



# THE ACADEMY OF ALAMEDA

## The Academy of Alameda Charter School Board Board Meeting

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### Date and Time

Thursday April 30, 2020 at 6:30 PM PDT

### Location

Public comment Instructions:

Follow the zoom link or enter the zoom meeting via phone to make a public comment and/or listen in dial (415) 762-9988.

Enter Meeting ID: 978-0030-2439 followed by #

Enter Participant ID: 266137

<https://zoom.us/j/97800302439?pwd=UXN2aS93VGICeTVkTjllT2ZRMzRKZz09>

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A. Zoom Meeting Agreements and Protocol</b>		Matt Huxley	5 m
<b>B. Call the Meeting to Order</b>		David Forbes	1 m
<b>C. Record Attendance and Guests (Roll Call)</b>		David Forbes	1 m
<b>D. Public Comments</b>		David Forbes	1 m
<b>E. The Board Reviews The Academy of Alameda's Mission and Envisioned Future Statements</b>		David Forbes	2 m

**Mission:** The Academy of Alameda equitably develops students into critical thinkers and life-long learners who navigate the world with integrity, and who apply their learning to empower themselves and their communities.

### Envisioned Future:

We envision a future where all of our students are successful, and their destinies are not determined by their demographics.

<b>II. Consent Agenda</b>			<b>6:40 PM</b>
<b>A. Approve Minutes</b>	Approve Minutes	Matt Huxley	
Approve minutes for Regular Board Meeting on March 26, 2020			
<b>B. March, 2020 Check and Credit Card Registers</b>	FYI	Stacie Ivery	
<b>C. Distance Learning Policy</b>	FYI	Matt Huxley	
Student Distance Learning Policy			
<b>D. Vote on Consent Agenda</b>	Vote	David Forbes	5 m
<b>III. Board Communications</b>			<b>6:45 PM</b>
<b>A. Board Member Reports</b>	Discuss	David Forbes	10 m
<b>B. Executive Director Report</b>	FYI	Matt Huxley	5 m
<b>C. Elementary and Middle School Distance Learning Programs</b>	Discuss	Matt Huxley	30 m
<ul style="list-style-type: none"> <li>• <b>ES/MS High-level Distant Learning Overview</b></li> <li>• <b>Parent and student survey on long-distant learning plan</b></li> <li>• <b>Student distance learning participation report</b></li> <li>• <b>School 's plan used to address underperformers</b></li> </ul>			
<b>D. 2020/21 Elementary and Middle School Enrollment Update</b>	Discuss	Matt Huxley	15 m
The report covers: The number of kindergarten and 6th-grade applications submitted by the February 28 application deadline from 2017/18 to 2020/21 A breakdown of applications submitted this year by the application deadline, and Current enrollment numbers in and out-of-district			
<b>E. 2020/21 Budget Discussion</b>	Discuss	Stacie Ivery	20 m
<b>IV. Action Items</b>			<b>8:05 PM</b>
<b>A. Board Proposal to Extend The Academy of Alameda's On-Site Closure</b>	Vote	Matt Huxley	5 m
Proposal to extend AoA's closure through the end of the school year, June 12, which is in line with what districts are doing in the Bay Area and around the state.			
<b>B. 2020/21 Executive Director Compensation</b>	Vote	David Forbes	10 m
Each year, the Executive Director's salary must be approved in an open session by the Board of Directors. This includes a review of a compensation study for similar positions. The Compensation study is from Spring, 2019. The Board is voting on a 4% increase in the Executive Director's salary for 2020/21.			
<b>V. Closing Items</b>			<b>8:20 PM</b>
<b>A. Closed Session: Gov't Code § 54957(b): Executive Director's Evaluation</b>	Discuss	David Forbes	30 m
The Board will convene to a separate Zoom meeting for this closed session topic.			
<b>B. Return to Public Session (After Closed Session item)</b>	FYI	David Forbes	1 m
<b>C. Review of Key May 28 Board Meeting Topics</b>	FYI	Matt Huxley	5 m
Topics include:			
<ul style="list-style-type: none"> <li>• <b>Distance Learning student performance report</b></li> <li>• <b>Enrollment update for 2020/21</b></li> <li>• <b>Board member nomination (for 3-year term and offices)</b></li> <li>• <b>Draft 2020/21 budget</b></li> </ul>			

- **LCAP Operations Draft**
- **2020/21 Schools' Plan Working Group report**
- **Form 700**

<b>D. Summer Board Retreat</b> Annual Strategic Board Retreat	FYI	David Forbes	10 m
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**VI. Adjourn Meeting**

**9:06 PM**

<b>A. Adjourn Meeting</b>	FYI	Matt Huxley	
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# Cover Sheet

## Approve Minutes

**Section:** II. Consent Agenda  
**Item:** A. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on March 26, 2020

APPROVED



# THE ACADEMY OF ALAMEDA

## The Academy of Alameda Charter School Board

### Minutes

#### Regular Board Meeting

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##### **Date and Time**

Thursday March 26, 2020 at 6:30 PM

##### **Location**

###### **AoA Board Meetings Via Zoom Conferencing**

Pursuant to the Governor's Executive Order N-25-20, all members of The Academy of Alameda's Board of Directors, as well as the Executive Director, will join Board meetings via phone/video conference (Zoom) during school closure. To observe the meeting by video conference, please use the following link: <https://zoom.us/j/844000259> or call 816-708-1623.

