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11 SUPERIOR COURT OF THE STATE OF CALIFORNIA
12 COUNTY OF SACRAMENTO
13

14
15 **THE PEOPLE OF THE STATE OF**
16 **CALIFORNIA, EX. REL. ROB BONTA,**
17 **ATTORNEY GENERAL OF THE STATE**
OF CALIFORNIA,

18 Plaintiff,

19 v.

20 **SACRAMENTO CITY UNIFIED SCHOOL**
21 **DISTRICT,**

22 Defendants.
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Case No.

**STIPULATION FOR ENTRY OF FINAL
JUDGMENT**

1 Plaintiff, the People of the State of California, by and through its attorney, Rob Bonta,
2 Attorney General of the State of California (the Attorney General), and by Supervising Deputy
3 Attorney General Laura L. Faer, and Defendant Sacramento City Unified School District (the
4 District) appearing through its attorneys at Lozano Smith, and by Dulcinea Grantham, stipulate as
5 follows:

6 1. The Court has jurisdiction over the subject matter hereof and the parties to this
7 Stipulation of Entry of Final Judgment (Stipulation).

8 2. The [Proposed] Stipulated Judgment (Judgment), a true and correct copy of which is
9 attached as hereto as Exhibit 1, may be entered by any judge of the Superior Court.

10 3. The Attorney General may submit the Judgment to any judge of the Superior Court
11 for approval and signature, based on this Stipulation, during the Court's ex parte calendar or on
12 any other ex parte basis, without notice to or any appearance by the District, which notice and
13 right to appear the District hereby waives.

14 4. The parties hereby waive their right to move for a new trial on the underlying
15 complaint or otherwise seek to set aside the Judgment through any collateral attack, and further
16 waive their right to appeal the Judgment, except the parties agree that this Court shall retain
17 jurisdiction for the purposes specified in the Judgment.

18 5. The parties jointly represent that they have worked collaboratively to come to an
19 agreement as set forth in the Judgment.

20 6. The parties have stipulated and consented to the entry of the Judgment without the
21 taking of proof and without trial or adjudication of any fact or law herein, without the Judgment
22 constituting evidence of or an admission by the District regarding any issue of law or fact alleged
23 in the Complaint on file herein, and without the District admitting any liability regarding
24 allegations of violations that occurred prior to the entry of the Judgment.

25 7. The parties have stipulated and consented to the court retaining jurisdiction over the
26 parties and over this matter for the purposes of enforcing the Judgment.

27 8. The District will accept service of any Notice of Entry of Judgment entered in this
28 action by delivery of such notice by electronic mail to its counsel of record, and agrees that

1 service of the Notice of Entry of Judgment will be deemed personal service upon it for all
2 purposes.

3 9. The individuals signing below represent that they have been authorized by the parties
4 they represent to sign this Stipulation.

5 10. This Stipulation may be executed in counterparts, and the parties agree that a
6 facsimile signature shall be deemed to be, and shall have the full force and effect of, an original
7 signature.

8
9 [SIGNATURES ON FOLLOWING PAGE]
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1 **PLAINTIFF THE PEOPLE OF THE**
2 **STATE OF CALIFORNIA**

ROB BONTA
Attorney General of California


3
4
5 DATED: 1/9/25
6


Laura L. Faer
Supervising Deputy Attorney General
Attorneys for Plaintiff

7
8
9 **DEFENDANT SACRAMENTO CITY**
10 **UNIFIED SCHOOL DISTRICT**

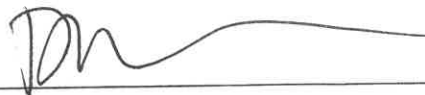
SACRAMENTO CITY UNIFIED
SCHOOL DISTRICT

11
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13 DATED: 12.19.25
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Superintendent Lisa Allen

15
16
17 Approved as to Form

18
19 DATED: 12-23-25
20


Dulcinea Grantham
LOZANO SMITH
Attorneys for Defendant

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*Exempt from filing fees pursuant to
Government Code section 6103*

11 SUPERIOR COURT OF THE STATE OF CALIFORNIA
12 COUNTY OF SACRAMENTO

15 **THE PEOPLE OF THE STATE OF**
16 **CALIFORNIA, EX REL. ROB BONTA,**
17 **ATTORNEY GENERAL OF THE STATE**
OF CALIFORNIA,

18 Plaintiff,

19 v.

20 **SACRAMENTO CITY UNIFIED SCHOOL**
21 **DISTRICT,**

22 Defendant.

Case No.

**[PROPOSED] STIPULATED
JUDGMENT**

Dept.:
Judge:

1 The People of the State of California, by and through Rob Bonta, the Attorney General of
2 the State of California (the Attorney General), and Defendant Sacramento City Unified School
3 District (the District), having stipulated to the entry of this judgment (the Judgment) by the Court
4 without the taking of proof and without trial or adjudication of any fact or law; without the
5 Judgment constituting evidence or admission by the District regarding any issue of law or fact
6 alleged in the People’s Complaint or any of the allegations or conclusions set forth therein;
7 without the District admitting any liability; with all parties having waived their right to appeal;
8 and with the Court having considered the matter and good cause appearing,

9 **IT IS HEREBY ORDERED, ADJUDGED, AND DECREED THAT:**

10 1. The Court has jurisdiction over the allegations and subject matter of the Complaint
11 and over the parties to this action; venue is proper in this County; and the Court has the authority
12 to enter the Judgment.

13 2. The District is permanently enjoined from violating:

14 a) Any law or regulation, including but not limited to:

15 i. California Education Code sections 200 et seq.; 35160.5, subd. (b); 48200;
16 48852.7; 48853.5; 48985; 56000 et seq.;

17 ii. Title 42 of the United States Code section 11432;

18 iii. Title 20 of the United States Code sections 6312, subd. (c)(5); 1400, subd. (d);
19 1412, subd. (a)(1)(A); 1412, subd. (a)(3);

20 iv. Title 29 United States Code section 794, 34 C.F.R. section 104.33;

21 v. California Government Code section 11135 et seq.; and

22 vi. California Constitution, Article IX, section 5, California Education Code
23 section 49011;

24 b) The causes of action in the People’s complaint; and

25 c) The District’s own Board Policies (BPs) and Administrative Regulations (ARs)
26 promulgated as a result of this Judgment.

3. During the minimum five-year term of this Judgment and any subsequent period during which the Judgment remains in effect, as specified in section XII, the District shall implement and carry out the terms and affirmative corrective actions set forth in this Judgment.

I. DEFINITIONS

4. “Attorney General” means the Attorney General of the State of California.

5. “Birney” means Alice Birney TK-8 Public Waldorf School.

6. “Board” means the Board of Education of Sacramento City Unified School District.

7. “CDE” means the California Department of Education.

8. “ConCap” or “ConCapping” is a term that derives from the Collective Bargaining Agreement (CBA) between the District and Sacramento City Teachers Association (SCTA). It is short for the term “contract capacity.” It means that when classroom capacity, determined by class size limits set forth in the Collective Bargaining Agreement, are met, students must be moved out of the school where the capacity is met and to another school in the District where that students’ particular grade has a class or classes where the capacity has not been met. This moving of students to and from District schools pursuant to this process is known as “ConCapping.” If a space later opens in the school that a student was ConCapped out of, that student may voluntarily return to that school or they may stay at the school into which they were ConCapped.

