



# Amethod Public Schools

## Regular Meeting of the AMPS Board of Directors

Published on February 7, 2025 at 4:02 PM PST

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### Date and Time

Wednesday February 12, 2025 at 6:00 PM PST

### Location

1450 Marina Way S Richmond, CA 94804

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The Board of Directors (Board) and employees of Amethod Public Schools will be holding this meeting in person at **1450 Marina Way South, Richmond, CA 94804**.

Members of the public who wish to attend in person can join us in the Home Office's Board Room at 1450 Marina Way South, Richmond, CA 94804. Or members of the public may meet via the Zoom meeting platform at:

<https://us02web.zoom.us/j/83187954557>

We also offer two-way teleconference locations for the public to attend in our Oakland school sites:

Oakland Charter High School- 2365 Coolidge Ave, Oakland, CA 94601

Downtown Charter Academy- 2000 Dennison St, Oakland, CA 94606

Oakland Charter Academy- 4215 Foothill Blvd, Oakland, CA 94601

**Participating by Telephone:** 669-900-9128 Meeting ID: 831 8795 4557

**Public Comment:** Members of the public attending in person who wish to comment on an agenda item please fill out a speaker card and submit it to a staff member. Members of the public who are joining via teleconference, please use raise hand tool in the reactions tab located at the bottom of the zoom screen or press star (\*) nine if joining by telephone. The Board Chair will call on you. Please note that comments are limited to two minutes.

The Board Chair may increase or decrease the time allowed for public comment, depending upon the topic and number of persons wishing to be heard.

**Access to Board Materials:** A copy of the written materials which have been submitted to the School Board with the agenda relating to open session items may be reviewed by any interested persons on the Amethod Public School’s website at [www.amethodschools.org](http://www.amethodschools.org) following the posting of the agenda. Amethod reserves the right to show or distribute additional information and/or documents to the School Board at the meeting, and will make copies of such documents relating to open session items available to the public upon request.

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (510) 436-0172. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Call the Meeting to Order		Edgar Quiroz	2 m
<b>B.</b> Record Attendance		Grace Barriga	2 m
<b>C.</b> Announcements			2 m
<b>D.</b> Public Comments on Non-Agenda Items			2 m
Members of the public may comment here on non-agenda items that relate to one or more schools operated by Amethod Public Schools.			
<b>II. Consent</b>			<b>6:08 PM</b>
<b>A.</b> Approval of 1/15/2025 Regular Board Meeting Minutes	Approve Minutes	Edgar Quiroz	1 m
<b>B.</b> January Check Register	Vote	Kimberly Palmore	1 m
<b>III. Business</b>			<b>6:10 PM</b>

	Purpose	Presenter	Time
<b>A.</b> School Spotlight - BJE Public Comment	Discuss	Adrienne Barnes	10 m
<b>B.</b> Acting CEO Report Public Comment	Discuss	Adrienne Barnes	5 m
<b>C.</b> Review and Consideration of Approval of Anti-racism Resolution Public Comment	Vote	Maria Arechiga	5 m
<b>D.</b> Review and Consideration of Approval of Sanctuary School Resolution Public Comment	Vote	Maria Arechiga	5 m
<b>E.</b> Review and Consideration of Approval of The Education Team Substitute Contracts  Two contracts will be presented - one for general education and one for the ASES programs. Public Comment	Vote	Adrienne Barnes	5 m
<b>F.</b> Review and Consideration of Approval of Updated Conflict of Interest Policy Public Comment.	Vote	Adrienne Barnes	5 m
<b>G.</b> Review and Consideration of Approval of Nepotism Policy Public Comment	Vote	Adrienne Barnes	5 m
<b>H.</b> Review and Consideration of Approval of Criminal Background Check Policy Public Comment	Vote	Adrienne Barnes	5 m
<b>I.</b> Review and Consideration of Approval of Updated Organizational Chart Public Comment	Vote	Adrienne Barnes	5 m
<b>J.</b> Review and Consideration of Approval of Revised Board Meeting Calendar Public Comment.	Vote	Adrienne Barnes	5 m

