

**City of Baker School Board
Workshop Agenda
Special Board Meeting Agenda
Wednesday, September 16, 2026, 4:30 P.M.
School Board Office**

Monique Butler, President – Presiding

“The beautiful thing about learning is that no one can take it away from you.” - B.B. King

A special board meeting will follow the conclusion of the workshop.

Workshop Agenda-

1. Davis-Bacon Training

A. Meeting Commencement

1. Call to Order
2. Roll Call
3. Silent Meditation
4. Pledge of Allegiance

B. Welcome of Visitors

C. Recognitions

1. Introduction of Federal Program Employees.

D. Approval of Agenda (Action)

E. Action Items-The public may comment on Action Items. Public Comment is limited to 2 minutes per individual.

1. Consideration and Approval of Policy A-12A Charter Federal Programs Oversight.
2. Consideration and Approval of amendment with Ericksen Krentel for Federal Programs Financial Oversight.
3. Consideration and Approval of Settlement offer on Sedgwick Claim # C566544466-0007, and Claim # C566544466-0008 (Executive Session may be required)

F. Information Items

1. Monitoring of Federal Programs

G. Announcements

1. Date of Next Meeting – October 6, 2026

H. Adjournment (Action)



Cf: A-12, B-13, D-7, I-3

City of Baker School Board

CHARTER SCHOOL FEDERAL PROGRAMS OVERSIGHT, FISCAL DOCUMENTATION, AND COMPLIANCE

The City of Baker School Board recognizes that, when the City of Baker School System (CBSS) serves as the Local Educational Agency, fiscal agent, grantee, subrecipient, pass-through entity, or local charter authorizer for federal or state funds, the Board retains responsibility for appropriate oversight, documentation, fiscal controls, monitoring, corrective action, and compliance.

The Board further recognizes that locally authorized charter schools may receive, administer, implement, or benefit from federal or state funds awarded to or administered through CBSS. Acceptance or use of such funds requires timely documentation, fiscal accountability, programmatic evidence, and cooperation with all applicable monitoring and corrective-action requirements.

This policy shall apply to all Type 1, Type 3, Type 3B, or other locally authorized charter schools under the authority of the City of Baker School Board, to the extent consistent with Louisiana law, BESE policy, applicable federal requirements, grant terms and conditions, the applicable charter contract, and any written agreement between the parties.

Nothing in this policy shall be interpreted as assuming day-to-day operational control of a charter school. The charter operator shall retain operational authority over staffing, curriculum, instruction, vendor selection, and school operations except as otherwise provided by law, BESE policy, the charter contract, grant requirements, Board policy, or written agreement. However, when federal or state funds are awarded to, administered by, passed through, reimbursed by, or reported through CBSS, the charter operator shall comply with the documentation, review, monitoring, and corrective-action requirements established by the Board and Superintendent.

PURPOSE

The purpose of this policy is to establish a clear oversight and documentation structure for federal programs, fiscal claims, special education, English Learner services, homeless education, data reporting, fixed assets, reimbursement requests, monitoring, and corrective action involving charter schools authorized by the City of Baker School Board.

1. Protect students, public funds, public records, and public assets;
2. Establish clear documentation and review expectations for charter operators;
3. Ensure that federal and state expenditures are properly authorized, supported, allowable, allocable, reasonable, and aligned to approved budgets and program purposes;
4. Establish a consistent reimbursement and claims-review process;
5. Clarify the roles of the Superintendent, Federal Programs Director, Business Office, contracted CPA or fiscal support provider, charter operator, and other responsible personnel;
6. Ensure that documentation is available for LDOE, auditors, federal monitors, and other oversight authorities;
7. Support timely correction of missing documentation, fiscal concerns, programmatic concerns, and monitoring findings; and
8. Maintain compliance with LDOE high-risk conditions or other special conditions imposed on CBSS.

CBSS RESERVED AUTHORITY

CBSS shall retain final authority and responsibility, when applicable, over federal and state program administration for funds awarded to, administered by, passed through, reimbursed by, or reported through CBSS, including:

1. Federal and state program applications;
2. Grant budgets and budget amendments;

3. Allowability determinations;
4. Reimbursement requests and drawdowns;
5. Fiscal coding and accounting records;
6. LDOE submissions;
7. Required assurances and certifications;
8. Corrective-action plans and monitoring responses;
9. State and federal reporting;
10. Documentation standards and required file structure;
11. Review of student service data and programmatic evidence;
12. Review of procurement, invoices, payroll, inventory, and payment support;
13. Withholding, delaying, denying, or returning unsupported federal reimbursement requests; and
14. Notification to LDOE, auditors, legal counsel, or other authorities when required.

No federal reimbursement claim, drawdown, fiscal report, federal program amendment, or official compliance response involving funds administered through CBSS shall be submitted without CBSS review and approval.

CHARTER OPERATOR RESPONSIBILITIES

Each charter operator shall be responsible for the daily implementation of approved programs and services at the school level and for maintaining complete, accurate, timely, and auditable documentation.

1. Implement approved programs in accordance with applicable law, approved grant budgets, program plans, student plans, and written CBSS requirements;
2. Submit complete source documentation to CBSS by the required deadline;
3. Certify that each submission is complete, accurate, and supported by contemporaneous source records;
4. Maintain student, fiscal, payroll, procurement, program, inventory, attendance, discipline, special education, English Learner, homeless education, and related records;
5. Provide staff access, records access, and system access as reasonably necessary for CBSS, LDOE, auditors, the contracted CPA or fiscal support provider, and other authorized reviewers;
6. Correct missing, inaccurate, incomplete, or unsupported documentation within the timeline established by CBSS;
7. Cooperate with monitoring, audits, investigations, corrective actions, and LDOE requests; and
8. Promptly notify CBSS of any matter that could affect federal or state reporting, funding, student services, safety, compliance, or monitoring.