9. “Days” means calendar days.

10. “District” means Sacramento City Unified School District, including its administrators, employees, and Board.

11. “Greenwood” means Caleb Greenwood, International Baccalaureate (IB) World School.

12. “LdV” means Leonardo da Vinci TK-8 School.

13. “OAG” means the Office of the Attorney General of the State of California.

14. “Open Enrollment” means the process, governed by California Education Code section 35160.5, subd. (b), in which the District projects how many empty seats will be available in each class after all students from the school’s assigned area have been enrolled. Any extra seats

1 at the school are then made available to other students throughout the District. Students submit
2 applications for these seats through a technology platform selected by the District, currently the
3 SchoolMint platform which runs a lottery of the completed applications to select the student(s) to
4 fill the available seats.

5 15. “IntraDistrict Permitting” means a process governed by California Education Code
6 section 35160.5, subd. (b) in which the District identifies seats that have become available after
7 the Open Enrollment process and makes those seats available via lottery until July 31 of each
8 year.

9 16. “School of Choice” means a District school that does not have an assigned
10 neighborhood boundary and is available for attendance to all District students through the Open
11 Enrollment process.

12 17. “Promulgate” means submit for approval by and obtain the approval of the District’s
13 Board of Education.

14 18. “Registration” means the process by which students sign up to attend a school within
15 the District. Upon initial registration, each student is automatically registered to attend the school
16 assigned to the neighborhood in which the student resides. Students experiencing homelessness
17 and students who are foster youth are assigned to their school of origin, as defined in Title 42 of
18 the United States Code, section 11432(g)(3)(I)(i).

19 19. “Section 504” means section 504 of the Rehabilitation Act of 1973, codified at 29
20 U.S.C. § 794, et seq.

21 20. “Winn” means A.M. Winn TK-8 Public Waldorf TK-8 School.

22 21. “Uniform Complaint Procedures” or “UCP” refers to the “system of complaint
23 processing” that school districts are required to maintain under California Education Code section
24 33315, the minimum requirements of which are set forth in California Code of Regulations, title
25 5, section 4620 et seq.

1 **II. CENTRALIZED OVERSIGHT OF ENROLLMENT CENTER AND**
2 **CONCAPPING OFFICE; CREATION OF DEPUTY CHIEF OF SCHOOLS**
3 **POSITION**

4 22. In consultation with the OAG, the District shall create the position of Deputy Chief of
5 Schools and shall make every reasonable effort to hire an individual for the position by January
6 2026. The job description for the Deputy Chief of Schools is attached hereto as **Exhibit A**. If the
7 District decides to designate or recruit a different employee as Deputy Chief of Schools, that
8 change will also be subject to consultation with the OAG. The Deputy Chief of Schools shall
9 report directly to the Deputy Superintendent. The Deputy Chief of Schools' duties shall be those
10 listed in the job description in **Exhibit A**, including the following as they relate to this Judgment:

- 11 a) Work with the Enrollment Center and lead the District's strategic efforts to
12 identify and address inequalities and inequities in student enrollment and school
13 assignment, including registration, Open Enrollment, and ConCap;
14 b) Oversee research, policy development, cross-departmental coordination, and the
15 implementation of equity-centered initiatives that ensure all students regardless of
16 protected characteristics or category have equal access to school enrollment and
17 placement options;
18 c) Work closely with the Enrollment Center, Transportation Department, Special
19 Education, Communications, Business Services, and IT/Data Services to develop
20 coordinated and equitable systems for registration and school assignment, along
21 with regular communication with and alignment of District support of schools;
22 d) Review existing District and school communications regarding registration, Open
23 Enrollment, ConCap, school tours, volunteer needs at school and school fees to
24 develop a plan for creating template communications to ensure accurate and
25 accessible communications for parents and guardians. Develop communication
26 protocol designed to ensure consistency and oversight of communications sent by
27 school sites related to these topics;
28 e) Ensure that the District complies with District policy and state law, including the
 following: Education Code section 200 et seq.; 35160.5(b), 48200, 48852.7,

1 48853.5; Title 42 of the United States Code section 11432; Title 20 of the United
2 States Code sections 6312(c)(5), Individuals with Disabilities Education Act
3 (IDEA), 1400(d), 1412(a)(1)(A), 1412(a)(3); Title 29 United States Code section
4 794, Code of Federal Regulations title 34, section 104.33; California Government
5 Code section 11135 et seq., California Constitution, Article IX, section 5,
6 California Education Code section 49011; California Education Code section
7 48985 as it pertains to enrollment and ConCapping and in order to implement this
8 Judgment;

- 9 f) Partner with Instructional Assistant Superintendents (IAS) to evaluate existing
10 programs, services, and practices to expand those that are most effective and
11 reduce or eliminate those that are less effective;
- 12 g) Utilize resources (e.g., professional development tools, coaching resources, vetted
13 materials, and vendors) to provide appropriate professional development and
14 coaching for schools/principals, including providing or approving and overseeing
15 training and support to District departments with respect to Registration, Open
16 Enrollment, ConCapping, and enrollment protections for foster youth and students
17 experiencing homelessness; and
- 18 h) Produce regular reports for the Superintendent and School Board on progress and
19 recommendations, including as specified in section IX.

20 **III. ENROLLMENT DASHBOARD AND SCHOOLMINT REVISIONS**

21 23. Within 180 days of this Judgment's effective date, for OAG review and approval, the
22 District's Chief of Technology, in collaboration with the Deputy Chief of Schools, shall develop a
23 shared enrollment dashboard (Enrollment Dashboard) that displays for internal use only regularly
24 updated data, including current enrollment by grade disaggregated by categories protected under
25 Education Code section 200 et seq. and whether students are socioeconomically disadvantaged,
26 foster youth, or homeless youth; seat availability; the number of students who have been
27 ConCapped during a school year; pending reassignments; and all enrollment projections.

1 24. Within 180 days of this Judgment’s effective date, for OAG review and approval, to
2 ensure all schools are working from the same baseline of information, the Deputy Chief of
3 Schools will create a guidance document to be used by the principals and IASs to refine the
4 number of available seats at each school for Open Enrollment based on the projections created by
5 an outside demographer and the District. This guidance document will list factors for the IASs
6 and principals to discuss regarding the local context needed to refine the projections, such as
7 anticipated neighborhood changes, unique program factors, and historical patterns and trends.

8 25. The District shall enter into the Enrollment Dashboard all enrollment projections
9 calculated at school sites using the guidance document, and the District shall use the Enrollment
10 Dashboard to determine the number of seats available for Open Enrollment and the number of
11 students projected to register at a school site.

12 26. The District shall maintain the data from the Enrollment Dashboard, as it exists on
13 November 1 of each year during the term of this Judgment, for 10 years.