	Purpose	Presenter	Time
<b>K.</b> Review and Consideration of Approval of Board Resolution to Add Members  Public Comment	Vote	Edgar Quiroz	5 m
<b>L.</b> Review and Consideration of Approval of Creation of Committee for Board Candidate Search  Public Comment	Vote	Edgar Quiroz	5 m
<b>IV. Closed Session</b>			<b>7:15 PM</b>
<b>A.</b> CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  Significant exposure to litigation pursuant to Paragraph (1) of subdivision (d) of Gov. Code § 54956.9 (one case)	Discuss		15 m
<b>B.</b> CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION  Significant exposure to litigation pursuant to Paragraph (2) or (3) of subdivision (d) of Section 54956.9 (four cases)	Discuss		60 m
<b>C.</b> Public Employment a. CEO b. CAO	Discuss		45 m
<b>V. Closing Items</b>			<b>9:15 PM</b>
<b>A.</b> Adjourn Meeting	FYI	Edgar Quiroz	1 m

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CA 94804; telephone, (510) 436-0172 [gbarriga@amethodschools.org](mailto:gbarriga@amethodschools.org). **FOR MORE INFORMATION.** For more information concerning this agenda, please contact Amethod Public Schools Main Administration, 1450 Marina Way South Second Floor. Richmond, CA 94804; telephone, (510) 436-0172; Email: [gbarriga@amethodschools.org](mailto:gbarriga@amethodschools.org)

# Coversheet

## Approval of 1/15/2025 Regular Board Meeting Minutes

**Section:** II. Consent  
**Item:** A. Approval of 1/15/2025 Regular Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Regular Meeting of the AMPS Board of Directors on January 15, 2025

APPROVED



# Amethod Public Schools

## Minutes

### Regular Meeting of the AMPS Board of Directors

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#### Date and Time

Wednesday January 15, 2025 at 5:00 PM

#### Location

1450 Marina Way South, Richmond, CA 94804

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## ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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### Directors Present

E. Gallegos, E. Quiroz, G. Lopez Jr., M. Moncada

### Directors Absent

A. Emmanuelli

### Guests Present

A. Barnes, G. Barriga, M. Arechiga, M. Busby

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## I. Opening Items

### A. Call the Meeting to Order

E. Quiroz called a meeting of the board of directors of Amethod Public Schools to order on Wednesday Jan 15, 2025 at 5:02 PM.

### B. Record Attendance

### C. Announcements

WASC Presentation has been postponed. It is announced that Andres Emmanuelli, AMPS Board Member, is dealing with a family emergency and is unable to be here. Elisa Gallegos makes an announcement regarding La Peña Cultural center providing an immigration rights workshop for our community on Sunday January 19th from 1:30- 5pm. Board President requested a moment of silence to send thoughts and prayers to the devastating LA fires.



Prior to the meeting being adjourned, Gilbert Lopez, Jr., Board Member, speaks about always doing the greater good and doing the best that can be done. As he reflects over the last few months of the AMPS Organization, he feels very proud to be on the AMPS Board and be a part of the AMPS family.

#### **D. Public Comments on Non-Agenda Items**

A public comment by Chris Moreno is made regarding the OCHS charter renewal.

### **II. Consent**

#### **A. Approval of 12/11/2024 Regular Board Meeting Minutes**

E. Gallegos made a motion to approve the minutes from Regular Meeting of the AMPS Board of Directors on 12-11-24.

M. Moncada seconded the motion.

The board **VOTED** to approve the motion.

##### **Roll Call**

M. Moncada	Aye
G. Lopez Jr.	Aye
A. Emmanuelli	Absent
E. Quiroz	Aye
E. Gallegos	Aye

#### **B. Approval of 12/13/2024 Special Board Meeting Minutes**

E. Gallegos made a motion to approve the minutes from Special Meeting of the AMPS Board of Directors on 12-13-24.

M. Moncada seconded the motion.

The board **VOTED** to approve the motion.