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##### **Directors Present**

A. Price (remote), C. Robie (remote), D. Forbes (remote), K. Zimmerman (remote), Q. Chu (remote), R. Brown (remote), R. Whittaker (remote), W. Schaff (remote)

##### **Directors Absent**

*None*

##### **Guests Present**

H. Spongberg (remote), Leah DeArme, M. Huxley (remote), S. Ivery (remote), T. Ammar (remote)

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#### **I. Opening Items**

##### **A. Zoom Meeting Agreements and Protocol**

##### **B. Record Attendance and Guests**

##### **C. Call the Meeting to Order**

D. Forbes called a meeting of the board of directors of The Academy of Alameda Charter School Board to order on Thursday Mar 26, 2020 @ 6:35 PM at  
**AoA Board Meetings Via Zoom Conferencing**

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**D. Public Comments**

**E. The Board Reviews The Academy of Alameda's Mission and Envisioned Future Statements**

R. D. Forbes read the mission statement and the envisioned future.

**II. Consent Agenda**

**A. Approve Minutes**

**R. Whittaker** suggested the following amendment to the prior Board meeting minutes after the Board returned to Open Session:

**V. Closing Items**

B. Board returned to Open Session: No action was taken.

**C. Robie** suggested an amendment to the prior board meeting minutes, to include R. Whittaker as one of the event's key speakers. The minutes should read as follows:

**III. Board Communications | A. Board Member Reports**

C. Robie referred to a past event in the Main Alameda Library. The Friends of the Library organized the 2nd annual Black History Speakers Panel, and AoA Board member, Ron Whittaker was one of the key speakers.

W. Schaff made a motion to approve the minutes from the Regular Board Meeting on 03-05-20. Regular Board Meeting on 03-05-20

C. Robie seconded the motion.

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

**B. February, 2020 Check and Credit Card Registers**

**R. Wittaker** asked for a clarification on a double listing 2x\$300 for April 14. **S. Ivery** will look into the case and find out the answer by the April meeting.

**C. Three-Year Auditor Contract**

**D. Vote on Consent Agenda**

W. Schaff made a motion to approve the consent agenda.

C. Robie seconded the motion.

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

**III. Board Communications**

**A. Introduction of New Elementary School Principal (For 2020/21) Leah DeArmey**

**M. Huxley** introduced the new Elementary School Principal Leah DeArmey who will start off by attending the Leadership Conference on June 27, 2020. The experience in teaching various grade levels, connecting well with the staff, and her values and AoA values being aligned, were among the elements that made her an excellent fit for the position.

**Leah DeArme**y introduced herself, and said she is excited to join the AoA family. On the school tour she was impressed by how engaged the students were, and the warm atmosphere. This is Leah's 13th year in education. She started as an Elementary School Teacher, and recently graduated from UC Berkeley's Principal Leadership Institute, which is her second degree.

**Everyone** welcomed Leah to the team. Leah then left the meeting at 6:50pm.

**B. Board Member Reports**

**C. Robie, K. Zimmerman, W. Schaff, A. Price and D. Forbes** had nothing special to report.

**R. Brown**, as a parent of a middle-schooler, expressed how much she appreciates how well the home-schooling works.

**Q. Chu**, as a parent of two elementary-schoolers, echoed R. Brown. Communication works great, teachers are helpful and add personal touch with extra material. However, while "Phase 1" has been somewhat static learning, creating opportunities to discover and learn new things would be welcomed in "Phase 2".

**R. Whittaker** shared the following: Alameda Arts is an afterschool program at 3 Alameda elementary schools. They have paired nearly 100 kids as pen pals, across 7 states & 2 foreign countries. They are posting do-at-home projects on their website and exploring the use of Zoom as a platform for virtual Show & Tell.

**C. Board Working Group Reports**

**M. Huxley**: Meeting on April 14, 2020.

**D. AoA's Response to COVID-19 Update And Next Steps**

**M. Huxley**:

- Upcoming Organizational Leadership Meetings on April 2 and 16.
- Employees want to thank board members for taking care of the staff and students in difficult times.
- Approximately 230 laptops were loaned out to students.
- Online learning program Phase 1 – using Google Classroom and IXL (issues detected).
- Online learning program Phase 2 – focus on technical improvements and students' time balance.
- Tracking students who have not logged into Google Classroom. Reaching out families by phone.
- A survey will be sent, to get feedback on families' experiences from online learning.
- Special Education Meeting scheduled for **Friday March 27, 2020**.
- **April 6–7, 2020** (right after Spring Break) there will be two days of PT for teachers, and no school for students.
- The Summer School Program at both schools are in jeopardy due to COVID-19. There is desire to run them depending on information from state and county officials.

**Q. Chu** brought up the possible need of translation services and volunteered to help families in Chinese if needed. **M. Huxley** added that in the past, some parents and staff members have helped with translations. The same practice will be considered in the COVID-19 communication.

**D. Forbes** thanked Matt and the team for creating the online learning plan so well and so quickly. He also encouraged the staff to just ask, if any help with interpretation, resources, etc. is needed.

**Q. Chu** asked about the enrollment process status. **M. Huxley** told that due to COVID-19 situation, the schedule was extended by one week. The school will start calling families on April 3. This item will be added to the April agenda.

**C. Robie** proposed an organizational chart to get a clear understanding about roles and responsibilities of the school staff. **M. Huxley** will add the item to the April agenda.

