



DEIDRE WALSH

Director

Office of Charter Schools

San Diego Unified School District

619-725-7107 | dwalsh1@sandi.net

March 19, 2026

Via E-Mail: Maria Ortega, Board President, mortega@aeacs.org
 Christiana Gauger, Board Vice President, cgauger@aeacs.org
 Christopher Beesley, Board Treasurer, cbeesley@aeacs.org
 Kristin Rebien, Board Secretary, krebien@aeacs.org
 Beverly Hayes, Board Member, bhayes@aeacs.org

RE: Initiation of Investigation

Dear Albert Einstein Academies Governing Board:

San Diego Unified School District (“District”) writes in its capacity as the charter granting authority for Albert Einstein Academies (“AEA”).

The District recently received a complaint regarding AEA that includes, but is not limited to, allegations of misuse of the school’s credit card, violation of conflict of interest policies, and failure to comply with the school’s fiscal policies. Based on the complaint, the District will be conducting an investigation into these allegations.

The District requests that AEA identify a school employee who will be the primary point of contact (“Primary Contact”) to fulfill any document requests, and who may assist with scheduling interviews of AEA employees and/or board members if requested by the District. Please notify the District of the Primary Contact by **March 27, 2026**.

Attached to this letter is a Document Request. Please be advised that this is the initial request and that we may have follow-up requests for additional documents and/or interviews. We would like to meet with the Primary Contact, AEA Board President, and AEA Board Treasurer prior to the document submission to discuss the investigation. Once we have been provided the name of the Primary Contact we will schedule the meeting noted above. Please plan to provide the requested documents to us on or before **April 17, 2026**.

Please contact us if you have questions about the District’s investigation.

Sincerely,

Tiffany DeGraffenreid

Tiffany DeGraffenreid
 Manager
tdegraffenreid@sandi.net

Richard Farace

Richard Farace
 Program Manager
rfarace@sandi.net

Document Request

Please provide the following documents to the charter office on or before April 17, 2026.

1. For the period of July 1, 2024, to the present date, copies of all California Public Records Act requests received by AEA. Please include all written responses and documents that AEA provided in response to these requests.
2. For the period of July 1, 2023, to the present date, all financial documents reviewed and/or approved by the AEA governing board during public AEA board meetings, including but not limited to, budget reports prepared/presented by a backoffice provider, annual budgets, general ledgers, check registers, bank and credit card statements, and employee reimbursements.
3. For the period of July 1, 2023, to the present date, all consultant or independent contractor agreements, or proposals, entered into by AEA. Documents should include agreements that may have been approved in prior years, but extended the service dates to any time period between July 1, 2023, and the present date.
4. For the period of July 1, 2023, to the present date, all contracts entered into by AEA. Documents should include contracts that may have been approved in prior years, but extended the dates to any time period between July 1, 2023, and the present date.
5. For the period of July 1, 2020, to the present date, all fiscal policies approved by the AEA governing board. Documents should include the AEA board approval date.
6. For the period of July 1, 2023, to the present date, all invoices submitted by consultants or independent contractors. Documents should include descriptions of work performed, dates of services rendered, hours billed or units of work completed, deliverables, timesheets, and approvals.
7. For the period of July 1, 2023, to the present date, all payments made to consultants, independent contractors, or service providers.
8. For the period of July 1, 2025, to the present date, all credit card statements for every credit or debit card issued to AEA employees. Please include backup documentation for all statements, including receipts, transaction details, and reconciliations.
9. For the period of July 1, 2024, to the present date, executive summaries or full copies of all reports completed by third party investigators that include allegations of misuse of AEA funds.
10. A copy of AEA's current Conflict of Interest policy. The document should include the disclosure categories, and the AEA governing board approval date.