##### **Roll Call**

G. Lopez Jr.	Aye
E. Gallegos	Aye
E. Quiroz	Aye
A. Emmanuelli	Absent
M. Moncada	Aye

### **III. Business**

#### **A. iReady/NWEA Data Presentation**

Interim Chief Academic Officer Mary Busby presents site leaders. Site leaders introduce themselves. Michelle Walker, Site Director for Benito Juarez Elementary, presents NWEA/iReady data. Action Steps and implementation interventions are explained. Sarah Carloni, Dean of Instruction for Richmond Charter Academy, presents reading and math

data showing improvements across the board. She then breaks down the Action Plan into Professional Development and Coaching, Schoolwide intervention block, and Student Action Plans. Monica Moncada, Board Vice Chair, commends RCA for their action plan to meet with students 1:1 to see how they can be helped, she believes it will be very impactful. Jocelyn Brooks, Site Director for Oakland Charter Academy, presents data and explains that although there appears to be a lack of improvement, the data shows that they are new incoming 6th grade students and we do not have previous data to show whether is it an improvement. She shows Action steps and lets the board know that Robert Moncada, External Affairs Manager, is a huge help by doing home visits, and connecting with the families, allowing OCA be more impactful within their community. John Lyons, Dean of Instruction for Downtown Charter Academy, presents reading and math data showing growth by cohort and substantial improvements across all grade levels in both reading and math. Jillianne Whitfield, Site Director for DCA, presents the Action Steps and explains what they are and how they will achieve this. Mr. Lyons explains that there was a very strong math tutor who really helped the kids excel. Elisa compliments DCA for their slide presentation and lets them know it was very easy to follow. Stacy Drakeford, Site Director for John Henry High School, presents its data. The data shows improvements for reading for all grades except for 10th. Math shows consistent improvements across the board. He mentions his action plan is to do small reading circles to improve reading efficiency by 7%. Monica Moncada thanks everyone and commends the work that they do.

## B. SARC SY23-24

G. Lopez Jr. made a motion to Approve SARC SY23-24.

E. Gallegos seconded the motion.

Maria Arechiga, Chief Strategy and Compliance Officer, presents the School Accountability Report Cards for 2023-2024. She explains that it is a compilation of data that cannot be changed. This includes the information for all six schools. This is intended to be accessible to parents and will be uploaded online. There are some small changes across the board for all schools that is shown in the slides. Elisa is asking if anything can be done to improve the discrepancies on the data, Maria states they are working to ensure all data is correct without mistakes.

Gilbert makes a motion to Approve BJE SARC SY23-24 Elisa seconds

Elisa makes a motion to Approve RCA SARC SY23-24 Monica Seconds

Monica makes a motion to Approve OCA SARC SY23-24 Elisa seconds

Gilbert makes a motion to Approve DCA SARC SY23-24 Elisa seconds

Elisa makes a motion to Approve OCHS SARC SY23-24 Monica Seconds

Gilbert makes a motion to Approve JHHS SARC SY23-24 Monica Seconds

The board **VOTED** to approve the motion.

### Roll Call

M. Moncada Aye

E. Quiroz Aye

**Roll Call**

E. Gallegos     Aye  
G. Lopez Jr.    Aye  
A. Emmanuelli   Absent

**C. WASC Presentation**

This item has been tabled.

**D. Brown Act Training by Procopio**

Merrick Wadsworth from Procopio does a Brown Act and Conflict of Interest Training for the Board and CEO/COO, CAO, CSCO, and Senior Director of Finance & Administration.

**E. Review and Consideration of Approval of Fiscal Policies and Procedures**

E. Gallegos made a motion to Approve Review and Consideration of Approval of Fiscal Policies and Procedures.

M. Moncada seconded the motion.

Adrienne Barnes, Interim Chief Executive Officer, presents the updated Fiscal Policies and Procedures and mentions that previously, the CEO could approve any salary agreement, but now it limited to \$100k, with any agreement over that amount needing board approval.