**E. Review The Executive Director's Succession Plan**

Executive Director, Matt Huxley, reviewed the short-term Executive Director Succession plan. Board members said that it would be helpful if it included a clear process of distributing key roles to other school/organizational leaders on a temporary basis. They also discussed the need for developing a structured long-term plan make sure that is a smooth transition when the Executive Director leaves that position and another one is hired.

**F. Temporary Suspension of A Board Member Due To Illness or Other Factors**

**D. Forbes** brought up for discussion a scenario "what if a board member got sick with COVID-19"? AoA's legal council had suggested that in such case the board member could resign and rejoin afterwards. Taking that action would make it easier to meet the quorum.

**R. Whittaker** pointed out that the minimum number of board members for a given meeting is five if they had to vote on a topic.

**Board members unanimously** reached the conclusion that in such cases, resigning would not be necessary, as everyone can attend meetings online if needed.

**IV. Action Items**

**A. Second Interim Report**

**S. Ivery** presented Second Interim Report, which covered the following:

- Actual Expenses 7/1/19 - 1/31/20
- Updated 19/20 budget assumptions
- 20/21 & 21/22 multi-year budget projections

In addition to ES & MS Highlights, the report included a COVID-19 update.

**R. Wittaker** asked for a clarification: will the Disney trip be refunded. **S. Ivery** will look into the case and find out the answer by the April meeting.

**D. Forbes** made a motion to pass Second Interim Report.

**W. Schaff** seconded the motion.

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

**B. Decision to Extend AoA's School Closure**

**C. Robie** made a motion to extend AoA's School Closure through May 1, 2020.

**R. Whittaker** seconded the motion.

Prior to AoA's Board vote on closing its schools, **M. Huxley** announced that AUSD's Board of Directors voted unanimously to close their schools through May 1, 2020. The board **VOTED** unanimously to approve the motion.

**V. Closing Items**

**A. Review of Key April 30 Board Meeting Topics**

**M. Huxley** reviewed key topics for the April 30 meeting.

**Topics include:**



1. COVID-19 Update – distance learning plan, relevant information
2. 1st Draft of 202/21 Budget
3. Financial update 2019/20
4. Enrollment update
5. Parent and student survey on distance learning plan
6. Staffing update
7. ED goals update
8. ED salary
9. LCAP
10. Form 700

A. Price made a motion to adjourn the meeting at 8:33pm.

R. Whittaker seconded the motion.

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

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:33 PM.

Respectfully Submitted,

D. Forbes

# Cover Sheet

## March, 2020 Check and Credit Card Registers

**Section:** II. Consent Agenda  
**Item:** B. March, 2020 Check and Credit Card Registers  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 03-20 March Check Register.pdf  
03-20 March Credit Card Register.pdf



## The Academy of Alameda Check Register

2019-20

July

Grand Total 168,347.12

Date	Check Number	Vendor	Description	Check Amount
3/2/2020		Square	Monthly Admin Fee (March 2020)	35.00
3/2/2020	VV352	Debbie Lui	Reimbursement: ES Science Fair Supplies	221.81
3/5/2020	3901	Yale, Kenneth (Ken) (1099-7)	Facilitation & Coaching (02/01/20 - 02/29/20)	2,156.24
3/6/2020	BP10676	CharterSafe	19-20 Worker's Comp (Additional)	3,068.00
3/6/2020	3926	The BusBank	Field Trip Transportation: Slide Ranch	2,453.00
3/6/2020	BP10662	TheatreWorks	Oskar & the Countless Costume Changes	600.00
3/6/2020	BP10666	Superstar Health Education	Parent Workshop: Puberty	3,300.00
3/6/2020	BP10661	CT3	No-Nonsense Nurturer License	200.00
3/6/2020	BP10660	Swing Education (subs)	Substitute Services (Week of 02/08/20 - 02/14/20)	120.00
3/6/2020	BP10669	ShirtsAndLogos.com	Varsity Boys Basketball Uniforms	2,276.00
3/6/2020	BP10668	JW Pepper & Son, Inc.	Music Supplies: Sheet Music	150.83
3/6/2020	BP10659	FCD, Educational Services, Inc. (C Corp)	FCD Intensive Student Education Program (2/10/20-2/14/20)	4,576.42
3/6/2020	BP10675	CDW Government	Robotics Materials	11,949.94
3/6/2020	BP10671	Best Instrument Repair Co. (1099-7)	Instrument Repairs	689.00
3/6/2020	BP10670	Angela Toy	Consultant: Master Schedule	825.00
3/6/2020	BP10674	A&G Music Products Co.	Instrument Repairs	26.22
3/6/2020	BP10679	Communication Works (S Corp)	SPED Contractor: Speech Services (Feb 2020)	6,408.00
3/6/2020	3927	Noli-Porter Associates	Strategic Plan & Executive Coaching (July 2019 - Dec 2019)	6,000.00
3/6/2020	BP10667	CharterSafe	19-20 Worker's Compensation	3,067.00
3/6/2020		US Bank Equipment Finance	Lease payment (01/25/20 - 02/25/20); (02/25/20 - 03/25/20)	643.60
3/6/2020	BP10665	Young, Minney & Corr, LLP (YM&C) (1099-7)	Legal fees thru 02/29/20	1,470.00
3/6/2020	BP10678	Xerox Financial Services (CT#010-0082705-001)	CT#1: Lease payment (02/15/20 - 03/14/20)	341.84
3/6/2020	BP10664	Telegraph Media	Student Recruitment Ad	495.00
3/6/2020	BP10677	Office Depot Inc.	Laminator; Office Supplies; Paper	4,078.11
3/6/2020	BP10672	Maxim Healthcare Services, Inc.	School Nurse (Week of 02/03/20 - 02/08/20); (Week of 01/27/20 - 01/31/20)	1,182.50
3/6/2020	BP10673	Girard, Edwards, Stevens & Tucker LLP	Legal fees thru 01/31/20	1,347.50
3/6/2020	BP10663	Crisis Prevention Institute (CPI)	PD: NCI 4-Day Classroom Instructor Certification	3,450.00
3/6/2020	VV353	Tanner Boillot	Reimbursement: SPED Supplies	87.01
3/12/2020	3928	Starline Supply Company	Custodial Supplies	202.49