FEDERAL REIMBURSEMENT AND CLAIMS REVIEW

No federal reimbursement claim may be submitted to LDOE or processed by CBSS until the required charter operator documentation is complete, CBSS has reviewed programmatic allowability and grant alignment, fiscal/accounting review has occurred, exceptions have been resolved or documented, and the Superintendent or authorized designee has approved submission.

At minimum, each reimbursement packet shall include, when applicable:

1. Claim summary identifying program, grant year, account code, object/function code, amount, school/site, activity description, and requested reimbursement amount;
2. Approved budget line or approved amendment;
3. Programmatic justification explaining how the cost is necessary, reasonable, allocable, and connected to the approved grant activity;
4. Procurement record, including requisition, purchase order, quotes, bids, sole-source documentation if applicable, contract, vendor selection, and required approvals;
5. Invoice and receiving documentation;

6. Proof of payment, check record, EFT record, payment date, account coding, and vendor record;
7. Payroll support, including payroll register, employee list, pay dates, pay codes, time-and-effort certification or personnel activity report, contract or stipend approval, and benefit calculation support;
8. Inventory evidence, including asset tag, serial number, location, photo, inventory log, custodian, and funding source for equipment or controlled assets;
9. Charter operator certification of completeness and accuracy;
10. CBSS programmatic review;
11. Fiscal/accounting review or exception note;
12. Final CBSS approval; and
13. LDOE submission confirmation and follow-up correspondence.

If a reimbursement packet is incomplete, unsupported, not allowable, not reasonable, not allocable, not properly coded, not approved in advance when required, inconsistent with the approved grant budget, or inconsistent with applicable policy or grant requirements, CBSS may return the packet for correction, deny or delay reimbursement, withhold federal reimbursement, or require additional documentation before submission.

This policy applies to federal reimbursement and grant funds administered through CBSS. It shall not be interpreted to authorize withholding or delaying MFP, state, or local funds except as allowed by law, the charter contract, Board policy, grant requirements, or written agreement.

ROLES IN THE REVIEW PROCESS

The Superintendent may establish a written review workflow for each federal reimbursement or documentation submission. Unless otherwise directed, the review structure shall include the following roles:

Role	Primary Responsibility	Final Authority / Limits
Charter Operator	Prepares and certifies reimbursement/support packet and program evidence.	Responsible for completeness and accuracy of charter submission.
CBSS Federal Programs Director / Designee	Reviews programmatic allowability, grant alignment, required evidence, corrective action, and LDOE program requirements.	Does not waive Superintendent or Board authority.
CBSS Business Office / Contracted CPA or Fiscal Support Provider	Reviews fiscal/accounting documentation for completeness, coding, agreement to accounting records, reconciliation support, and exceptions.	Does not serve as sole or final authority for programmatic necessity, allowability, or compliance certification unless separately authorized.
Superintendent or Authorized Designee	Provides final administrative approval for submission after required reviews and resolves/escalates exceptions.	Final administrative approval; Board oversight retained.
School Board	Receives reports, adopts policy, approves contracts/budgets when required, and exercises governance oversight.	Retains governmental and fiduciary authority.

PROGRAMMATIC DOCUMENTATION

Each charter operator shall maintain programmatic documentation sufficient to demonstrate that federal and state funds were used for approved purposes and that activities were implemented as represented in grant applications, budgets, amendments, reimbursement requests, and monitoring responses.

1. Comprehensive needs assessments;
2. Schoolwide plans;
3. Intervention logs;
4. Parent and family engagement notices, agendas, sign-ins, compacts, policy distribution, and feedback;
5. Professional development agendas, sign-ins, materials, evaluations, and evidence of data-driven planning;

6. English Learner identification, screening, parent notices, services, accommodations, progress monitoring, and refusal documentation;
7. Homeless identification, referral, immediate enrollment support, transportation coordination, liaison logs, outreach, dispute documentation, and service records;
8. Foster care point-of-contact records, best-interest determinations, transportation coordination, and training records when applicable;
9. Perkins/CTE program-of-study documentation, teacher credentials, equipment inventories, photos, asset tags, and expenditure support;
10. ESSER or other recovery-fund needs assessment, evidence-based intervention documentation, implementation evidence, inventory, expenditure support, and reporting evidence;
11. CLSD or literacy implementation evidence, progress monitoring, allowable expenditure support, and required reports; and
12. Any other documentation required by law, grant award, LDOE, auditor, monitor, or CBSS.

FEDERAL PROGRAM ALLOCATION AND MONITORING

For federal programs administered through CBSS, including ESEA Titles I, II, III, and IV, Carl Perkins/CTE, IDEA, ESSER, CLSD, and other applicable programs, CBSS shall establish the approved budget, allocation, claim, reimbursement, documentation, and monitoring process. Charter operators shall provide the school-level records necessary to support allocations, expenditures, services, implementation, inventory, and outcomes. CBSS shall monitor the use of funds by school, program, budget code, object/function code, activity, and time period, and shall require correction or supplemental documentation when necessary.

SPECIAL EDUCATION / IDEA

CBSS retains LEA/public agency responsibility for IDEA oversight when CBSS is the LEA of record, including FAPE, child find, evaluations, eligibility, IEP compliance, service delivery oversight, discipline protections, state reporting, and corrective action. Each charter operator shall assist CBSS in meeting IDEA requirements for students enrolled in the charter school and shall maintain complete documentation of special education implementation.