The updated Fiscal Policy also allows CEO to approve retention bonus for difficult to keep positions. The plan was to move payroll to Charter Impact, but payroll remains in-house.

The updated Fiscal Policy also removes salary advances to employees.

The board **VOTED** to approve the motion.

**Roll Call**

E. Quiroz        Aye  
A. Emmanuelli   Absent  
M. Moncada     Aye  
E. Gallegos     Aye  
G. Lopez Jr.     Aye

**F. Review and Consideration of Approval of Aya Education Master Contract**

M. Moncada made a motion to Approval of Aya Education Master Contract.

G. Lopez Jr. seconded the motion.

This subcontracting company provides OT teachers. This is important to keep Individual Education Plan's in compliance, AMPS has identified 35 students that are in need.

The board **VOTED** to approve the motion.

**Roll Call**

E. Quiroz        Aye  
M. Moncada     Aye  
G. Lopez Jr.     Aye

**Roll Call**

E. Gallegos Aye  
A. Emmanuelli Absent

**G. Interim CEO report**

Adrienne Barnes, Interim Chief Executive Officer, presents her report. She review CAP goals and updates the board on our progress and our goal deadlines.

**H. Financial Report**

Adrienne Barnes, Interim Chief Executive Officer, presents the Financial Report. She reviews the updated Governor's Proposed State Budget for the year and how it impacts our organization. She mentions that there is an enrollment decline across California for students in the classroom, Enrollment decline projected to continue at a rate of 1% per year for the next decade.

**IV. Closed Session**

**A. CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION**

No reportable actions

**B. Public Employment**

**V. Open Session**

**A. Review and Consideration of Approval of Employment Agreements**

E. Gallegos made a motion to Approve Employment Agreements.

M. Moncada seconded the motion.

Adrienne Barnes, Interim Chief Executive Officer presents the Employment Agreement for Jillianne Whitfield, for the position of Site Director for Downtown Charter Academy.

The board **VOTED** to approve the motion.

**Roll Call**

M. Moncada Aye  
E. Quiroz Aye  
E. Gallegos Aye  
A. Emmanuelli Absent  
G. Lopez Jr. Aye

**B. Review and Consideration of Approval of Compensation Comparability Study for Charter School Chief Executive Officer**

G. Lopez Jr. made a motion to Approval of Compensation Comparability Study for Charter School Chief Executive Officer.

M. Moncada seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

A. Emmanuelli Absent  
G. Lopez Jr. Aye  
E. Gallegos Aye  
E. Quiroz Aye  
M. Moncada Aye

**C. Oral Report of Salary, Salary Schedule, or Compensation Paid in the Form of Fringe Benefits to Acting/Interim Chief Executive Officer**

Shameka Henderson, HR Consultant, States that per the approved the compensation study, AMPS will pay the Acting CEO \$2500 per pay period until the CEO returns or until the end of the school year.

**D. Review and Consideration of Approval of Employment Agreement for Acting/Interim Chief Executive Officer**

G. Lopez Jr. made a motion to Approval of Employment Agreement for Acting/Interim Chief Executive Officer.

M. Moncada seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

E. Gallegos Aye  
M. Moncada Aye  
G. Lopez Jr. Aye  
A. Emmanuelli Absent  
E. Quiroz Aye

**VI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:22 PM.

Respectfully Submitted,  
E. Quiroz

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# Coversheet

## Review and Consideration of Approval of Anti-racism Resolution

<b>Section:</b>	III. Business
<b>Item:</b>	C. Review and Consideration of Approval of Anti-racism Resolution
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	AMPS Resolution_Anti Racism Resolution_2025.docx.pdf



HONOR HARD WORK

## ANTI RACISM RESOLUTION OF THE BOARD OF AMETHOD PUBLIC SCHOOLS

### RESOLUTION NO.

WHEREAS, every student belongs and is welcome in Amethod Public Schools schools; and

WHEREAS, racism and hate have no place in our schools and community, and we must protect the constitutional rights of every person who lives, works and learns in our community; and

WHEREAS, racial inequality and bias –both explicit and implicit—have a detrimental impact on the education of students; and

WHEREAS, schools have the responsibility to work to eliminate racism through the education of students and the professional development of staff and by working with the broader community; and

WHEREAS, it is time to engage our community in meaningful and honest conversation about racial inequality, to build alliances with those committed to justice for all, and to work together to support our shared conviction that racism must end; and

WHEREAS, as a board of education we must lead, and each of us, individually and collectively, is responsible for creating and nurturing an anti-racist learning environment where every child is respected and valued for who they are, regardless of their skin color. We must actively acknowledge, address and prevent racial bias.