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.



## The Academy of Alameda Check Register

2019-20

July

Grand Total 168,347.12

Date	Check Number	Vendor	Description	Check Amount
3/16/2020		Amazon	Amazon LOC Payment (March 2020)	4,194.38
3/20/2020		Bank of Marin (Cardmember Service)	BoM CC Payment (March Purchases)	8,148.94
3/23/2020		California Choice	Health Insurance Premium - April 2020	42,151.17
3/23/2020		Vision Services Plan-CA (VSP)	Vision Insurance Premium - April 2020	987.95
3/23/2020	VV354	Teachers on Reserve (Corp)	Substitute Services	3,665.37
3/23/2020	VV355	Teachers on Reserve (Corp)	Substitute Services	2,192.01
3/24/2020	BP10682	CharterSafe	19-20 Worker's Comp (Additional)	3,068.00
3/24/2020	BP10689	BlueRange Technology	Chromebook Charging Cart	768.37
3/24/2020	BP10690	Jessica Serrano	SPED Contractor: DHH Consulting (Jan)	75.00
3/24/2020	BP10685	BlueRange Technology	Laptop accessories; Laptops	1,272.48
3/24/2020	BP10693	Therapy Works	SPED Contractor - OT & AT Services (Jan 2020)	4,621.00
3/24/2020	BP10688	Telegraph Media	Student Recruitment Ad	495.00
3/24/2020	BP10687	Xerox Financial Services (CT#010-0019523-003)	CT#3: Lease payment (02/29/20 - 03/29/20)	287.26
3/24/2020	BP10686	Xerox Financial Services (CT#010-0019523-002)	CT#2: Lease payment (02/28/20 - 03/27/20)	326.14
3/24/2020	BP10691	Starline Supply Company	Custodial Supplies	4,704.66
3/24/2020	BP10692	Sergio's Janitorial & Yard	Janitorial Services: Jan/Feb 2020; Dump Fees; Special Gym Cleaning	8,583.05
3/24/2020	BP10695	Mr. Copy (MRC Smart Technology Solutions)	Contract Overage: (01/20 - 02/20)	949.47
3/24/2020	BP10694	BlueRange Technology	GoGuardian Subscriptions	5,651.24
3/24/2020	BP10684	Young, Minney & Corr, LLP (YM&C) (1099-7)	Legal fees (discount adjustments)	43.08
3/24/2020	BP10681	Maxim Healthcare Services, Inc.	School Nurse (Week of 12/02/19 - 12/06/19; 12/09/19 - 12/13/19)	1,100.00
3/24/2020	BP10680	Kajeet, Inc.	Mobile hotspots for students	2,132.35
3/24/2020	BP10683	Girard, Edwards, Stevens & Tucker LLP	Legal fees thru 02/29/20	302.50
3/25/2020	BP10696	Carney Sandoe & Associates	Staff Recruitment Membership	995.00
3/25/2020		The Education Team	Substitute Services	3,592.63
3/26/2020		PLIC - SBD Grand Island	Dental Insurance Premium (April 20)	6,484.15
3/26/2020	VV356	Ryan Derham	Reimbursement: PD Mileage	52.43
3/27/2020	VV357	Scott Legallet	Reimbursement: Spirit Week Pizza Prize	82.98

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.



**April 2020 Statement**

Open Date: 03/03/2020 Closing Date: 04/01/2020



**Visa® Community Card**  
ACADEMY OF ALAMEDA (CPN 001559617)

**Cardmember Service** ☎ 1-866-552-8855  
BUS 30 ELN 1

<b>New Balance</b>	<b>\$3,309.97</b>
<b>Minimum Payment Due</b>	<b>\$34.00</b>
<b>Payment Due Date</b>	<b>04/28/2020</b>

<b>Activity Summary</b>		
Previous Balance	+	\$12,004.94
Payments	-	\$8,148.94 <sup>CR</sup>
Other Credits	-	\$4,120.00 <sup>CR</sup>
Purchases	+	\$3,573.97
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$3,309.97</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$34.00</b>
Credit Line		\$50,000.00
Available Credit		\$46,690.03
Days in Billing Period		30

**Payment Options:**



Mail payment coupon with a check



Pay online at [myaccountaccess.com](http://myaccountaccess.com)



Pay by phone 1-866-552-8855

*No payment is required.*

CPN 001559617

0047985100550558300000034000003309974



**Automatic Payment**

24-Hour Cardmember Service: 1-866-552-8855

- ☎ . to pay by phone
- ☎ . to change your address

Account Number:  
Your new full balance of \$3,309.97 will be automatically deducted from your account on 04/20/20.