1. Identify and refer students suspected of having disabilities in accordance with CBSS procedures;
2. Cooperate with evaluation, eligibility, re-evaluation, and pupil appraisal requirements;
3. Schedule and support IEP meetings with required participants;
4. Verify IEP accuracy before finalization;
5. Provide services as written in each IEP;
6. Maintain signed or digital service logs;
7. Maintain progress-monitoring evidence aligned to IEP goals;
8. Document missed services and corrective or compensatory services;
9. Provide FBA, BIP, discipline, suspension, expulsion, manifestation determination, and change-of-placement records when applicable;
10. Notify CBSS within twenty-four hours of any removal, suspension, expulsion, manifestation determination issue, potential change of placement, or failure to provide IEP services; and
11. Submit required IDEA evidence to CBSS monthly or as otherwise directed.

ENGLISH LEARNER SERVICES

Each charter operator shall identify, serve, document, and report English Learner needs under CBSS oversight when CBSS is responsible for applicable reporting or program compliance. The charter operator shall maintain Home Language Surveys, screening and identification documentation, LIEP or service documentation, parent notifications, parent refusal documentation, service logs, accommodations, progress monitoring, EL-certified oversight documentation when applicable, and data verification/correction records.

HOMELESS EDUCATION / MCKINNEY-VENTO

Each charter operator shall promptly identify and support students experiencing homelessness and shall coordinate with the CBSS Homeless Liaison. Notification to or review by CBSS shall not delay or condition immediate enrollment.

1. Identify possible homeless students through enrollment, staff referral, family/student disclosure, attendance patterns, or outreach;
2. Promptly notify the CBSS Homeless Liaison and submit required referral/intake documentation;
3. Ensure students are enrolled and served without delay while documentation, residency, or dispute matters are resolved;
4. Coordinate school stability, transportation, supplies, academic supports, and referrals with the CBSS Homeless Liaison;
5. Maintain liaison logs, outreach records, transportation requests, dispute records, and service documentation; and
6. Submit required monthly evidence to CBSS.

Transportation to the school of origin shall be coordinated by CBSS and the charter operator as required by applicable law, with cost responsibility and reimbursement handled consistent with the charter contract, applicable federal and state law, and any written determination or agreement required for the student.

DATA REPORTING, RECORDS, AND ACCESS

Each charter operator shall maintain accurate, timely, and auditable student, personnel, program, fiscal, attendance, discipline, special education, English Learner, homeless education, assessment, and other required data.

1. Provide SIS, EdLink, PEP, TSDL, attendance, discipline, EL, SPED, homeless, and program records according to CBSS timelines;
2. Correct data errors within the timeline required by CBSS or LDOE;
3. Submit monthly data certifications identifying known errors, corrections made, and unresolved issues when required;
4. Maintain records in a manner that permits timely inspection and production;
5. Provide CBSS, LDOE, auditors, the contracted CPA or fiscal support provider, and other authorized reviewers access to records needed for monitoring, claims review, audits, investigations, or corrective action; and
6. Retain records according to applicable federal law, state law, grant terms, CBSS policy, and any litigation, audit, investigation, or monitoring hold.

Records containing protected student information shall be handled in accordance with FERPA and applicable Louisiana student-data privacy law.

FIXED ASSETS AND INVENTORY

Each charter operator shall maintain a complete and current inventory of equipment, technology, supplies, curriculum materials, and other assets purchased with federal, state, local, or public funds, as required by law, grant terms, charter contract, lease, Board policy, or written agreement.

For equipment and controlled assets purchased with federal funds or submitted for federal reimbursement, the charter operator shall maintain, at minimum, purchase order, invoice, proof of payment, receiving documentation, asset tag, serial number, description, funding source, school/site location, room/location, custodian, current photograph when requested, inventory log update, missing/damaged/transferred/disposed asset report when applicable, and disposition documentation when applicable.

Equipment purchased with federal funds shall be managed in accordance with applicable federal equipment-management, use, inventory, and disposition requirements. CBSS retains all rights and oversight authority necessary to ensure compliance with federal grant requirements and LDOE special conditions.

HIGH-RISK OVERSIGHT SAFEGUARDS

When CBSS is subject to a high-risk designation, fiscal-risk designation, corrective-action requirement, special condition, LDOE monitoring condition, or similar oversight requirement, the Superintendent or designee shall implement enhanced safeguards. These safeguards may include, but are not limited to:

1. Monthly compliance review of fiscal, programmatic, IDEA, EL, homeless, data, HR, inventory, and corrective-action evidence;
2. Pre-submission review of reimbursement packets and supporting documentation;
3. Exception logs identifying missing documents, coding concerns, unsupported costs, unresolved questions, and deadlines for correction;
4. Monthly high-risk status reporting to the Superintendent and Board or Board leadership, as appropriate;
5. Written corrective-action plans with assigned owners, timelines, and evidence of completion;
6. Quarterly deep-dive review of high-risk samples, reimbursement packets, service logs, data accuracy, inventory, and unresolved findings;
7. Annual review of program implementation, fiscal support, student service documentation, data reporting, inventory, and record retention;
8. Targeted reviews triggered by complaints, missing documentation, fiscal concerns, service-delivery concerns, LDOE requests, audit findings, data errors, student risk, or other compliance concerns; and
9. Central tracking of documentation status, owner, deadline, evidence location, LDOE submission, and closure status.

High-risk reporting shall not be limited to routine financial reports. Reports may include federal and restricted fund activity, significant variances, internal-control concerns, questioned costs, unresolved monitoring findings, corrective-action progress, reimbursement status, documentation exceptions, and any LDOE-established high-risk indicators.

CORRECTIVE ACTION

When CBSS identifies a concern, missing documentation, unsupported expenditure, programmatic issue, fiscal concern, data error, student-service issue, or monitoring exception, CBSS may issue a written corrective-action notice.

The notice may identify the concern, required corrective action, evidence required, responsible party, deadline, consequence of noncompliance, and any required follow-up review. The charter operator shall acknowledge receipt within two business days unless a shorter timeline is required due to student service, safety, fiscal, or legal risk. The charter operator shall submit corrections within ten business days unless CBSS sets a different deadline in writing.