THEREFORE, BE IT RESOLVED that AMPS, stands steadfast in our commitment to foster an inclusive educational environment where every student, teacher, support professional, parent and community member is treated with dignity and respect, as well as our commitment to continue fighting for racial justice and human and civil rights for all.

BE IT FURTHER RESOLVED we are committed to the following activities with the intention of anti-racism in our schools:

- We will require and support schools in tracking and reporting on bias incidents in our schools; and
- We will intentionally create spaces to engage and hear the perspectives and feedback from the many diverse voices in our schools; and

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# AMPS

*HONOR HARD WORK*

- We will take what we learn and apply it to policies and practices in order to create an inclusive learning environment where all students, families, and staff are welcome; and
- We will work to be actively anti-racist and champion equity in our schools by working to bring more culturally responsive practices and curriculum

BE IT FURTHER RESOLVED that the Board directs the CEO or designee to take appropriate steps to implement this resolution

PASSED AND ADOPTED by the Board of Trustees of AMPS at a regular meeting held on February 12, 2025

Signed: \_\_\_\_\_

AMPS Board President

**Amethod Public Schools**

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# Coversheet

## Review and Consideration of Approval of Sanctuary School Resolution

<b>Section:</b>	III. Business
<b>Item:</b>	D. Review and Consideration of Approval of Sanctuary School Resolution
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	AMPS Resolution_Sanctuary School_2025.docx.pdf



HONOR HARD WORK

RESOLUTION OF THE BOARD OF AMETHOD PUBLIC SCHOOLS DECLARING AMPS SCHOOLS  
SANCTUARY SCHOOLS

RESOLUTION NO.

WHEREAS, Amethod Public Schools (AMPS) is committed to fostering an inclusive and equitable educational environment where all students, staff, and families feel valued, safe, and supported; and

WHEREAS, AMPS affirms the inherent dignity and worth of every individual, regardless of their immigration status; and

WHEREAS, AMPS believes that immigration enforcement activities and discrimination in or near schools disrupt the learning environment, negatively impact student attendance and family involvement, and undermine the trust and safety necessary for students to succeed academically, socially, and emotionally; and

WHEREAS, AMPS embraces and celebrates the diversity of our students and families and the rich language and cultural contributions to our community; and

THEREFORE, BE IT RESOLVED that the Board of the Amethod Public Schools declares all Amethod Schools as Sanctuary Schools, affirming its commitment to creating a safe and inclusive environment for all students, staff, and families, regardless of immigration status; and

BE IT FURTHER RESOLVED that AMPS shall not collect or disclose information regarding the immigration status of students, staff, or families unless required by law, nor will it facilitate or cooperate with federal immigration enforcement activities in any way that is not mandated by federal or state law; and

BE IT FURTHER RESOLVED that AMPS shall provide resources for staff and administrators on the rights of immigrant students and families, as well as on best practices for maintaining safe and inclusive learning environments; and

BE IT FURTHER RESOLVED that AMPS will collaborate with community organizations and legal service providers to inform and empower immigrant families and provide resources to address their unique needs; and

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BE IT FURTHER RESOLVED that the Board directs the CEO or designee to take appropriate steps to implement this resolution and review and update this policy as needed to respond to changes in local, state, and federal policies, ensuring the continued protection of all students and families.