000028896 01 SP 000638418540726 P Y

ACADEMY OF ALAMEDA  
ACCOUNTS PAYABLE  
401 PACIFIC AVE  
ALAMEDA CA 94501-1837



**What To Do If You Think You Find A Mistake On Your Statement**

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
  - ▶ Dollar amount: The dollar amount of the suspected error.
  - ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.
- You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
- ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
  - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
  - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
  - ▶ We can apply any unpaid amount against your credit limit.

**Your Rights If You Are Dissatisfied With Your Credit Card Purchases**

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

**Important Information Regarding Your Account**

**1. INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("**DPR**") by the Average Daily Balance ("**ADB**") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation.

**2. Payment Information:** You must pay us in U.S. Dollars with checks or similar payment instruments drawn on a financial institution located in the United States. We will also accept payment in U.S. Dollars via the Internet or phone or previously established automatic payment transaction. We may, at our option, choose to accept a payment drawn on a foreign financial institution. However, you will be charged and agree to pay any collection fees required in connection with such a transaction. The date you mail a payment is different than the date we receive that payment. The payment date is the day we receive your check or money order at Cardmember Service, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your electronic or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Mailed payments that do not include the payment coupon and/or are mailed to a different address will be processed within 5 banking days of receipt and credited to your Account on the day of receipt. In addition, if you mail your payment without a payment coupon or to an incorrect address, it may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and possible suspension of your Account. Internet and telephone payment options are available, and crediting times vary (but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made). If you are making an internet or telephone payment, please contact Cardmember Service for times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

**3. Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



April 2020 Statement 03/03/2020 - 04/01/2020  
 ACADEMY OF ALAMEDA (CPN 001559617)

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**Important Messages**

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$3309.97 will be automatically deducted from your bank account on 04/20/2020. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

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**Transactions** HUXLEY, MATTHEW P Credit Limit \$20000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/05	03/03	9687	H2O WATER COMPANY 510-3203988 CA	\$57.99	_____
03/05	03/04	4355	TRADER JOE'S #109 QPS ALAMEDA CA	\$36.25	_____
03/06	03/04	0485	SAFEWAY #2708 ALAMEDA CA	\$229.18	_____
03/09	03/05	0826	SAFEWAY #2708 ALAMEDA CA	\$8.89	_____
03/12	03/11	1491	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
03/18	03/15	6058	OFFICEMAX/DEPOT 6602 ALAMEDA CA	\$41.67	_____
03/30	03/27	7452	CA SECRETARY OF STATE 916-6951338 CA	\$25.00	_____
<b>Total for Account</b>				<b>\$413.97</b>	

**Transactions** HOTTINGER, SUMMER Credit Limit \$7500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/09	03/07	9309	ADOBE ACROPRO SUBS 800-833-6687 CA	\$14.99	_____
03/09	03/08	4883	Audible*1E0N65RG3 Amzn.com/bill NJ	\$14.95	_____
03/09	03/08	0630	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
03/11	03/10	8276	ZOOM.US 888-799-9666 CA	\$54.99	_____
03/13	03/12	5529	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
03/26	03/25	0376	ASANA.COM HTTPWWW.ASAN CA	\$239.80	_____
03/30	03/29	6588	BambooHR HRIS 866-3879595 UT	\$99.00	_____
<b>Total for Account</b>				<b>\$453.71</b>	

**Transactions** BULLOCK, NORA Credit Limit \$7500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/04	03/03	6330	CALICOSPANISH.COM HTTPSCALICOSP OR	\$29.00	_____

*Continued on Next Page*



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 ACADEMY OF ALAMEDA (CPN 001559617)

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**Transactions** BULLOCK,NORA **Credit Limit \$7500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/13	03/12	7666	CVS/PHARMACY #09255 ALAMEDA CA	\$70.82	_____
03/13	03/12	4049	TEACHERSPAYTEACHERS.CO 646-588-0910 NY	\$41.99	_____
<b>Total for Account</b>				<b>\$141.81</b>	