Repeated or unresolved noncompliance may result in increased monitoring, denial or withholding of federal reimbursement, suspension of spending authority for applicable federal funds, LDOE notification, contract remedies, recommendation for Board action, or other action permitted by law, Board policy, grant requirements, or charter contract.

REQUIRED MEETINGS AND COMMUNICATION

CBSS may require regular meetings with charter operators to review federal programs, fiscal claims, IDEA/SPED compliance, EL services, homeless education, data reporting, inventory, corrective actions, and LDOE monitoring requirements. Meetings may include Federal Programs Check-In, Fiscal Claims Review, IDEA/SPED Compliance Review, EL/Homeless/Data Review, Quarterly Charter Compliance Meeting, corrective-action meetings, and any targeted meeting required by CBSS, LDOE, an auditor, or legal counsel.

Meeting records shall include, when applicable, agenda, attendance, notes, action items, responsible parties, deadlines, and evidence locations.

SUBMISSION METHOD AND DOCUMENTATION STANDARDS

All official submissions shall be uploaded to the CBSS-designated shared drive, document system, or other designated platform and confirmed by email. Emails transmitting compliance documents shall identify the program, school, month or period, responsible charter contact, and whether the submission is an original submission, correction, or resubmission.

All documentation shall be complete, accurate, dated, legible, and tied to the relevant student, employee, vendor, asset, activity, grant, budget code, and time period. CBSS shall maintain a central compliance tracker showing status, owner, deadline, and evidence location for each required item.

RELATIONSHIP TO CHARTER CONTRACTS AND OTHER AGREEMENTS

This policy shall be read together with the applicable charter contract, facility lease, cooperative endeavor agreement, memorandum of understanding, federal program agreement, service agreement, and any other written agreement between the charter operator and the City of Baker School Board.

For charter contracts already in effect at the time this policy is adopted, this policy shall not be interpreted to amend, impair, or supersede the existing contract unless required by law, required by grant terms or LDOE special conditions, incorporated by the contract, incorporated by Board-approved charter policy applicable to the contract, or agreed to in writing by the parties.

In the event of a direct conflict between this policy and an existing charter contract, lease, or written agreement, the contract, lease, or written agreement shall control unless a contrary requirement is imposed by law, BESE policy, federal grant requirements, or LDOE special conditions applicable to funds administered by CBSS.

SUPERINTENDENT AUTHORITY

The Superintendent shall be responsible for implementing this policy and may designate appropriate district staff, consultants, legal counsel, auditors, contracted CPA or fiscal support providers, or other professionals to assist with review, monitoring, documentation, fiscal review, corrective action, reporting, investigation, and communication with LDOE or other oversight authorities.

The Superintendent may develop administrative procedures, reporting calendars, claim-packet templates, file-naming conventions, monitoring tools, certification forms, corrective-action forms, reimbursement checklists, and communication protocols necessary to implement this policy.

LEGAL COMPLIANCE

Nothing in this policy shall be interpreted to waive any right, authority, immunity, remedy, or responsibility of the City of Baker School Board under Louisiana law, federal law, BESE policy, Board policy, the charter contract, grant requirements, LDOE special conditions, or any other applicable agreement.

Proposed New Policy: September 2026

Ref: La. Rev. Stat. Ann. §§17:3971 et seq., 17:3983, 17:3991, 17:3995, 17:3996; 20 U.S.C. §1400 et seq.; 20 U.S.C. §6301 et seq.; 42 U.S.C. §11431 et seq.; 2 C.F.R. Part 200, including §§200.302, 200.303, 200.313, 200.332, 200.334, and 200.403; 34 C.F.R. Part 300; Louisiana Administrative Code, Title 28, Part CXXXIX, Bulletin 126; applicable charter contracts and federal grant terms.

AMENDMENT — ENGAGEMENT TERMS RELATING TO THE FINANCIAL GOVERNANCE AND BUSINESS MANAGEMENT AGREEMENT

September 1, 2026

Between: City of Baker School Board ("District") and Ericksen Krentel, L.L.P. ("EK")

Re: School District Financial Governance and Business Management Agreement adopted [DATE] (the "Governance Agreement")

This side letter records the terms on which EK acknowledges the Governance Agreement. It supplements the executed engagement letter between the District and EK dated April 15, 2026 for the period July 1, 2026 through June 30, 2027 (the "Engagement Letter"). It is an agreement between the District and EK and is not part of the Governance Agreement.

1. Engagement Letter governs EK's services

EK's services are performed under, and subject to all terms and limitations of, the Engagement Letter, including its provisions on scope, professional standards, management responsibilities, financial statement use, confidentiality, limitation of responsibility, dispute resolution, governing law, and termination.

The Governance Agreement describes governance roles and the District's control structure. It does not modify the Engagement Letter. If any provision of the Governance Agreement conflicts with the Engagement Letter as to the nature, scope, standards, or limitations of EK's services, the Engagement Letter controls.

No provision of the Governance Agreement expands EK's scope of services absent a written amendment to the Engagement Letter signed by both parties.

2. Nature of EK's services

EK's services are consulting services performed in accordance with AICPA Consulting Services Standards (CS Section 100). They do not constitute an audit, review, examination, agreed-upon procedures engagement, compilation, or any other attest or assurance engagement, and neither party will represent them as such.

Fiscal documentation review (Governance Agreement §X, Step 3). EK's review confirms that reimbursement packets contain the documentation District procedure requires, that expenditures agree to the accounting records, and that coding is consistent with the chart of accounts and approved grant budget, and reports exceptions to the District. That review:

- is not a determination of allowability, allocability, reasonableness, or programmatic necessity;
- is not federal compliance monitoring, subrecipient monitoring, program monitoring, or Single Audit compliance administration;
- provides no assurance that expenditures comply with federal or state program requirements; and
- is not designed to detect fraud, error, or noncompliance, and EK does not assume responsibility for their discovery.