14 27. Within 90 days of this Judgment’s effective date, unless otherwise noted below, the
15 District shall implement, for the OAG’s review and approval, the following revisions to
16 SchoolMint:

- 17 a) Within an additional 60 days, the District shall create a resource that matches
18 Infinite Campus student demographic information to SchoolMint accounts, for
19 internal District-use only, to prepare the annual report data analysis described in
20 Section IX. The demographic information shall include those categories protected
21 under Education Code section 200 et seq. and foster and homeless youth.
- 22 b) The District must include a statement on SchoolMint that informs parents of the
23 contact information for the individual responsible for providing support if the
24 applicant student: is a foster youth; is a youth experiencing homelessness; has an
25 Individualized Education Program (IEP)/Section 504 plan; or has “special
26 circumstances . . . that might be harmful or dangerous to a particular pupil in the
27 current attendance area of the pupil” pursuant California Education Code section
28 35160.5, subd. (b)(3)(A)(i). The District may include additional information in its

statement, such as what special circumstances are included above, and the process for obtaining help from the appropriate departments.

- c) The District shall ensure that if an application is missing requirements, the District will communicate the deficiency to parent(s)/guardian(s) using multiple means, including at least by ParentSquare (or a similar notification system), phone, or email, and provide parent(s)/guardian(s) a reasonable opportunity to cure the deficiency;
- d) The District must delete the following fields and priorities from SchoolMint: annual and mid-year update requirement; school visitation requirement; “reason” field for IntraDistrict Permits; any priority given to geographic location for Open Enrollment and Intradistrict Permits; and any priority for geographic location for Schools of Choice in the Transitional Kindergarten (TK) lottery; and
- e) The District shall ensure that communications to parent(s)/guardian(s) from SchoolMint are clearly identified as communications from the District or prominently state during the SchoolMint application process in communications by phone, email, in person and on the website(s) that communications from SchoolMint are from the District’s approved provider.

28. To the extent the District adds any priorities to the SchoolMint application and lottery priorities used by the District to run Open Enrollment and IntraDistrict Permitting, the District shall submit those priorities for each year of the Judgment to the OAG for review and approval for compliance with this Judgment.

IV. BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

A. Promulgation and Implementation

29. Within 120 days of the OAG’s approval and for use during the Open Enrollment period for the 2027-2028 school year, the District shall promulgate all BPs and ARs described in this Judgment. The District shall notify OAG of any further revisions to these BPs and ARs while the Judgment is in effect, which shall be subject to approval of the OAG.

1 30. The District shall fully implement all provisions of the promulgated BPs and ARs no
2 later than 90 days from the date of promulgation.

3 **B. BP/AR 5111 – Admission (Registration)**

4 31. Within 120 days of this Judgment’s effective date, the District shall provide, for the
5 OAG’s review and approval, draft revised versions of its BP and AR 5111, which must:

- 6 a) Explicitly prohibit discrimination pursuant to Education Code section 220 et seq.;
- 7 b) Provide that parent(s)/guardian(s) have the right to complete Registration and
8 Open Enrollment at the District’s Enrollment Center or at a Registration or Open
9 Enrollment Fair put on by the District;
- 10 c) Provide that foster youth have a right to attend, immediately enroll in, and be
11 transported by the District to their school of origin as outlined and required by
12 California Education Code section 48853.5 and Title 20 United States Code ,
13 section 6312(c)(5); and
- 14 d) Provide that homeless youth have a right to attend, and immediately enroll in, and
15 be transported by the District to their school of origin as outlined and required by
16 California Education Code section 48852.7 and Title 42 United States Code,
17 section 11432.

18 **C. BP/AR 5116.1 – Intradistrict Open Enrollment**

19 32. Within 60 days of this Judgment’s effective date, the District shall provide, for the
20 OAG’s review and approval, draft revised versions of its BP and AR 5116.1 compliant with
21 Education Code section 35160.5, subdivision (b). These draft revised BP and AR 5116.1 must
22 describe the steps taken by the District in calculating available seats for each school. The BP and
23 AR shall:

- 24 a) Explicitly prohibit discrimination pursuant to Education Code section 220 et seq.;
- 25 b) List all schools with additional requirements, including the screening tool for
26 Phoebe Hearst and Camellia Basic;
- 27 c) State that if there is a screening tool for elementary schools, it shall not
28 discriminate against any student based on disability or any other protected

1 category in Education Code section 200 et seq., the District shall coordinate with
2 the screening tool administrating organization to provide appropriate
3 accommodations for students with disabilities or suspected disabilities, and the
4 District shall ensure communications about a screening tool identify a District
5 point of contact for parent(s)/guardian(s) with questions about these
6 accommodations.

- 7 d) Prohibit the District and schools from using additional criteria to determine a
8 student's eligibility for Open Enrollment, including site-based forms, volunteer
9 hour commitments, and school tours;
- 10 e) Require the Board to approve an assessment of facility capacity every five years,
11 which shall be made public and approved by the Board at a regularly scheduled
12 board meeting;
- 13 f) Require the Board to approve Open Enrollment seats every year, based on
14 projected enrollment, available space, and the facility capacity assessment in
15 32(e);
- 16 g) Require the District to maintain records of seat calculation determinations for a
17 minimum of five-years;
- 18 h) Require the District to make public a preliminary list of schools with Open
19 Enrollment seats by grade on the District's website by the Monday on or following
20 January 15th for the following school year (for 2026, this is January 19) with the
21 disclaimer that the list may be updated as the District completes its enrollment
22 projection process;
- 23 i) Require the District to post on its website a sample Open Enrollment application
24 and a sample IntraDistrict Permit application;
- 25 j) Require the District to post on its website a list of documents and information
26 needed to complete the applications;
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- 1 k) State that the window to fill out and submit the Open Enrollment application
2 begins the first Monday of February and ends the last Friday of February (in 2026,
3 this window is from February 2nd to 27th);
- 4 l) Require that at the end of the Fall semester and again at least one week prior to the
5 beginning of the Open Enrollment application viewing window, which begins the
6 Monday on or following January 15th, the District provide by email and
7 ParentSquare a description of the application and selection process and the support
8 available that shall be provided in all languages that reflect those spoken by
9 students in the District;
- 10 m) Require the District to provide parent(s)/guardian(s) support and interpretation
11 services for Registration and Open Enrollment at the Enrollment Center and
12 Registration and Open Enrollment Fairs;
- 13 n) State all priorities used by the District to determine a student's Open Enrollment
14 and Schools of Choice eligibility; and
- 15 o) Require the District to post the Open Enrollment, Schools of Choice, and
16 IntraDistrict Permitting timeline and process on the District website.

