and use electrical and communication facilities consisting of underground conduits, wires and cables, with associated, above-ground or below-ground transformers, transformer pads, pedestals, service equipment, terminals, splicing, switching and pull boxes, switch and fuse cubicles, cubicle pads, risers, poles, and all other necessary fixtures and appurtenances (Facilities), within the following Easement Area described in EXHIBIT A attached hereto and made a part hereof.**

Said right includes the trimming and removal by Grantee of any trees or foliage along the Easement Area considered necessary for the complete enjoyment thereof and the right of ingress to and egress from said Easement Area for the purpose of exercising and performing all rights and privileges granted herein. In addition, the Easement Area shall be kept clear of any building or other structure and Grantor will not drill or operate any well within the Easement Area.

Grantor understands and acknowledges that the Facilities will be installed within the Easement Area based on Grantee's design and actual site conditions. Upon completion of the installation, SMUD shall obtain a survey by a licensed land surveyor setting forth a legal description of the area actually occupied by the Facilities and required for complete enjoyment of the rights granted herein. SMUD will, within a reasonable period of time, record a Notice of Final Description of Easement Area referencing this document and setting forth the legal description of the surveyed area, which will thereupon become the Easement Area. Upon recordation of the Notice of Final Description, the scope of the easement granted by this document shall be limited to the property described in the Notice of Final Description plus the rights of ingress and egress.

Dated: \_\_\_\_\_

\*Signature Block\* \_\_\_\_\_

---

**EXHIBIT A**

The centerline of the 5 foot Easement Area shall be coincidental with the centerline of the said Facilities constructed in, on, over, under, across and along the Grantor(s) property. Additionally, the Easement Area will include the area occupied by the SMUD Facilities and appurtenances.

## ADDRESSING GUIDELINES FOR MULTI-UNIT BUILDINGS

An efficient method of addressing new buildings in the Sacramento area has been mutually agreed on by Fire, Police, Postal Service, Public Works, and utility companies. The advent of automated mail processing and computer controlled emergency services (911 System) has made it critical that proper addressing be emphasized. This is a guide for developers, managers and owners to use when addressing a new project.

Multiple buildings in same complex:

- One street address for entire complex

Each unit has a separate unique numeric address – no duplicates.

Example: 1000 Main St Units 1 – 96

Note: This is the method preferred by the Sacramento County Sheriff's Department.

or

- A separate street address for each building in complex

Each unit has a separate unique numeric address – no duplicates within the complex.

Example: 1000 Main St Units 1 – 16  
1002 Main St Units 17 – 32  
1004 Main St Units 33 – 48, etc.

(Note: Unit numbers increase as street numbers increase.)

or

Unit numbering repeats, but is not duplicated within each street address.  
(Least Preferred)

Example: 1000 Main St Units 1 – 16  
1002 Main St Units 1 – 16  
1004 Main St Units 1 – 16, etc.

For two-story buildings, use odd numbers downstairs, and even numbers upstairs.

For multi-story buildings, use sequential numbering for each floor.

Example: 1st floor 100 – 199  
2nd floor 200 – 299  
3rd floor 300 – 399, etc.

Do not do this:

- One street address for entire complex with
  - Buildings numbered or lettered
  - Unit numbers or letters duplicated

Example: 1000 Main St Bldg A or 1 Units 1 – 16  
Bldg B or 2 Units 1 – 16  
Bldg C or 3 Units 1 – 16

---

(1000 Main St #A1 – A16)

1000 Main St Bldg 1 or A Units A – H  
Bldg 2 or B Units A – H  
Bldg 3 or C Units A – H

(1000 Main St #1-A – 1-H)

- A separate street address for each building in complex

– Units lettered rather than numbered

Example: 1000 Main St A – H  
1002 Main St A – H  
1004 Main St A – H

Alpha's are not acceptable (i.e.: A, B, C, D, etc).

Hyphens are not acceptable (i.e.: 1-3, 1-A).

Alpha-numeric combinations are not acceptable.

Do not duplicate.

Your cooperation in adopting the preferred addressing is appreciated.

Prior to final internal addressing, all builders or their architects should contact:

Address Management Systems  
United States Postal Service  
3775 Industrial Blvd  
West Sacramento CA 95799-0043

Phone: 916-373-8055