**Transactions** SOUKHAMTHATH,KANITHA **Credit Limit \$20000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
03/09	03/05	0002	AMERICAN 0012397664959 FORT WORTH TX MERCHANDISE/SERVICE RETURN	\$428.00CR	_____
03/09	03/05	0010	AMERICAN 0012397664960 FORT WORTH TX MERCHANDISE/SERVICE RETURN	\$428.00CR	_____
03/11	03/10	4295	OAKLAND ATHLETICS OAKLAND CA MERCHANDISE/SERVICE RETURN	\$3,000.00CR	_____
03/18	03/13	7556	BUREAU OF EDUCATION AN BELLEVUE WA MERCHANDISE/SERVICE RETURN	\$264.00CR	_____
<b>Purchases and Other Debits</b>					
03/03	03/02	0013	MAYA ESPRESSO CATERING OAKLAND CA	\$545.00	_____
03/04	03/02	5485	LUCKY #700 ALAMEDA ALAMEDA CA	\$45.95	_____
03/04	03/03	4867	INSTITUTE FOR EDUCATIO 800-2608180 WA	\$279.00	_____
03/04	03/03	4875	INSTITUTE FOR EDUCATIO 800-2608180 WA	\$279.00	_____
03/04	03/03	5808	IDEALIST.ORG 2754743 WWW.IDEALIST. NY	\$95.00	_____
03/05	03/04	9144	BUREAU OF EDUCATION AN 800-7362136 WA	\$279.00	_____
03/05	03/04	9151	BUREAU OF EDUCATION AN 800-7362136 WA	\$279.00	_____
03/09	03/07	7364	BT STARCHUP, INC 847-250-2667 IL	\$49.00	_____
03/09	03/06	1324	TARGET 00028290 ALAMEDA CA	\$32.63	_____
03/09	03/06	0102	ADOBE ACROPRO SUBS 800-833-6687 CA	\$14.99	_____
03/10	03/09	5454	PAYPAL *4141 SKATEB 402-935-7733 CA	\$80.00	_____
03/12	03/11	6486	FSP*BAY AREA JUMP 800-514-5867 CA	\$264.60	_____
03/13	03/12	7656	TARGET 00028290 ALAMEDA CA	\$11.57	_____
03/13	03/12	1261	SQ *HOMETOWN DONUTS #1 Alameda CA	\$56.35	_____
03/17	03/16	0049	PHO & BAGUETTE ALAMEDA CA	\$35.96	_____
03/23	03/21	2267	PODS #50 PODS.COM CA	\$217.43	_____
<b>Total for Account</b>				<b>\$1,555.52CR</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
03/20	03/20	MTC	PAYMENT THANK YOU	\$8,148.94CR	_____

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**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Total for Account</b>				<b>\$8,148.94CR</b>	

<b>2020 Totals Year-to-Date</b>	
Total Fees Charged in 2020	\$35.80
Total Interest Charged in 2020	\$0.00

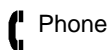
**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$3,309.97	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

**Contact Us**



Phone

Voice: 1-866-552-8855  
 TDD: 1-888-352-6455  
 Fax: 1-866-807-9053



Questions

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ACADEMY OF ALAMEDA

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# Cover Sheet

## Distance Learning Policy

**Section:** II. Consent Agenda  
**Item:** C. Distance Learning Policy  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 20 04 13 AoA Distance Learning Expectations Policy.pdf

## THE ACADEMY OF ALAMEDA

### **DISTANCE LEARNING EXPECTATIONS POLICY**

The goal of AoA's Distance Learning Expectations Policy is to provide families and students a clear set of guidelines and expected behaviors while balancing those high expectations with the understanding and empathy that social distance learning presents many challenges for students, families and staff - even while it provides students with effective and engaging learning outcomes.

This policy sets forth the expectations of students and parents/guardians while students are engaging in distance learning at Academy of Alameda ("AoA").

"Distance learning" means instruction in which the student and instructor are in different locations. This may include interacting with a student through the use of computer and/or other communications technology for the delivery of instruction, check in or other communications between student, teacher and other employees. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

Distance learning at AoA will occur through use of various online platforms including Google Classroom, Zoom, IXL, Loom and Google Hangout. Meetings will include whole classrooms, small groups and some one-to-ones.

The AoA distance learning program will provide its students with educational opportunities and continuity to the greatest extent practicable during temporary school closure. To achieve this goal, AoA requires students and their parents/guardians to adhere to the following guidelines at all times while students are engaging in distance learning:

#### **STUDENT GRADING AND ENGAGEMENT EXPECTATIONS**

Students are expected to complete all assignments by their due dates, as well to actively participate in all required live video conference classes assigned by their teacher/s. If an assignment is going to be late or is late, the student or parent/guardian (when appropriate in earlier grades) should let the teacher know so that the teacher can support the student. The Academy of Alameda Elementary and Middle School Principals will inform students and families of their school's specific grading/assessment policy.

#### **STUDENT BEHAVIOR AND PARENT SUPERVISION EXPECTATIONS**

1. **STUDENT SUPERVISION:** To the extent possible, it is important for parents/guardians or caretakers to provide a level of supervision while the student is participating in distance learning instruction or school-related activities, to make sure that their child is actively engaged in the learning process, and they are fulfilling their academic and social emotional coursework and school obligations. Frequent or regular check-ins with students are important to make sure that they are engaging in their school work and feel supported.
2. **STUDENT WORK AREAS:** To the greatest extent possible, student work areas should be conducive to learning, reasonably quiet, free of distractions and any material that violates the law or AoA policy
  - a. Students must have all materials and equipment (e.g., tablet/laptop, pencil, paper, etc.) ready for their use before the start of any scheduled distance learning instruction or school-related activity.
  - b. Please keep all pets, siblings not engaging in learning, cell phones or personal electronic devices and food away from the student work area if possible to minimize or avoid distractions.