17 **D. BP/AR 6170.1 (Transitional Kindergarten)**

18 33. Within 60 days of this Judgment's effective date, the District shall provide, for the
19 OAG's review and approval, draft revised versions of its BP and AR 6170.1 compliant with
20 Education Code section 35160.5, subdivision (b) which shall:

- 21 a) Explicitly prohibit discrimination pursuant to Education Code section 220 et seq.;
- 22 b) Prohibit the District from using any additional entrance criteria to determine a
23 student's eligibility; and
- 24 c) List all priorities used for the TK lottery and prohibit any priority given to
25 geographic location other than a student enrolling in their neighborhood school.
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1 **E. ConCapping BP/AR**

2 34. Within 180 days of this Judgment's effective date, the District shall provide, for the
3 OAG's review and approval, draft BP and AR addressing ConCapping which are compliant with
4 all state and federal laws. The BP and AR shall:

- 5 a) Prohibit a student from being ConCapped if the student is a foster youth, is
6 homeless, or has a disability or disabilities or an IEP/504 plan, if the services
7 provided under the IEP/504 plan would be unavailable by ConCapping the student;
8 b) Prohibit the selection of students to be ConCapped based only on the student's
9 date of registration wherein the last student to be registered is the first student to be
10 selected for ConCapping;
11 c) State that the District's ConCapping selection process shall be posted on the
12 District's website;
13 d) State that the District shall make every effort to avoid ConCapping and comply
14 with all requirements of the CBA between the District and SCTA regarding
15 ConCapping;
16 e) State that the District must identify and consider alternatives to ConCapping; detail
17 the steps that the District must take to identify alternatives to ConCapping,
18 including assessing school site physical space and if financially feasible, allowing
19 teachers to exercise their rights under the CBA to retain overages; and document
20 all alternatives considered to ensure a fair and objective process;
21 f) State that determining whether ConCapping a student(s) is necessary will occur as
22 quickly as possible and within five (5) days after levelling is completed or a
23 student is added to the school.
24 g) State that if a student has been ConCapped the previous school year, the student
25 shall not be involuntarily ConCapped again while attending the same school;
26 h) Require school sites to keep and maintain records of ConCapping determinations
27 and communications to parent(s)/guardian(s) of students who are ConCapped;
28 i) State the bases upon which a ConCapping decision may be canceled;

- 1 j) Require the school site principal, or their designee, to send written notice to the
2 parent(s)/guardian(s) of students subject to ConCapping within two (2) business
3 days of identifying the student(s) that will be Concapped in the parent’s primary
4 language. The template written notice shall be approved by the OAG and include,
5 at minimum, the details of the transfer and an offer an opportunity to meet with a
6 District representative by phone or in person within three (3) business days of
7 parent(s)/guardian(s) receipt of the ConCapping notice to determine whether
8 excessive hardships, possible alternatives, or transportation or other
9 accommodations exist; the manner in which the parent(s)/guardian(s) can request
10 the meeting; and the circumstances under which a ConCap may be canceled, if
11 any; and
- 12 k) Require that if the District determines that there are any circumstance under which
13 a ConCap decision can be canceled, it will post those reasons on its website and
14 provide those reasons in the written notice sent to all families. Any decision to
15 cancel a ConCap based on this process shall be provided in writing and maintained
16 by the District for a minimum of five (5) years.

17 **V. PROCEDURES AND PROTOCOLS**

18 **A. Registration and Open Enrollment**

19 35. Within 120 days of this Judgment’s effective date, the District shall provide, for the
20 OAG’s review and approval, a draft annual Enrollment Operations Manual for use by all school
21 site staff. The Enrollment Operations Manual shall include: key enrollment policies, timelines,
22 contact lists, FAQs, and a “Do’s and Don’ts” checklist for any communications. The Enrollment
23 Operations Manual shall state that all school site communications regarding Registration and
24 Open Enrollment shall be approved by the Deputy Chief of Schools. OAG shall review and
25 approve all annual updates to the Enrollment Operations Manual during the term of this
26 Judgment.
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1 36. During school year 2026-2027, an Instructional Assistant Superintendent or the
2 Deputy Chief of Schools shall attend every school tour held at Birney, Winn, and LdV to ensure
3 compliance with the requirements of the judgment.

4 37. Within 60 days of the Judgment's effective date, the District shall provide, for OAG
5 review and approval, a plan to provide Registration and Open Enrollment support to parents who
6 do not: have access to technology; live close to the Enrollment Center; or have the ability to visit
7 the Enrollment Center during working hours. The District shall begin implementation of the plan
8 no later than January 2026. The District shall maintain this plan throughout the Judgment,
9 although the District may ramp up and adjust the plan as needed to best address the needs of the
10 community. At minimum, the plan shall require the District to provide parents with opportunities
11 to access to District-provided computers and trained personnel support for online Registration and
12 Open Enrollment at locations proximate to District schools serving low-income students and
13 outside of regular business hours, such as during Registration and Open Enrollment Fairs. The
14 District shall hold Open Enrollment Fairs during the period of time when parents can access and
15 submit Open Enrollment applications.

16 **B. ConCapping**

17 38. Within 30 days of this Judgment's effective date, the District shall assemble a
18 ConCap Work Group, which shall include a minimum of three staff individuals from the school
19 site most affected by ConCapping and three parent(s)/guardian(s) of current District students who
20 were ConCapped.

21 39. During the entirety of the term of this Judgment,

- 22 a) The ConCap Work Group shall collect and analyze data broken down by
23 categories protected under California Education Code section 200 et seq., income
24 level, language status, and school site to assess the impact of all District
25 ConCapping policies and processes on student groups disaggregated by categories
26 protected under California Education Code section 200 et seq., income level,
27 language status, and school site. As needed, the District may also create a ConCap
28 Work Group subgroup, which will be made up exclusively of District staff, to

1 review and analyze any individualized student data and make recommendations
2 related to such assessments;

3 b) The District shall provide the ConCap Work Group with access to the results of
4 the ConCap Survey as well as appropriate, nonconfidential information and all
5 documents necessary to make its recommendations;

6 c) The ConCap Work Group shall hold a minimum of two (2) public meetings per
7 school year. There shall be two public meetings of the Work Group for the 2025-
8 2026 school year, and two public meetings for the 2026-2027 school year. The
9 District shall publish the date(s) of the ConCap Work Group public meetings 20,
10 10, and 1 day(s) before the meeting on the District's all parent(s)/guardian(s)
11 notice platforms. Within 14-days of each meeting, the District shall make a
12 summary of its meeting topics and discussions available on its website and provide
13 that summary to the OAG and the School Board at its next scheduled meeting; and

14 d) The ConCap Work Group shall present the District with recommendations for
15 inclusion in the Report described below in section IX.

16 40. During School Year 2025-2026, the ConCap Work Group shall meet twice a month to
17 study and discuss alternatives to the District's current "last in, first out" system for determining
18 which student will be ConCapped out of a school site when class sizes are exceeded. The ConCap
19 Work Group shall consider a random lottery to select which students shall be ConCapped and
20 how such a lottery would be conducted in an efficient and reliable manner, including how to
21 minimize disruption to student education and socialization, which shall include assessment of
22 how to ensure ConCapping at the beginning and during the school year occurs quickly to
23 minimize the time students spend at a school before being ConCapped out of that school. The
24 ConCap Work Group shall solicit opinions from the community through methods such as
25 surveys, listening sessions, and public meetings.

26 41. Within 120 days of this Judgment, the ConCap Work Group shall submit, for OAG
27 review and approval, a comprehensive District plan to select students for ConCapping and reduce
28 educational disruption for ConCapped students. OAG shall review this proposed plan on its face

1 for its potential ability to eliminate discriminatory disparate impact experienced by protected
2 student groups, including those protected under California Education Code section 200 et seq. and
3 foster or homeless youth status.

4 42. If the District does not approve a plan in time for School Year 2026-2027, then the
5 District shall select students for ConCapping for School Year 2026-2027 through a random
6 lottery conducted among all students of the ConCap grade who registered to attend the school for
7 the first time between June 15, 2026 and September 1, 2026, exempting students identified in
8 34(a). If class sizes are still above the maximum set by the CBA after this lottery is conducted,
9 then the District shall run a lottery among all students who have attended the school for one year
10 or less, exempting students identified in 34(a).