PASSED AND ADOPTED by the Board of Trustees of AMPS at a regular meeting held on February 12, 2025

Signed: \_\_\_\_\_

AMPS Board President

**Amethod Public Schools**

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# Coversheet

## Review and Consideration of Approval of Updated Conflict of Interest Policy

<b>Section:</b>	III. Business
<b>Item:</b>	F. Review and Consideration of Approval of Updated Conflict of Interest
<b>Policy</b>	
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	AMPS conflict of Interest Policy (4928-5694-1588.v4).docx AMPS conflict of Interest Policy (4928-5694-1588.v4).docx (2).pdf

## Amethod Public Schools ~~Ine.~~ Public Charter Schools

Board Policy 9000-00  
Conflict of Interest  
Approved (Rev. 2010)  
Revision Date:

### **Article I: Purpose**

The purpose of the conflict of interest policy ("Policy") -is to protect Amethod Public Schools ~~Ine.~~-(the "AMPS Charter Schools" or the "Organization")'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to charter schools, as applicable to a California public charter school, and the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code as applicable to charter schools in CA.

### **Article II: Definition of Terms**

#### **Section 1. Interested Person**

Any director, ~~principal~~ officer, or member of a committee with ~~governing b~~Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **Section 2. Financial Interest**

Financial Interest for purposes of this policy shall be defined by state conflict of interest laws.:

~~A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:~~

~~An ownership or investment interest, other than de minimis, in any entity with which the Organization has a transaction or arrangement;~~

~~A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or~~

~~A potential ownership or investment interest, other than de minimis, in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.~~

### **Article II: Designated Employees**

~~Employees of AMPS Charter Schools, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.~~

### **Article III: Procedures**

**Section 1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of ~~thea~~ financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

**Section 2. Determining Whether a Conflict of Interest Exists**

~~A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing Bboard or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. Notwithstanding anything herein, a conflict of interest shall not exist and no review or action by any governing board or committee shall be necessary for one or more grants in an aggregate amount of Five Thousand Dollars (\$5,000) or less in any single calendar year, from the Organization to an organization that is tax exempt under Section 501(c)(3) of the Internal Revenue Code, where a financial interest as described herein exists. If necessary, legal counsel shall be sought. If entering into the contract would violate Government Code 1090 or the Political Reform Act, the contract shall not be entered into. If exceptions to these laws allow a contract to be entered into, the procedures under Section 3 still must be complied with.~~

• ~~**Standards of Conduct**~~ ~~**No Board Member or Key Employee shall:**~~

~~Engage in conduct that constitutes a conflict of interest, which shall be defined as use by a Board Member or employee of authority of his office or employment of any confidential information received through his position for the private pecuniary benefit of himself, a member of his immediate family, or a business with which the Board Member or employee or a member of his immediate family is associated. "Immediate family" is defined to mean a parent, grandparent, spouse, child, brother or sister and domestic partner.~~

**Section 3. Procedures for Addressing a Conflict of Interest**

The procedures for addressing a conflict of interest are:

- a) ~~Other than the disclosure of the nature of the financial interest and all material facts relating to the potential or actual conflict, A~~an interested person ~~may~~shall not influence or attempt to influence that governing board or administration or ~~make a presentation at the governing Bboard or committee meeting,; but after the presentation, he/she They~~ shall leave the meeting during ~~anythe~~ discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The ~~Board President Chair or chairperson of the governing board~~ or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the ~~governing bB~~board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances ~~not producing a conflict of interest, the governing the bB~~board or committee shall

determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **Section 4. Violations of the Conflicts of Interest Policy**

##### **Violations of the Policy include:**

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the ~~governing b~~Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV: Records of Proceedings**

**Section 1. Records of Proceedings.** The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of ~~the~~ persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the ~~governing b~~Board's or committee's decision as to whether a conflict of interest in fact existed.
- b) The names of ~~the~~ persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V: Compensation**

##### **Section 1. Compensation**

- a) A voting member of the ~~governing b~~Board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b) A ~~voting~~ member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c) ~~A voting~~ No member of the ~~governing b~~Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.