Reporting obligations. Where the Governance Agreement requires EK to report deficiencies, risks, or material events, that obligation is to report matters that come to EK's attention in performing its services. It does not create an obligation to search for, investigate, or detect such matters.

Internal control. Design, implementation, and operation of internal control is the responsibility of District management. EK recommends controls and reports deficiencies observed. EK's review of transactions it recorded or prepared is not an independent review, and the District acknowledges that management review and approval is the compensating control for that condition.

3. Financial statements and reports

Financial statements and reports EK prepares are prepared from the District's accounting records without audit, review, or other assurance. Where the District distributes them to third parties, including LDOE, the District does so as District records and remains responsible for the representations they contain.

To the extent the District requires financial statements prepared under SSARS for external distribution, that will be addressed in a separate written engagement.

4. Non-reliance

EK's services and work product are provided for the District's use. No third party — including LDOE, BESE, the Louisiana Legislative Auditor, federal agencies, federal program monitors, grantors, or the District's independent auditor — is an intended beneficiary of EK's services or may rely on EK's work product as assurance regarding the District's financial statements, internal control, or compliance with federal or state requirements.

The District may share EK's work product with oversight agencies as District records.

5. Responsible CPA designation

EK will designate a Responsible CPA under Governance Agreement §III. The designation establishes professional responsibility within EK for the services EK performs. The designated individual acts solely as an employee of EK and does not become a District employee, officer, or agent, and does not accept any governmental, statutory, or administrative authority of the District.

The District is responsible for confirming with LDOE the qualification requirements applicable to the District's business-management function. Neither EK nor the designated individual represents that the designation satisfies any qualification applicable to a school business administrator. EK's execution of the Responsible CPA acknowledgment is conditioned on the District providing written confirmation of the applicable LDOE requirement.

6. Additional scope and fees

The following are additional to the services in the Engagement Letter:

- the fiscal documentation review under Governance Agreement §X, Step 3;
- the written monthly financial report under Governance Agreement §XII; and
- the quarterly financial governance review under Governance Agreement §XIII.

These will be documented by written amendment to the Engagement Letter. The fee for the additional scope is \$2,000 per month, effective 09/01/2026. EK has no obligation to perform the additional services until that amendment is executed.

If the volume or complexity of the reimbursement review exceeds the assumptions underlying that fee, the parties will meet to adjust it.

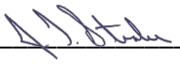
7. Term

This side letter is effective on the date of the last signature below and continues while the Engagement Letter remains in effect. It terminates automatically upon termination or expiration of the Engagement Letter. EK's acknowledgment of the Governance Agreement terminates at the same time.

8. Governing terms

Governing law, jurisdiction, and dispute resolution are as set forth in the Engagement Letter.

CITY OF BAKER SCHOOL BOARD

Signature: 
Name: JT Stroder Title: Superintendent Date: 9/1/2026

ERICKSEN KRENTEL, L.L.P.

Signature: 
Name: Tani Budde Title: Partner Date: 09/01/2026

SCHOOL DISTRICT FINANCIAL GOVERNANCE AND BUSINESS MANAGEMENT AGREEMENT

BETWEEN THE SCHOOL BOARD, SUPERINTENDENT, AND CONTRACTED CPA FIRM

School District: City of Baker School System

School Board: City of Baker School System

Superintendent: J.T. Stroder

CPA Firm: Ericksen Krentel, L.L.P.

Responsible CPA: Tani Budde CPA

Effective Date: 9/1/2026

I. PURPOSE

This School District Financial Governance and Business Management Agreement ("Governance Agreement") establishes the governance framework under which Ericksen Krentel, L.L.P. ("CPA Firm") performs the District's business-management and financial-management functions.

The parties acknowledge that the District does not maintain a District-employed business manager or separately employed Chief Financial Officer responsible for the District's business-management function. The CPA Firm currently performs the District's business-management function through its professional personnel.

This Financial Governance Agreement is intended to:

1. Establish clear responsibility for the District's financial-management function;
2. Identify the qualified CPA responsible for the CPA Firm's performance of that function;
3. Establish the relationship among the School Board, Superintendent, and CPA Firm;
4. Preserve the School Board's governmental and statutory authority;
5. Establish financial reporting and accountability requirements;
6. Establish appropriate internal-control expectations;
7. Support compliance with applicable BESE and LDOE requirements;
8. Establish enhanced oversight appropriate for a District subject to fiscal-risk or high-risk monitoring; and
9. Prevent ambiguity concerning responsibility for the District's financial-management operations.

This Governance Agreement describes governance roles and responsibilities. The CPA Firm's professional services are performed under a separate executed engagement letter between the District and the CPA Firm.

II. GOVERNANCE PRINCIPLE

The parties expressly recognize three separate levels of responsibility:

A. School Board — GOVERNANCE AND LEGAL AUTHORITY. The School Board retains all governmental, statutory, policy-making, fiduciary, and oversight authority vested in the Board by Louisiana law, BESE requirements, and District policy.

B. Superintendent — ADMINISTRATIVE OVERSIGHT. The Superintendent is responsible for administrative oversight of the District's financial-management function and for ensuring that the Board's policies and directives are implemented.

C. CPA Firm — PROFESSIONAL BUSINESS MANAGEMENT. The CPA Firm performs the District's day-to-day business-management and financial-management functions as set forth in the executed engagement letter.

The CPA Firm performs those functions through qualified professional personnel and under the direction and professional responsibility of the Responsible CPA identified in this Governance Agreement.