11 43. During School Year 2026-2027, the ConCap Work Group shall assess whether or not
12 the District's School Year 2026-2027 ConCap process had a discriminatory disparate impact on
13 any student groups protected under California Education Code section 200 et seq. and submit a
14 revised ConCap plan for School Year 2027-2028 to the OAG for review and approval.

15 44. If the District does not approve a revised ConCap plan in time for School Year 2027-
16 2028, then the District shall keep the ConCap plan for School Year 2026-2027 ConCap in place
17 during this school year.

18 45. After School Year 2027-2028, based on the ConCap Work Group's continued
19 assessments and recommendations, the District may continue to propose improvements to its
20 ConCap process for the OAG's review and approval.

21 46. The OAG must review and approve all changes to the District's ConCap policies,
22 processes, and procedures during the duration of the Judgment.

23 **C. Foster and Homeless Youth**

24 47. Within 120 days of the Judgment's effective date, the District shall identify all current
25 District ConCapped students who are foster youth or experiencing homelessness based on its
26 records. After identifying these students, the district administrator shall:

- 27 a) Immediately conduct a school of origin determination for each student and change
28 their school site assignment if necessary and desired by the student; and

1 b) Arrange for the student's transportation to their school of origin.

2 48. Within 60 days of the Judgment's effective date, to ensure that all eligible foster and
3 homeless youth are identified, the District shall send a communication, after the OAG's review
4 and approval, to all current District students who were previously ConCapped asking them to
5 inform the District if they were experiencing homelessness or were foster youth at the time of
6 ConCapping.

7 49. After OAG review and approval, the District shall offer all eligible students identified
8 in paragraphs 47 and 48, at minimum, twice-weekly tutoring services through the Foster Youth
9 Services and Homeless Education Services Programs. The District shall ensure that all interested
10 and eligible students are enrolled. The District shall continue these tutoring services throughout
11 the duration of the judgment for all interested and eligible students.

12 50. Within 60 days of identifying all students who qualify under paragraph 47 and 48, the
13 District shall provide for the OAG's review and approval 1) a plan for providing those students
14 with notification of their eligibility and 2) a draft written notice providing information about
15 available tutoring services, including how to access the services and contact information for the
16 Deputy Chief of Schools or designated individual to answer any questions. Within 30 days of the
17 OAG's approval of the plan and notice, the District shall notify all eligible individuals by email
18 and mail at their last known addresses.

19 **D. Students with Disabilities**

20 51. The District shall provide all appropriate accommodations detailed in individual
21 students' IEP or Section 504 plans during the entrance screening exam utilized for students
22 enrolling in Phoebe Hearst Elementary School and Camellia Basic Elementary School to the
23 extent those entrance screening exams continue to be required for entrance and enrollment.

24 52. Within 30 days of the Judgment's effective date, the District shall designate a District
25 administrator who will be responsible for ensuring the provision of entrance screening exam
26 accommodations for students with disabilities to the extent such examinations continue to be
27 required for entrance and enrollment.

1 53. Within 60 days of the Judgment's effective date, the District shall provide, for the
2 OAG's review and approval, draft updates of all District webpages, including school site
3 webpages, with accurate information describing entrance screening exams at each school, the
4 process for requesting accommodations, and the name and contact information of the individual
5 designated in paragraph 52. This requirement shall continue while such examination(s) continue
6 to be required for entrance and enrollment.

7 54. Within 30 days of the Judgment's effective date, the District shall submit to the OAG
8 a draft notification to the parent(s)/guardian(s) of all students who currently attend LdV, which
9 shall include:

- 10 a) An offer to assess any student for disabilities at the request of the
11 parent(s)/guardian(s); and
12 b) A request to notify the District immediately if any services detailed in the
13 student's IEP or Section 504 plan are not implemented.

14 55. With 30 days of approval of the notification by the OAG, the District shall send the
15 notification to parent(s)/guardian(s) of students who currently attend LdV.

16 56. Within 90 days of the Judgment's effective date, the District shall provide the OAG
17 with documentary evidence that all students with disabilities attending LdV are receiving the
18 services detailed in the student's IEP or Section 504 plan.

19 57. Within 30 days of the Judgment's effective date, the District shall provide the OAG
20 with access to Pearson, the system currently being used by the District, to allow the OAG to
21 assess whether the District's current kindergarten and first grade school entrance screening exam
22 discriminates against students with disabilities. Access to Pearson shall include the evaluation
23 rubric and any other mechanism used by the District to decide which students will attend Phoebe
24 Hearst Elementary School and Camellia Basic Elementary School. If OAG determines that the
25 entrance screening exam discriminates against students with disabilities, the District shall
26 discontinue the entrance screening exam. The District shall not adopt another entrance exam
27 without submitting it to OAG for review and approval.
28

1 58. The District shall provide to the OAG all information and documents related to
2 written complaints (Complaint Documentation) alleging that the District discriminated against
3 students with disabilities during the Open Enrollment process. The Complaint Documentation for
4 the first year of the Judgment shall be provided no later than 60 days after the Judgment's
5 effective date. For the remainder of the Judgment, the Complaint Documentation shall be
6 provided on a monthly basis.

7 59. If the OAG notifies the District in writing that it has determined that the District
8 denied an Open Enrollment application on the basis of disability and the reasons for such
9 determination, the District shall notify the parent(s)/guardian(s) of the student within 15 days of
10 receipt of the OAG's written determination and if the Open Enrollment lottery has not yet run,
11 place the student in the Open Enrollment lottery. If the Open Enrollment lottery has run, then the
12 District shall offer the student an alternative Open Enrollment placement, with OAG review and
13 approval of the notification and final resolution. The District shall provide the OAG with
14 evidence of the notification within 15 days.

15 **VI. PROFESSIONAL DEVELOPMENT**

16 **A. OAG Review and District Implementation**

17 60. The District shall submit all training materials used for trainings required pursuant to
18 this Judgment to the OAG for review and approval at least 60 days prior to the date of the
19 training, unless otherwise stated.

20 61. The District shall conduct all trainings within 90 days of OAG approval of training
21 materials.

22 62. The District shall submit all evidence of trainings to the OAG within 30 days of
23 conducting the training.

24 63. All trainings described in sections VI.B-D shall be given on an annual basis and
25 within 30 days of a new employee's first day of work, subject to any changes in applicable law.

26 **B. Deputy Chief of Schools Training**

27 64. Within 30 days of the Deputy Chief of Schools assuming their position, the OAG
28 shall meet to review with the Deputy Chief of Schools and the Deputy Superintendent the OAG's

findings from its investigation, the complaint, and the duties and responsibilities as outlined in paragraphs 2 and 22 of this Judgment.

C. Enrollment Dashboard Training

65. Within 90 days of the OAG's approval of the Enrollment Dashboard, the District shall provide for the OAG's review and approval training materials on the use of the Enrollment Dashboard, on the process for calculating open seats, and a list of staff whose job duties will include use of the Enrollment Dashboard.