## Article VI: Annual Statements

**Section 1. Annual Statements.** Each director, ~~principal~~-officer and member of a committee with ~~governing~~ ~~b~~Board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the ~~conflicts of interest p~~Policy,
- b) Has read and understands the ~~P~~policy,
- c) Has agreed to comply with the ~~P~~policy, and
- d) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## Article VII: Periodic Reviews

**Section 1. Periodic Reviews.** To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inur~~en~~ment, impermissible private benefit or in an excess benefit transaction.

## Article VIII: Use of Outside Experts

**Section 1. Use of Outside Experts.** When conducting the periodic reviews as provided for in Article VIII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

\* \* \* \* \*

The Amethod Public Schools Board of Directors hereby adopts this Conflict of Interest Policy, which shall apply to all Board members, officers, and committee members with Board delegated powers.

Date: \_\_\_\_\_

\_\_\_\_\_, Board Secretary

## Amethod Public Schools Public Charter Schools

Board Policy 9000-00 Conflict of Interest Approved (Rev. 2010)
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### Article I: Purpose

The purpose of the conflict of interest policy ("Policy") is to protect Amethod Public Schools (the "AMPS Charter Schools" or the "Organization")'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to charter schools.

### Article II: Definition of Terms

#### *Section 1. Interested Person*

Any director, officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### *Section 2. Financial Interest*

Financial Interest for purposes of this policy shall be defined by state conflict of interest laws.

### Article III: Procedures

#### *Section 1. Duty to Disclose*

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### *Section 2. Determining Whether a Conflict of Interest Exists*

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. If necessary, legal counsel shall be sought. If entering into the contract would violate Government Code 1090 or the Political Reform Act, the contract shall not be entered into. If exceptions to these laws allow a contract to be entered into, the procedures under Section 3 still must be complied with.

#### *Section 3. Procedures for Addressing a Conflict of Interest*

The procedures for addressing a conflict of interest are:

- a) Other than the disclosure of the nature of the financial interest and all material facts relating to the potential or actual conflict, an interested person shall not influence or attempt to influence that governing board or administration or make a presentation at the Bboard or committee

meeting. They shall leave the meeting during any discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- b) The Board Chair or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the Board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### ***Section 4. Violations of the Conflicts of Interest Policy***

Violations of the Policy include:

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article IV: Records of Proceedings**

***Section 1. Records of Proceedings.*** The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
- b) The names of persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Article V: Compensation**

#### ***Section 1. Compensation***

- a) A voting member of the Board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

- b) A member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c) No member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI: Annual Statements**

**Section 1. Annual Statements.** Each director, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the Policy,
- b) Has read and understands the Policy,
- c) Has agreed to comply with the Policy, and
- d) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **Article VII: Periodic Reviews**

**Section 1. Periodic Reviews.** To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **Article VIII: Use of Outside Experts**

**Section 1. Use of Outside Experts.** When conducting the periodic reviews as provided for in Article VIII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

\* \* \* \* \*

The Amethod Public Schools Board of Directors hereby adopts this Conflict of Interest Policy, which shall apply to all Board members, officers, and committee members with Board delegated powers.

Date: \_\_\_\_\_, Board Secretary

4928-5694-1588, v. 3

# Coversheet

## Review and Consideration of Approval of Nepotism Policy

<b>Section:</b>	III. Business
<b>Item:</b>	G. Review and Consideration of Approval of Nepotism Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	AMPS Anti-Nepotism Policy -(4878-1147-1539.v1).docx.pdf

Board Policy # \_\_\_\_\_  
 Adoption Date: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_

**AMETHOD PUBLIC SCHOOLS  
 ANTI-NEPOTISM POLICY**

Consistent with the principle that employees and prospective employees of Amethod Public Schools (“AMPS” or the “School”) shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, sex, religion, sexual orientation, or national origin, or any other factors not involving professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to personnel:

1. No one with supervisory responsibility shall hire or recommend for hire any related person.
2. Related persons currently employed by the School shall immediately disclose all family and personal relationships with other School employees and AMPS Board members. All persons wishing to be considered for employment with the School shall disclose family and personal relationships with then-current School employees or students.
3. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
4. With respect to the concurrent service of related persons within the same department, neither related person shall be permitted, either individually or as a member of the faculty or as a member of a committee, to participate in the evaluation, advancement, or salary decisions of the other related person.
5. No member of the Board of Directors, AMPS administration or faculty member shall engage in recommendations, discussions, or otherwise participate in any decision or recommendation relating to the appointment, promotion, retention, tenure, or employment of a related person.
6. In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of AMPS upon the approval of the Board of Directors, subject to compliance with other applicable conflict of interest laws.
7. When other qualified candidates have not applied, assignments of short duration (generally less than 60 working days) may be exempt from these guidelines, subject to compliance with other applicable conflict of interest laws.

Board Policy # \_\_\_\_\_  
Adoption Date: \_\_\_\_\_  
Revision Date: \_\_\_\_\_

8. This policy shall not supplant the application of applicable conflicts of interest laws to AMPS.

Definition of “Related Persons”

The following relationships create related persons:

- Parent and child
- Siblings
- Grandparent and grandchild
- Aunt and/or uncle and niece and/or nephew
- First cousins
- Spouses and registered domestic partners
- Guardian and ward
- Any corresponding in-law, step, or adoptive relative, or anyone residing in a permanent basis in the home of a current School employee or student.
- Persons engaged in amorous relationships; an amorous relationship exists when two (2) persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated.

Policy Statement on Consensual Relationships

Consensual romantic or sexual relationships between supervisors and employees and between faculty /staff are potentially exploitative and must be avoided. They raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. In addition, a supervisor will be prohibited from evaluating an employee's job performance if he/she is romantically/sexually involved with that employee.

The School's anti-nepotism policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to supervisor-employee relationships in the context of work or academic evaluation.

Violations of this Policy Statement on Consensual Relationships, if proven, will result in the imposition of corrective actions and/or disciplinary sanctions, up to and including termination of employment.

Effective Date

The provisions of this policy shall be applicable prospectively only, with reference to hiring decisions made after the adoption date of the policy.

4878-1147-1539, v. 1

# Coversheet

## Review and Consideration of Approval of Criminal Background Check Policy

<b>Section:</b>	III. Business
<b>Item:</b>	H. Review and Consideration of Approval of Criminal Background Check Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Criminal Background Check Policy.pdf





Board Policy Number:

Adopted:

Revised:

### Criminal Background Check Policy

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation, including an FBI/DOJ fingerprint clearance. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the CEO.

# Coversheet

## Review and Consideration of Approval of Revised Board Meeting Calendar

<b>Section:</b>	III. Business
<b>Item:</b>	J. Review and Consideration of Approval of Revised Board Meeting Calendar
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Copy of AMPS Board Meeting Calendar 2024-2025.pdf

## Amethod Public Schools

# 2024-2025 Board Meeting Calendar

LOCATION: Home Office Board Room  
1450 Marina Way South Richmond, CA. 94804

DATE	TIME
August 14, 2024	6:00 P.M.
August 28, 2024	6:00 P.M.
September 11, 2024	6:00 P.M.
October 16, 2024	6:00 P.M.
<del>November 20, 2024</del> CANCELLED	6:00 P.M.
December 11, 2024	6:00 P.M.
January 15, 2025	5:00 P.M.
February 12, 2025	6:00 P.M.
February 27, 2025	6:00 P.M.
March 13, 2025	6:00 P.M.
April 16, 2025	6:00 P.M.
May 21, 2025	6:00 P.M.
June 11, 2025	6:00 P.M.
June 25, 2025 (Retreat)	6:00 P.M.

Note:

- All meetings are held in accordance with the Brown Act
- All meetings are accessible for remote viewing online via our school website
- Meeting times and locations are subject to change - changes will be posted in accordance with the Brown Act
- Board Trainings and Conferences are held throughout the year and are not reflected on this schedule

1450 Marina Way South Suite 300, Richmond, CA 94804 • Office 510.436.0172 • Fax 510.436.0173  
amethodschools.org