- c. Students must promptly comply with any teacher request to mute or unmute their device microphone or remove an item, individual, or pet from their work area if they are engaged in a “live” learning experience using Zoom or other video conferencing platforms.
3. **ABSENCES:** If the student will be unable to participate in any school-related activity for any reason, please contact the teacher or other AoA personnel member with whom the student was scheduled to meet as soon as possible.
4. **STUDENT LOG IN/PARENT TECHNICAL SUPPORT:** Students will be provided with personal login credentials for online/virtual distance learning instruction, meetings and school-related activities for their own use. Students are not to share their login information with any other person except their parents/guardians or responsible adult caregivers as necessary for the parent/guardian or responsible adult caregiver to assist the student in troubleshooting login issues or other technical difficulties. If a parent/guardian, responsible adult caregiver or the student experiences technical difficulties while participating in school-related activities, please contact The Academy’s IT employee as soon as possible. Sharing student login information with another person will subject Student to the School’s discipline policy.
5. **PARENT ENGAGEMENT IN INSTRUCTION:** Parents/guardians and responsible adult caregivers should not interfere, disrupt or directly participate in virtual distance learning lessons unless requested by the teacher or without teacher written permission. AoA distance learning instruction and other online or virtual school-related activities are intended for AoA students and personnel use. Parents/guardians and responsible adult caregivers are not permitted to log into or attend online/virtual distance learning instruction, meetings, or other school-related activities unless specifically requested by a teacher or AoA employee.
6. **CONFIDENTIALITY:** There is no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.
  - a. Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g., academic performance, medical conditions, disabilities, behavior, etc.) while supervising a student’s virtual or online instruction or school-related activities.
  - b. Students, parents/guardians, responsible adult caregivers and any other individual who may be in or around a student’s work area are not permitted to photograph, video or audio record, or screenshot any distance learning instruction or other virtual, online or telephonic school-related activities without express written permission from AoA.
  - c. AoA may record virtual classes or other group distance learning activities for use by other students who might benefit from accessing the instruction at a later time. No counseling or special education services provided in a group session will be recorded.
  - d. If a student is receiving virtual, online or telephonic counseling services from a AoA employee or contractor, no other individual, including but not limited to parents/guardians, responsible adult caregivers, or siblings are allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling services for confidentiality purposes.
  - e. The identity of all students participating in any small group counseling session with a AoA employee or contractor and other student(s) and all the statements made or discussions occurring during such counseling sessions are confidential and may not be disclosed to any individual.
  - f. Teachers may record one to one student communications, with parent/guardian/adult student consent. Counseling sessions will not be recorded under any circumstance.

7. **TECHNOLOGY POLICY:** Students, parent/guardians and responsible adult caregivers must comply with the AoA Student Technology Policy and Acceptable Use Agreement at all times when utilizing School technology to access distance learning.
  - a. AoA technology and equipment includes but is not limited to AoA electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. AoA technology and equipment may only be used for educational purposes in accordance with the AoA Student Technology Policy and Acceptable Use Agreement.
  - b. Students and parents/guardians acknowledge that AoA technology and equipment are owned by AoA. By logging into or accessing AoA technology or equipment, users acknowledge that they have no expectation of privacy in the use of AoA technology or equipment, even if such technology is used on a personal device. AoA reserves the right to access communications, files, and other data stored on or sent over AoA technology or equipment.
  - c. Technological resources provided by AoA must be used in a safe, responsible, appropriate, and legal manner in accordance with AoA policies and in support of its instructional program for the advancement of student learning.
  - d. Downloading, uploading, viewing, posting or sharing inappropriate content, including pornographic, defamatory, discriminatory, harassing, bullying or otherwise offensive material is prohibited.
  - e. Students must not access AoA online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.
8. **DISRUPTION OF DISTANCE LEARNING:** It is illegal for a person to “intentionally access a computer without authorization,” such as entering an online/virtual distance learning class (known as Zoom Bombing) in which the person is not a student. Any individual who does this may be civilly or criminally liable under the Federal Computer Fraud and Abuse Act.
9. **APPLICATION OF DISCIPLINARY RULES/POLICIES:** All other AoA rules and policies regarding student behavior and discipline including but not limited to the Suspension and Expulsion Policy and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action including but not limited suspension or expulsion.
  - a. Any student who believes they have been subject to misconduct prohibited by the AoA including conduct outlined in The Academy of Alameda’s Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to either the Elementary School Principal, Nora Bullock, or the Middle School principal, Miranda Thorman.

This policy is subject to change without advance notice as the Distance Learning program develops. The Academy will alert students and their families of significant changes in the policy. By participating in the Distance Learning program, both Parent and Student acknowledge and agree to the terms expressed herein.

# Cover Sheet

## Elementary and Middle School Distance Learning Programs

**Section:** III. Board Communications  
**Item:** C. Elementary and Middle School Distance Learning Programs  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Distance Learning Update - 4.30.20 (1).pdf

# Distance Learning Update

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AoA Board Meeting April 30, 2020



## ***ES/MS Phase II: Distance Learning Program Goals***

- Students learn a small number of essential grade-level standards designed to prepare students for the next grade. Other goals include:
- Keep students engaged and invested in learning
- Continue to provide students opportunities to practice key skills and standards
- Keep students connected to each other and the school and
- Provide both support and stretch experiences for students

## ***ES/MS Phase II: Distance Learning Underlying Values***

- Wellbeing for students, families, and ourselves
- Equity and keeping the gap as small as possible
- Balance of routine and flexibility
  - Prioritizing asynchronous learning (can be done at any time) over synchronous (must be done at a specific time).
- Quality over quantity

# ***ES Distance Learning Components for ALL***

- Teachers have selected a small handful of essential standards--Math and ELA--to be taught through the end of the year
- Every Monday, teachers post an instructional video on Loom
  - Students watch the video and then log into IXL, Zearn, and a handful of other platforms to practice the skill
  - Students who do not achieve mastery on the skill in IXL by Wednesday afternoon are flagged for reteach (via Zoom) on Thursday and Friday