66. The District shall train all staff who will use the Enrollment Dashboard on how to use the Dashboard.

D. Annual Trainings

67. The District shall conduct the following annual trainings:

- a) The District shall train school site principals and Instructional Assistant Superintendents on how to make enrollment projections for their school for purposes of determining potential seats available for Open Enrollment;
- b) The District shall provide for the OAG's review and approval a list of staff whose job duties involve Open Enrollment and/or Registration and train those individuals on the Open Enrollment and Registration process, including how to assist parent(s)/guardian(s) with completing the application and Open and Enrollment and Registration processes, the Enrollment Operations Manual, all related BPs and ARs, and the use of SchoolMint.
- c) The District shall provide for the OAG's review and approval a list of staff whose job duties involve ConCapping and train that staff on the process, including all related BPs and ARs, and on how to help parent(s)/guardian(s) navigate the ConCapping process; and
- d) The District shall train the Transportation Over-Enrollment Technician, the Homeless Education Services Program Coordinator, the Foster Youth Services Program Coordinator, the Director of Special Education Local Plan Area (SELPA), and school-site administrators on state and federal laws, BPs, and ARs

related to school of origin, immediate enrollment and transportation protections for foster youth and students experiencing homelessness, and protections for students with disabilities related to enrollment and registration.

E. New Hire Training

68. When hiring individuals listed in paragraphs 65-67, the District shall ensure those individuals receive copies of all relevant BPs and ARs, the Enrollment Operations Manual, and any other guidance developed by the Deputy Chief of Schools within 10 days of that new employee's starting date. Within 30 days of their start date, these individuals shall receive on-the-job training on how to implement these policies and procedures.

69. At the end of each semester, the District shall provide a list of individuals who have been hired in positions described in paragraphs 65-67, the date of hire, the date(s) of the on-the-job-training, and the name and title of the individual(s) providing the on-the-job training described in paragraph 68.

VII. COMMUNICATION AND COORDINATION BETWEEN THE DISTRICT, SCHOOL SITES, AND FAMILIES

A. Website

70. Within 120 days of the Judgment's effective date, the District shall revise and maintain its website to ensure accuracy and compliance with all BPs and ARs promulgated as a result of this Judgment.

71. Within 30 days of the Judgment's effective date, the District shall provide for OAG approval a site map of the District website.

72. Within 90 days of the Judgment's effective date, the District shall provide, for OAG approval, drafts of all District webpages related to Open Enrollment. For accessibility, the District shall ensure that the language used on the webpages is targeted for a sixth grade reading level. The webpages shall be available year-round and shall include:

- a) A sample Open Enrollment application and a sample Intradistrict Permit application, such as from the previous year, with a disclaimer that the current year's applications may be different. If an application substantially differs from

1 those used previously, then a sample of the application that will be used shall be
2 provided;

- 3 b) A list of documents and information needed to complete the applications with a
4 note that parent(s)/guardian(s) will be notified if additional information is required
5 30 days before the current year's respective applications go live;
- 6 c) A timeline of the window to view the Open Enrollment application and the
7 window to fill out and submit the Open Enrollment application;
- 8 d) When the projected Open Enrollment and seat calculations shall take place;
- 9 e) When the list of schools who have seats available for Open Enrollment shall be
10 made public on the website;
- 11 f) When Open Enrollment offers will be made;
- 12 g) When the waitlist process occurs;
- 13 h) The number of days the parent(s)/guardian(s) has/have to accept an Open
14 Enrollment offer;
- 15 i) When the IntraDistrict Permit process opens and closes; and
- 16 j) The process for mid-year enrollment after the IntraDistrict Permit process.

17 73. Within 90 days of the Judgment's effective date, the District shall provide for OAG
18 approval drafts of all LdV, Greenwood, Winn and Birney webpages related to Enrollment to
19 ensure compliance with the Judgment and state and federal laws and to ensure readability at a
20 sixth grade reading level.

21 74. Within 90 days of the Judgment's effective date, the District shall create and provide,
22 for OAG approval, drafts of all District webpages related to ConCapping, which shall include:

- 23 a) All ConCapping related timelines, including the dates by which a student must be
24 registered to avoid ConCapping;
- 25 b) The school options for where the student will be transferred to;
- 26 c) Summary of the ConCapping process;
- 27 d) Instructions on who to contact if the student is a foster youth or experiencing
28 homelessness; and

1 e) Instructions to parent(s)/guardian(s) on how to manage the ConCapping process.

2 75. For accessibility, the District shall ensure that the language used on the webpages is
3 targeted for a sixth grade reading level.

4 **B. Parent/Guardian Communications**

5 76. Within 120 days of the Judgment's effective date, the District shall provide, for OAG
6 approval, drafts and translations of the LdV, Winn, Birney, and Greenwood parent handbook that
7 comply with the Judgment, state and federal laws with respect to sections addressing Open
8 Enrollment and Registration, and readability at a sixth grade reading level.

9 77. Within 60 days of the Judgment's effective date, the District shall provide, for OAG
10 approval, drafts and translations of all template parent(s)/guardian(s) communications, including
11 emails, text messages, and communications through third-party applications, related to Open
12 Enrollment for the following situations:

- 13 a) When an application has been submitted;
14 b) When an application is missing a requirement;
15 c) When an applicant is being offered a seat and the required next steps; and
16 d) When an applicant is not being offered a seat and/or has been placed on a waitlist
17 and the applicant's options moving forward or next steps.

18 **C. Instructional Videos**

19 78. Within 120 days of the Judgment's effective date, the District shall create and submit
20 to OAG for review and approval two short (no more than five minutes each) instructional training
21 video, including translations, for parent(s)/guardian(s) on:

- 22 a) the Open Enrollment process; and
23 b) the ConCapping process.

24 79. The District shall post the two videos on its website and circulate to parents and
25 guardians by email or parent notification platform within 15 days of OAG approval. An updated
26 video, subject to the OAG's approval, will be required if these processes substantially change.

1 **VIII. SURVEY AND ADVISORY COMMITTEE**

2 80. Within 60 days of this Judgment's effective date, the District shall provide, for OAG
3 review and approval, a survey to assess parent(s)/guardian(s) experiences with Open Enrollment
4 and ConCapping. Annually, before April 1, the District shall administer the survey to all District
5 families.

- 6 a) Within 30 days of each administration of the Survey, the District shall provide the
7 OAG with the survey results, as well as proposed actions to address any issues
8 raised in the survey.

9 81. Within 90 days of this Judgment's effective date, the District shall establish an
10 advisory committee (the Open Enrollment Advisory Committee) consisting of a minimum of five
11 parents of current District students. The Open Enrollment Advisory Committee shall meet as
12 needed but at least once annually. The District shall publish the date(s) of the Open Enrollment
13 Advisory Committee meetings 20, 10, and 1 day(s) before the meeting on the District's all parent
14 and guardian notice platforms. Within 14 days of each meeting, the District shall make a
15 summary of its meeting topics and discussions available on its website and provide that summary
16 to the OAG and the School Board at its next scheduled meeting.

- 17 a) The District shall provide the Open Enrollment Advisory Committee with access
18 to the results of the Open Enrollment Survey as well as appropriate,
19 nonconfidential information and documents to make its recommendations.
20 b) The Open Enrollment Advisory Committee shall provide the District with
21 recommendations for inclusion in the Report described below in section IX.