III. RESPONSIBLE CPA

The CPA Firm identifies one individual as the professional responsible for overseeing the CPA Firm's performance of the District's business-management function.

- Responsible CPA: Tani Budde
- Louisiana CPA License Number: CPA.0028769
- License Status: Active

The Responsible CPA serves as the CPA Firm's designated professional for the District's business-management engagement and as the primary professional contact for the Superintendent and School Board.

The Responsible CPA is an employee of the CPA Firm and is not a District employee, officer, or agent. The designation establishes professional responsibility within the CPA Firm for the services the CPA Firm performs.

The District maintains documentation of the Responsible CPA's professional qualifications.

IV. NO SEPARATE DISTRICT BUSINESS MANAGER

The parties expressly acknowledge that:

1. The District does not employ a separate business manager;
2. The District does not employ a separate CFO performing the business-management function;
3. The CPA Firm performs the District's business-management function. References to the "Business Office" in District process documentation, workflows, and submissions mean the CPA Firm acting in that capacity;
4. The Responsible CPA is the qualified professional responsible for the CPA Firm's performance of that function; and

5. The School Board and Superintendent retain governmental and administrative accountability that cannot be transferred by contracting for professional services.

Nothing in this Governance Agreement creates a District employment position that does not otherwise exist.

V. CPA FIRM BUSINESS-MANAGEMENT RESPONSIBILITY

The CPA Firm performs the District's business-management functions as set forth in the executed engagement letter, including:

Financial Accounting — General ledger; fund accounting; accounts payable; accounts receivable; cash management; bank reconciliations; payroll accounting support; revenue accounting; expenditure accounting; preparation of financial statements; and financial record maintenance.

Budget Management — Annual budget preparation assistance; budget monitoring; budget-to-actual analysis; revenue and expenditure projections; budget amendments; year-end projections; and identification of projected deficits or material variances.

Financial Reporting — Monthly financial statements; budget-to-actual reports; cash-position reports; fund-balance reports; accounts payable and receivable reports; grant financial reports derived from the accounting records; annual financial reporting; and preparation of submission support for LDOE financial reporting.

Financial statements and reports are prepared from the District's accounting records. They are not audited or reviewed by the CPA Firm; the District's independent auditor performs the annual audit. District management reviews and approves reports prepared for submission to LDOE and other external parties, and the District makes those submissions.

VI. SCHOOL BOARD GOVERNANCE RESPONSIBILITIES

The School Board retains responsibility for governance and oversight, including:

1. Adopting the annual District budget;
2. Approving budget amendments when required;
3. Establishing financial policies;
4. Approving expenditures and contracts as required;
5. Approving debt and financing;
6. Establishing appropriate fiscal controls;
7. Receiving and reviewing financial reports;
8. Monitoring the District's financial condition;
9. Addressing material financial risks;
10. Reviewing audit findings; and
11. Ensuring that appropriate corrective action is taken.

The School Board does not delegate governmental authority to the CPA Firm by delegating financial-management functions.

VII. SUPERINTENDENT RESPONSIBILITIES

The Superintendent shall:

1. Provide administrative oversight of the CPA Firm;
2. Ensure that financial reports are presented to the Board;
3. Review material financial risks;
4. Monitor compliance with Board financial policies;
5. Direct corrective actions within administrative authority;
6. Ensure that Board directives are implemented;
7. Coordinate with the Responsible CPA concerning District financial matters; and
8. Notify the School Board of material financial concerns.

The Superintendent has authority to request additional financial analysis, documentation, and reports from the CPA Firm.

VIII. RESPONSIBLE CPA DUTIES

The Responsible CPA provides professional oversight of the CPA Firm's performance of the District's business-management function, and shall:

1. Oversee the District's financial-management engagement;
2. Ensure that qualified CPA Firm personnel perform assigned financial functions;
3. Review significant financial reports prepared by the CPA Firm;
4. Advise the Superintendent concerning material financial conditions;
5. Report material financial risks;
6. Recommend internal controls and report control deficiencies observed;
7. Assist the District in responding to audits and governmental monitoring;
8. Assist with the accounting and financial reporting components of LDOE requirements;
9. Assist the District in developing the financial components of corrective-action plans;
10. Provide continuity of financial-management services; and
11. Serve as the primary professional contact concerning the District's business-management function.

IX. INTERNAL CONTROL GOVERNANCE

District management is responsible for the design, implementation, and operation of the District's system of internal control over financial reporting and federal awards. The CPA Firm recommends controls and reports control deficiencies it observes.

The internal-control structure addresses segregation of duties; authorization of expenditures; purchasing controls; cash receipts; cash disbursements; payroll; bank reconciliations; journal entries; credit cards; fixed assets; inventory; federal funds; restricted funds; and financial reporting.

Segregation of duties and compensating controls. Because the CPA Firm records transactions, maintains the general ledger, and prepares payments, complete segregation of duties within the accounting function is not achievable under the District's current structure. The District has established the following compensating controls:

1. District management authorizes all expenditures before the CPA Firm records or processes them;
2. District management reviews and approves all payment runs before payments are released;
3. The District maintains custody of all cash and checks received and performs all deposits;
4. The District processes payroll internally;
5. District management reviews monthly financial reports, bank reconciliations, and budget-to-actual results; and
6. The Superintendent and School Board review financial condition quarterly under Section XIII.

The CPA Firm's performance of multiple financial functions does not eliminate the District's obligation to maintain appropriate oversight.

X. FEDERAL AND RESTRICTED FUNDS

The District is responsible for ensuring that federal, state, restricted, and other designated funds are used only for authorized purposes. Financial activity is properly authorized, properly documented, properly coded, consistent with the approved budget, and supported by appropriate documentation.

