

Legal Memorandum

To: PEC
From: Julia Barnes
Re: Review of revised South Valley Preparatory School Financial CAP
Date: May 8, 2025

I have been asked to review the sufficiency of the Financial CAP provided by South Valley Preparatory School. **I recommend that the Financial CAP should be finalized by CSD after CSD consults with the school to adequately complete the Financial CAP. The finalized CAP should be provided to the Executive Committee of the PEC for final review.** The CAP should identify who is going to do what by when and expressly identify the documents to be uploaded to Epicenter by a date certain.

Background. South Valley Preparatory School was renewed this past year with a condition unrelated to finances. However, it is my understanding that the school has agreed to allow this financial CAP to extend into the new charter school term.

Adequacy of Financial CAP for FY25. This Financial CAP for FY25 should look to close out this fiscal year in a strong position that will allow the school to move forward and improve in the next school year. While many of the proposed items look to be adequate, the CAP is not adequate for the following reasons:

- 1) There are no documents identified to confirm that the school is meeting the action steps outlined. Instead of identifying what will be uploaded, the school has indicated a person, not the documents to be submitted. This column should be corrected.
- 2) There are no due dates listed on the form for documents to be uploaded into Epicenter. Instead, the deadlines appear to be internal ones. There should be a due date for each item to be uploaded into Epicenter for CSD review listed in this column. This column should be corrected.

NOTE: CSD does not require monthly documentation. No due date should be more frequent than quarterly.

- 3) It appears that Mary Scofield provided recommendations for improvement. The CAP should identify how these recommendations will be rolled out, rather than just list what she recommended.