22 **IX. ANNUAL REPORT TO THE SCHOOL BOARD**

23 82. The Deputy Chief of Schools shall prepare a report annually on Registration, Open
24 Enrollment, and ConCapping for the School Board ("Report"). The Report shall include:

- 25 a) Results of the Open Enrollment Survey and ConCap Survey and the District's
26 actions taken to address any issues raised in the surveys;
27
28

- b) The recommendations of the Open Enrollment Advisory Committee and ConCap Work Group;
- c) Analysis disaggregated (to the extent disaggregation does not result in students being identified) by student demographics of the following:
 - i. Open Enrollment applications, acceptance, eligibility, and placements;
 - ii. ConCapped students; and
 - iii. Students for whom ConCapping was canceled;
- d) School Capacity for each District School;
- e) Projected Open Enrollment seats for each District School for the next school year and the timelines by which the District may make changes for the number of Open Enrollment seats;
- f) Projected list of schools not participating in Open Enrollment; and
- g) Analysis of Enrollment Dashboard data and identification of historical patterns and trends across the District with the objective of refining enrollment projections.

83. The District shall provide a draft Report to OAG, for review and approval, annually by April 1, except for the 2025-2026 school year report which shall be provided by June 15, 2026.

84. The June 2026 report shall, at minimum, include:

- a) A discussion of methods, and the methods' feasibility, of streamlining the Open Enrollment and IntraDistrict Permitting process;
- b) A discussion of methods to increase access to the Open Enrollment process, including but not limited to, extending the Open Enrollment application period;
- c) Whether a ConCap selection based purely on a lottery is recommended in order to reduce the discriminatory disparate impact on certain student groups and the reasoning behind such a recommendation;
- d) The changes the District must make in order to concurrently run the ConCapping and teacher leveling process, as defined in the CBA, during the first 15 days of the

1 school year so that students are identified for ConCapping at the earliest
2 opportunity and to minimize disruptions; and

3 e) The best way to include the voices of the families impacted by ConCapping.

4 **X. REVIEW OF COMPLAINTS AND VERIFICATION OF COMPLIANCE**

5 85. The District shall:

6 a) Provide the OAG with continuous access to the Enrollment Dashboard and
7 SchoolMint for purposes of assessing and monitoring the District's compliance
8 with this Judgment.

9 b) On a monthly basis, provide the OAG with all documentation related to complaints
10 regarding Registration, Open Enrollment, ConCapping, IntraDistrict Permitting,
11 and transportation of students with disabilities, students experiencing
12 homelessness, and foster youth.

13 86. The OAG will review the items described in paragraph 85 (a) and 85 (b) to assess the
14 District's compliance with the applicable laws and regulations, as well as the District's own
15 policies and procedures, including but not limited to its BPs and ARs. Following its review, the
16 OAG will provide the District with its concerns, if any, in writing, along with potential corrective
17 actions to address its concerns and a reasonable timeline for sharing concerns about or
18 implementing those corrective actions. The District shall implement the OAG's corrective actions
19 according to this timeline.

20 87. Except as otherwise provided herein, the District shall substantiate its compliance
21 with the provisions of this Judgment by timely submitting to the OAG documents or information
22 sufficient to establish that it has achieved compliance within 15 days of any compliance date
23 specified in this Judgment.

24 88. The OAG may make reasonable requests for additional information or documentation
25 establishing the District's compliance with any provision of this Judgment, which the District
26 shall provide within ten days of the Attorney General's request, unless another date is agreed to in
27 writing.

1 89. To assess and monitor the District's compliance with this Judgment, the OAG shall
2 be permitted to speak with District personnel, view documents, and visit the District's schools,
3 offices, and buildings.

4 90. During the 2025-2026 and the 2026-2027 school years, the District and OAG shall
5 have monthly meetings to discuss the status of the District's compliance with this Judgment.
6 After which those meetings shall take place on a quarterly basis.

7 91. Beginning one year after the effective date of this Judgment, the OAG shall file with
8 the Court, for inclusion on the Court's public docket, annual compliance reports identifying any
9 Judgment terms with which the District has not achieved substantial compliance. Forty-five days
10 prior to filing the annual compliance report, OAG will provide the District with a draft of the
11 compliance report. The District shall then have 30 days to remedy any areas of noncompliance or
12 partial compliance before the OAG files the report with the Court.

13 **XI. TERMINATION OF JUDGMENT**

14 92. The Judgment shall be in effect for a minimum of five years. The Judgment will
15 terminate automatically five years after its effective date if, on that date, the District is in
16 substantial compliance with all of the Judgment's substantive provisions.

17 93. If, within 100 days of the date on which the Judgment would automatically terminate
18 if the District were in compliance with all of its substantive provisions, the OAG determines that
19 the District is not in substantial compliance with one or more of the Judgment's substantive
20 provisions, the OAG shall initiate a meet-and-confer process with the District and provide the
21 District with 45 days to remedy its noncompliance or partial compliance. If, at the end of those 45
22 days, the OAG determines that the District still has not achieved substantial compliance with one
23 or more substantive provision, the meet-and-confer process shall continue for another ten days,
24 during which time the OAG and the District will attempt in good faith to determine the length of
25 time by which the Judgment should be extended to allow the District to achieve compliance. If
26 the parties cannot reach agreement, the People may petition the Court for such an extension of
27 time.
28

XII. CONTINUING COURT JURISDICTION AND DISPUTE RESOLUTION

94. This Judgment shall take effect immediately upon its entry by the Court. The date of entry shall be the Judgment's effective date.

95. The Court shall retain jurisdiction over this Judgment while it remains in effect for purposes of allowing any party to the Judgment to apply to the Court for: (a) orders that may be necessary or appropriate for the interpretation or carrying out of the Judgment; (b) amending the Judgment, upon good cause shown; (c) enforcing compliance with the Judgment; or (d) for addressing or remedying any violations of the Judgment.

96. The OAG and the District may jointly stipulate to make changes, modifications, deletions, and/or amendments to the Judgment. If the parties file a joint application or motion to amend the Judgment, those amendments shall become effective upon the filing of a joint motion or application.

97. Any time limits for performance imposed by the Judgment may be extended by the mutual agreement, in writing, of the OAG and the District.

98. It is the intent of the parties to work collaboratively to address any disputes or noncompliance with this Judgment. In the event that a dispute arises—including any dispute concerning a party's noncompliance—the parties shall, prior to seeking this Court's intervention, meet-and-confer for a minimum of ten days in order to remedy the area of dispute. If the party alleging noncompliance is not satisfied with the remedy, either or both parties may seek this Court's intervention to resolve the dispute, including through a motion to enforce the Judgment.

99. Nothing in this Judgment alters the requirements which any state or federal law or regulation currently provides, or may provide in the future, greater protection than do the provisions of this Judgment.

100. Nothing in this Judgment limits the powers vested in the Attorney General by the California Constitution or state law, including Government Code section 11180 et seq., to oversee or enforce any California laws or regulations.

101. This Judgment is enforceable only by the parties. No person, entity, or class is intended to be a third-party beneficiary of the provisions of this Judgment for purposes of any

1 civil, criminal, or administrative action, and accordingly, no person, entity, or class may assert
2 any claim or right as a beneficiary of the Judgment.