Allocation of responsibility. The District, with the support of Helix Community Schools, determines allowability, allocability, reasonableness, and programmatic necessity, and performs federal compliance monitoring, subrecipient monitoring, and program monitoring. Helix Community Schools is responsible for programmatic administration of federal and restricted programs, including implementation of approved activities, maintenance of program documentation, and certification that expenditures support approved objectives. The CPA Firm maintains the accounting records for federal and restricted fund activity and performs the fiscal documentation review described below.

Reimbursement review workflow. The parties have adopted the following process for federal and restricted fund reimbursement requests:

Step 1 — Helix Community Schools. Prepares the reimbursement documentation and certifies that the expenditures support approved program objectives and are necessary to achieve approved program outcomes.

Step 2 — CBSS. Reviews programmatic allowability and alignment with the approved grant award, budget, and program requirements, and determines whether the expenditures are allowable and allocable.

Step 3 — CPA Firm. Performs a fiscal documentation review of the reimbursement packet, consisting of:

- confirming the packet contains the supporting documentation required by District procedure, including purchase orders, invoices, proof of payment, and payroll support;
- agreeing the expenditures to the District's accounting records;
- confirming account coding is consistent with the District's chart of accounts and the approved grant budget; and
- reporting to the Superintendent and designated District personnel any items that are incomplete, unsupported, or inconsistent with the accounting records.

Step 4 — CBSS. Resolves items reported by the CPA Firm, makes all final programmatic and fiscal determinations, approves the reimbursement request, and submits it to LDOE.

The School Board and Superintendent retain ultimate responsibility and accountability for ensuring expenditures are authorized and compliant with applicable laws, regulations, grant requirements, and Board policies, and for all certifications and representations made to LDOE and federal agencies.

The CPA Firm coordinates with District program administrators and Helix Community Schools concerning the accounting treatment of federal and restricted funds. Such coordination does not diminish the governance authority of the School Board or the administrative authority of the Superintendent.

XI. LDOE AND BESE COMPLIANCE

The District is responsible for compliance with applicable BESE and LDOE requirements.

The CPA Firm provides the accounting and financial-management services described in the engagement letter to assist the District in meeting those requirements.

The District maintains documentation identifying the Responsible CPA and that individual's professional qualifications. The District will confirm with LDOE the qualification requirements applicable to the District's business-management function and whether the Responsible CPA designation satisfies those requirements, and will update this Governance Agreement if LDOE identifies a different or additional requirement.

XII. FISCAL-RISK AND HIGH-RISK OVERSIGHT

The parties acknowledge that CBSS has been designated a High-Risk Local Educational Agency (LEA) and that the District requires fiscal monitoring and oversight measures beyond routine financial reporting. CBSS, Helix Community Schools, and the CPA Firm each perform the responsibilities allocated to them in this Agreement in support of that objective.

Monthly financial reporting. The CPA Firm provides the Superintendent and School Board with a written monthly financial report, prepared from the District's accounting records, addressing:

1. Budget-to-actual activity;

2. Cash position;
3. Fund balances;
4. Significant variances;
5. Accounts payable;
6. Accounts receivable;
7. Projected year-end financial position;
8. Federal and restricted-fund activity recorded in the accounting records; and
9. Material accounting or internal-control matters observed.

Compliance monitoring and corrective action. CBSS, with the support of Helix Community Schools, evaluates monitoring findings and questioned costs, tracks corrective-action progress, and reports against the high-risk monitoring indicators established by LDOE. The CPA Firm provides the accounting records, schedules, and financial information necessary to support those activities.

When the CPA Firm observes fiscal deficiencies, unsupported expenditures, internal-control weaknesses, or accounting matters requiring attention, it promptly notifies the Superintendent and may recommend corrective actions. The Superintendent ensures that corrective actions are implemented and reported to the School Board.

Helix Community Schools cooperates with the District and the CPA Firm by providing documentation, expenditure support, program reports, certifications, and other records necessary to support the District's compliance reviews, monitoring activities, and corrective-action efforts.

The Superintendent provides periodic updates to the School Board regarding High-Risk LEA status, corrective-action progress, compliance concerns, monitoring activities, and fiscal-risk indicators. Such updates are documented in Board records.

For any finding, exception, recommendation, or corrective action issued by the Louisiana Department of Education, Louisiana Legislative Auditor, independent auditors, federal program monitors, or other authorized oversight agencies, the District maintains written corrective-action plans, implementation timelines, assigned responsibilities, and supporting documentation demonstrating progress toward resolution.

The School Board retains ultimate governance responsibility for ensuring that fiscal risks are appropriately addressed and that corrective actions are implemented. Nothing in this Agreement transfers the School Board's fiduciary responsibilities or the Superintendent's administrative authority to the CPA Firm.

XIII. QUARTERLY FINANCIAL GOVERNANCE REVIEW

At least quarterly, the Superintendent, School Board leadership, and Responsible CPA review the District's financial condition, addressing financial position; cash flow; budget performance; fund balance; revenue and expenditure projections; outstanding liabilities; audit findings; internal controls; federal funds; corrective actions; and fiscal-risk indicators.

The review is documented in the District's official records.

XIV. AUDIT AND GOVERNMENTAL MONITORING

The CPA Firm cooperates with the Louisiana Department of Education; the Board of Elementary and Secondary Education; the Louisiana Legislative Auditor; independent auditors; federal agencies; federal program monitors; and other authorized governmental oversight entities.

The CPA Firm assists the District in responding to requests for financial records and documentation. The District makes all responses to oversight agencies.

The Responsible CPA participates in meetings with governmental oversight agencies when requested by the District.

XV. MATERIAL FINANCIAL EVENTS

The CPA Firm promptly notifies the Superintendent of material events that come to its attention, including projected budget deficits; significant cash-flow problems; material unauthorized expenditures; material internal-control deficiencies; suspected misuse of public funds; significant audit issues; federal grant compliance concerns; material accounting errors; or other conditions that could materially affect the District's financial condition or compliance status.

