



**Office of Autonomous Schools**  
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Aurora, CO 80011

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SENT VIA EMAIL

September 13, 2019

**School**

Dear **School Contact**,

The purpose of this letter is to inform you of current concerns held by Aurora Public Schools regarding **School Name (SN)** and its ability to operate on a financially sound basis. Based on closely monitored daily enrollment information as provided by **SN** in the InfiniteCampus student database, **SN** enrollment has reached a maximum of 113 students against a target budget enrollment of 265 fully-enrolled students. While the final enrollment won't be officially available until after the annual October enrollment count, it is the position of APS that **SN** is unlikely to reach the contracted number of students that is the basis for the current budget.

While the District finds it doubtful that **SN** can increase enrollment to a number of students that would provide for fiscal viability, the District is willing to reasonably work with **SN** to resolve these concerns provided the parties can come to agreement as to certain conditions and benchmarks that must be met to ensure viability. To that end we request that **SN** agree to the following conditions:

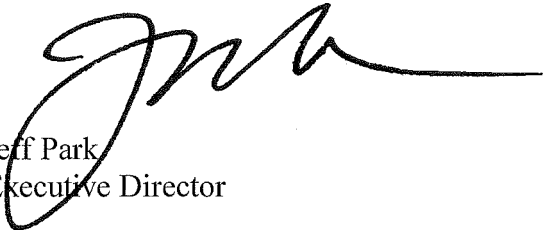
1. **SN** will enroll a minimum of 130 students, verifiable through Infinite Campus and confirmed by the APS Department of Accountability, by October 2, 2019. This minimum enrollment of 130 students must then be maintained throughout the school year, with the District monitoring **SN** enrollment numbers on a weekly basis through the month of October. Beginning in November 2019, APS will monitor enrollment on the 15<sup>th</sup> of each month.
2. Upon review of the budget submission from **SN** on September 9, 2019, there appears to be approximately \$155,000 in revenue that hasn't been secured. By October 2, 2019, **SN** will submit confirmation of the additional \$155,000.

3. By October 2, 2019, SN will provide documentation to substantiate that SN has placed in reserve the amount to be owed to APS in the event that enrollment targets are not met.
4. Following the submission of item #3, SN will submit monthly, beginning November 1, appropriate documentation to the OAS through Charter.Tools showing evidence of these reserves.
5. In addition, if SN should choose to lower its monthly funding to cap its repayment obligation beginning with its October payment, such notification must be made no later than September 20, 2019.

Please confirm your agreement with these conditions no later than 5pm on Tuesday, September 17th, 2019. Failure to address and rectify these concerns in a timely fashion would have severe negative effects on the learning environment of the students currently enrolled, and would force the District to take additional enforcement action consistent with Section 8.14 of the Charter Agreement. It is our hope that the SN Board will decide to take corrective action as set forth above.

Please contact us if you have questions regarding these concerns of the information requested above.

Sincerely,

A handwritten signature in black ink, appearing to read 'JP', with a long horizontal flourish extending to the right.

Jeff Park  
Executive Director