3 102. If any provision of this Judgment is found unlawful, impossible, unenforceable, or
4 otherwise invalid, the OAG or the District may move the Court to amend the Judgment by
5 removing that provision.

6 **The clerk is ordered to enter this Judgment forthwith.**

7 DATED:

8 JUDGE OF THE SUPERIOR COURT

EXHIBIT A

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Deputy Chief of Schools	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Deputy Chief	FLSA:	Exempt
JOB CLASS CODE:	9928	WORK YEAR:	12 Months
DEPARTMENT:	Deputy Superintendent	SALARY:	Range 27 Salary Schedule A
REPORTS TO:	Deputy Superintendent Office	BOARD APPROVAL:	6/26/2025
		HR APPROVAL:	6/17/2025, 8/30/2023
		CABINET APPROVAL:	6/17/2025, 8/09/2023

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, the Deputy Chief of Schools is responsible for providing leadership and direction for the planning, integration, implementation of leadership development with site leaders, including but not limited to, the Instructional Assistant Superintendents, Enrollment Center, Student Hearing and Placement, and Student Support and Health Services. The incumbent works collaboratively with the Assistant Superintendents to ensure the effective operation of the academic program by delivering, managing and supporting all resources essential to increasing student achievement and providing leadership in developing, achieving and maintaining the highest quality educational programs and services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Collaborate with Chief Officers, Instructional Assistant Superintendents, Assistant Superintendents, District administrators, department personnel, and other interested parties to coordinate activities and initiatives, resolve issues and conflicts, exchange information, and ensure proper implementation and communication of curriculum and professional development activities with the appropriate instructional personnel. **E**

Participate in district-wide strategic planning, development, and evaluation with all district leaders and enable them to make effective evidence-based decisions. **E**

Collaborate with other departments to create a seamless TK-12 learning community. Create a climate of professional collaboration and sharing of best practices by establishing structures that foster shared learning, information and resource exchange across departments and schools. **E**

The Deputy Chief of Schools will work with Instructional Assistant Superintendents with a key focus on leadership development with school and district leaders. **E**

- Assess leadership capacity and develop individualized leadership goals for each principal, which includes conducting regular formal and informal evaluations to support the achievement of their performance plans and goals.
- Develop school leaders through principal leadership meetings and individual job-embedded coaching—focused on instructional leadership.

- Identify, recruit, and engage in the selection of new principals that are committed to a standard of excellence and can bring results.
- Develop a high-performing team of principals who leverage one another's strengths and support one another in achieving shared goals.
- Work with Instructional Assistant Superintendents to assess the needs of their schools through the analysis of implementation data and student outcomes and then develop goals; a targeted theory of action and action plan.
- Work with Instructional Assistant Superintendents to closely monitor school improvements and make adjustments accordingly.
- Work with Instructional Assistant Superintendents to support principals in developing site-based professional learning plans that are aligned with the district's professional learning and principal leadership goals.
- In collaboration with the Instructional Assistant Superintendent and Chief Officers, develop communication and collaboration systems that ensure a smooth flow of information, both vertically and horizontally, to enable all resources to be focused on high-priority goals for each school and ensure the sharing and implementation of best practices across schools.

The Deputy Chief of Schools will work with the Enrollment Center and lead the District's strategic efforts to identify and address inequities in student enrollment and school assignment, including registration, open enrollment and ConCap, among other areas. **E**

- Oversee research, policy development, cross-departmental coordination, and the implementation of equity-centered initiatives that ensure all students – regardless of race, income, language, or housing status – have equal access to school enrollment and placement options.
- Work closely with the Enrollment Center, Transportation Department, Special Education, Communications, Business Services, and IT/Data Services to develop coordinated and equitable systems for registration and school assignment, along with regular communication with and alignment of District supports of schools.
- Review existing District and school communications regarding registration, open enrollment, ConCap, school tours, volunteer needs as school and school fees to develop a plan for creating template communications. Develop communication protocol designed to ensure consistency and oversight of communications sent by school sites related to these topics.

Work collaboratively to manage operations in adherence to district policy, state law, and in the best interests of all children. This includes making sure that all team members are held accountable for meeting clear expectations. **E**

Foster meaningful relationships with families and community partners to provide holistic support for students under your charge within and across schools; respond to opportunities and challenges presented by an ethnically and culturally diverse community, and create a strong neighborhood structure to support all students. **E**

Partner with other Assistant Superintendents to evaluate existing programs, services, and practices to expand those that are most effective and reduce or eliminate those that are less effective. Utilize resources (e.g. professional development tools, coaching resources, vetted materials, and vendors) to provide appropriate professional development and coaching for schools/principals. **E**

Communicate and collaborate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; and model district standards of ethics and professionalism. **E**

Develop and prepare appropriate annual budgets; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines, and provide direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and

regulations. **E**

Work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staff, families, and the community. **E**

Compile, prepare, and disseminate a variety of informational reports, concepts and policy papers, status reports, studies, brochures, and material for the Board of Education, district staff, parents, and other groups in the areas of department responsibility; prepare and submit applications, contracts, and reports to funding agencies and operate a computer to input data and generate reports. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview, select employees, and recommend transfers, reassignments, termination, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

TRAINING, EDUCATION AND EXPERIENCE:

Minimum of a master's degree in education and seven years increasingly responsible for managing within a complex educational organization, as well as experience teaching urban youth and/or coaching, teaching, and mentoring educators for a minimum of five years.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; and Administrative Services Credential.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- State frameworks, curriculum, instruction, assessment, and school improvement initiatives.
- National, state, and district educational goals and standards.
- Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.
- Effective school concepts and principles.
- Educational research and evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.
- Principles of educational reform, research and evaluation program monitoring, data analysis, and reporting.
- District educational initiatives, programs, and policies.
- Educational administration, performance and project management, resource alignment, and strategic planning goals.
- District policies related to standards, assessment, accountability, planning, promotion/retention, curriculum and instruction, data access and confidentiality, and related areas.
- Large-scale student information data systems.
- State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students.
- Leadership skills, and developing and supporting a professional learning community.
- Culture, life styles, education, and social needs of ethnically diverse families.
- Research methods, report writing, and presentation.
- Effective staff development programs and strategies.
- Instructional methodologies, strategies, and curriculum standards.

- Academic accountability systems and services.
- Report writing and presentation.
- Budget preparation and control.
- School district organization, operations, and objectives.
- Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, and state frameworks.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective management principles, practices, and supervision techniques.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Design, organize, and lead a systemic change process in a large urban school district.
- Provide data and interpretation to support decisions related to the improvement of instructional and operational programs.
- Deliver high quality and high-efficacy services.
- Assist with the integration of professional learning and curriculum implementation.
- Analyze statistical data for trends and student performance in various programs, and develop strategies for student improvement.
- Keep current about related educational research, innovations, and trends, as well as applicable federal, state, and district laws, rules, regulations, and procedures.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.
- Exercise effective decision-making and problem-solving.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt a legally sound, effective course of action.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Make presentations, and exchange information in person and on the telephone; operate a computer keyboard; inspect information and prepare a variety of financial and statistical documents, records and reports; stationary position for extended periods of time; retrieve and store files; and move light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.