The Superintendent determines whether the matter requires immediate notification to the School Board, legal counsel, LDOE, auditors, or another governmental authority.

Nothing in this section limits any mandatory reporting obligation imposed by law on either party.

XVI. RECORDS AND TRANSPARENCY

District financial records remain the property of the District.

The CPA Firm maintains District records in a manner that permits the District and authorized governmental agencies to obtain timely access.

The District has reasonable access to its general ledgers; financial statements; bank reconciliations; supporting documentation; budget records; grant records; and other District financial records. The CPA Firm's internal workpapers and quality-control documentation are records of the CPA Firm.

The parties acknowledge that District records may be subject to the Louisiana Public Records Law.

XVII. BOARD OVERSIGHT OF THE CPA FIRM

The School Board periodically reviews whether the CPA Firm is adequately performing the business-management function, considering accuracy; timeliness; compliance; internal controls; audit results; LDOE monitoring; responsiveness; financial reporting; corrective actions; and performance of the Responsible CPA.

The Board may require corrective action when deficiencies are identified.

XVIII. CHANGE IN RESPONSIBLE CPA

If the Responsible CPA leaves the CPA Firm, loses an applicable professional qualification, becomes unable to perform the responsibilities described herein, or is otherwise replaced, the CPA Firm promptly notifies the Superintendent.

The CPA Firm identifies a replacement individual whose qualifications are documented before that individual assumes responsibility for the District's business-management function.

The District updates its records and any applicable LDOE documentation accordingly.

XIX. GOVERNANCE ACCOUNTABILITY MATRIX

Function	School Board	Superintendent	CPA Firm / Responsible CPA
Adopt annual budget	Approve	Recommend/Implement	Prepare/Advise
Budget amendments	Approve when required	Recommend	Prepare/Analyze
Financial statements	Review	Review	Prepare from accounting records
Cash custody and deposits	Oversight	Administer	None
Cash management	Oversight	Oversight	Record and report
Bank reconciliations	Oversight	Review	Perform
Expenditure authorization	Approve as required	Authorize	Record after authorization
Expenditure accounting	Oversight	Administrative review	Perform
Payroll processing	Oversight	Perform	Accounting support
Federal financial accounting	Oversight	Administrative oversight	Record and report
Allowability and allocability determinations	Oversight	Determine, with Helix support	None
Reimbursement documentation review	Oversight	Final review and approval	Fiscal documentation review (\$X, Step 3)
Federal grant compliance monitoring	Oversight	Perform, with Helix support	Provide accounting records
Internal controls	Establish policy	Design, implement, operate	Recommend and report deficiencies
Audit response	Oversight	Coordinate and respond	Assist
LDOE financial reporting	Oversight	Review, approve, submit	Prepare submission support
Corrective action	Oversight	Implement and monitor	Assist with financial components
Financial-risk reporting	Receive/Review	Receive/Act	Prepare
Contract/procurement approval	Board authority	Administrative authority	Process approved transactions
High-Risk LEA oversight	Governance oversight	Administrative oversight and implementation	Financial reporting support

Function	School Board	Superintendent	CPA Firm / Responsible CPA
Risk identification and escalation	Review and direct action	Receive and act	Identify and report
Governmental authority	Retained by Board	Retained by Superintendent	None

XX. GOVERNANCE PRINCIPLE REGARDING ACCOUNTABILITY

The parties expressly acknowledge that outsourcing the District's business-management function does not outsource the School Board's governmental accountability.

The CPA Firm is responsible for performing the professional financial-management functions assigned to it. The Superintendent is responsible for administrative oversight. The School Board remains responsible for governance, policy, statutory authority, and oversight.

For purposes of federal programs, restricted funds, and High-Risk LEA oversight, the CPA Firm provides accounting expertise, financial reporting, and the fiscal documentation review described in Section X. Helix Community Schools provides programmatic implementation, documentation, and certification. The Superintendent and School Board retain final authority and accountability for governance, compliance, approval of expenditures, and financial stewardship on behalf of the District.

This allocation ensures that the District maintains a clear chain of accountability while utilizing a CPA firm to perform the District's business-management function.

XXI. EFFECTIVE GOVERNANCE DOCUMENT

This Governance Agreement is adopted by formal action of the School Board and maintained as part of the District's financial-governance records.

The Superintendent ensures that the Governance Agreement is reviewed periodically and updated when there is a material change in LDOE or BESE requirements; District financial structure; CPA Firm responsibilities; Responsible CPA; internal-control structure; fiscal-risk status; or applicable law or regulation.

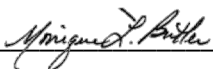
XXII. ADOPTION

ADOPTED BY THE GOVERNING AUTHORITY OF THE CITY OF BAKER SCHOOL SYSTEM

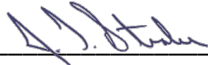
Resolution/Action No.: Board Motion

Date Adopted: 8/19/2026

SCHOOL BOARD

President:  Name: Monique Butler Date: 9/1/2026

SUPERINTENDENT

Signature:  Name: JT Stroder Date: 9/1/2026

CPA FIRM ACKNOWLEDGMENT

The CPA Firm acknowledges the governance responsibilities and professional responsibilities established by this Agreement. The CPA Firm's services are performed under its executed engagement letter with the District.

CPA Firm: _____

Authorized Representative: _____

Title: _____ Date: _____

RESPONSIBLE CPA ACKNOWLEDGMENT

I acknowledge that I have been identified as the Responsible CPA for the CPA Firm's performance of the District's business-management function.

Name: _____

Louisiana CPA License No.: _____

Signature: _____ Date: _____