## ***ES Distance Learning Components for Some***

- Students who have worked below grade level throughout the year are scheduled for small group Zoom sessions on Mondays, Tuesdays, and Wednesdays
- At these sessions, teachers:
  - Reinforce the essential standard of the week
  - And/or do a guided reading lesson

## ***Other Components***

- Support staff have all been assigned to a grade level and are working with teachers to provide additional support (FaceTime, Zoom groups) to our most vulnerable students
- Community Activity 3x/week on Zoom (games, read aloud, morning meeting, etc).
- Spanish, PE, Music, and after school staff all posting optional activities 2-3x/week

# Sample Teacher Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Send ParentSquare/Loom message with assignments, video message, and video lessons for the week	Send ParentSquare/Loom message with assignments and video message, check email/messages	Send ParentSquare/Loom message with assignments and video message, check email/messages	Send ParentSquare/Loom message with assignments and video message, check email/messages	Send ParentSquare/Loom message with assignments and video message, check email/messages
8:30-9:00					
9:00-9:30	Prepare and organize materials for Guided Practice/Guided Reading sessions	Prepare and organize materials for Guided Practice/Guided Reading sessions		Prepare and organize materials for reteach sessions	Planning for next week
9:30-10:00					
10:00-10:30	Prep for Community Activity		Prep for Community Activity	Reteach Zoom session 1	Prep for Community Activity
10:30-11:00	Community Activity	Practice Zoom session 5	Community Activity		Community Activity
11:00-11:30		Practice Zoom session 6			
11:30-12:00	Break	Break	Break	Break	Break
12:00-12:30					
12:30-1:00	Practice Zoom session 1	Practice Zoom session 7	Check IXL progress, record mastery scores in data tracker; create new assignments for "mastery" (above 90) students, contact students below 90 for reteach session	Reteach Zoom session 2	Planning for next week
1:00-1:30	Practice Zoom session 2	Practice Zoom session 8		Break, get organized	
1:30-2:00	Break, get organized	Break, get organized			
2:00-2:30	Practice Zoom session 3	Practice Zoom session 9		Reteach Zoom session 3	
2:30-3:00	Practice Zoom session 4	Practice Zoom session 10	Weekly staff check in		Check IXL progress, update tracker
3:00-3:30	Check email/messages, additional	Check email/messages, additional		Check email/messages, additional	Check email/messages, additional

# Tracking

Each teacher is tracking:

- Attendance at practice sessions
- Attendance at reteach sessions
- Mastery of essential standards

Week		April 13-17		April 13-17	
	<b>Math Essential Skills</b>	<i>Identifying fractions on a shaded number line IXL 11</i>		<i>Identifying fractions graphed on a number line IXL 13</i>	
		<b>IXL Mastery Score</b>		<b>IXL Mastery Score</b>	
Student Name	Target Student?	Wed	Fri	Wed	Fri
MA		100		100	
IA	y	100		100	
KA		100		100	
SB	y	100		100	
VB		100		100	
BC	y	100		100	
EC	y	100		75	82
FC		home schooling			
YC	y	100		100	
AC		100		100	
SD		100		100	
JF		100		100	
AF	y	100		100	
RG		91		100	

# Key Middle School Distant Learning Components

- Instructional teams have determined core standards and skills to focus on and organized 1-2 units for students to complete in each subject.
- All teachers are assigning work through Google Classrooms and we have created a “Home Base” document for each grade level with links to weekly assignments that is accessible to parents/guardians and students



# Key Middle School Distant Learning Components

- Along with teacher-created materials, we are using
  - IXL (content/skill work in all subjects)
  - GoFormative (interactive, teacher created lessons and formative assessments)
  - Newsela (already used, primarily in History classes)
  - Math 180 (already used for students who need additional math support)
  - Accelerated Reader (already used in ELA classes)

# Key Middle School Distant Learning Components

## Phase 2 Distance Learning Schedule

Start Time	End Time	Duration	Mon	Tue	Wed	Thur	Fri
10:00	11:00	1:00	Science	Math	ELA	History	Electives/ Strat Lit/Math 180
11:00	11:30	0:30	Break	Break	Break	Break	Break
11:30	12:30	1:00	ELA	History	Science	Math	Tutorial
12:30	1:30	1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:30	2:00	0:30	Math	PE	Math	Advisory	PE
2:00	3:00	1:00	Electives/ StratLit/M ath 180	Tutorial	Electives/ Strat Lit/Math 180	Tutorial	

### Distance Learning Schedule Highlights

- Teachers are assigning work to fit within their time - we recommend that students follow this schedule, however they can do the work asynchronously
- We added additional math time for added math practice
- Teachers offer office hours during their time-slot and one other time during the week
- Students with IEPs are meeting with Instructional Assistants and/or Education Specialists during Tutorial times
- Advisory is a time for community connection

# Additional Middle School Supports

- Counselors are continuing regularly scheduled sessions with students and Ms. Smoot is offering drop-in times
- Ms. Smoot has created a Distance Learning support [website](#) and she is creating advising curriculum for teachers to use during Advisory
- Instructional Assistants and GOLD staff are offering small group and 1:1 support to students who need additional support
- The COST team is meeting to review a list of students of concern passed on by teachers. We are assigning a point person for each student and making phone calls to provide support
- Starting this week we are offering optional lunch hangout sessions for students over Zoom, hosted by RJ Coordinators and other staff

# MS: Measuring Participation and Success

- We are personally reaching out to students who are not engaging and doing our best to determine what support is needed. At this point, teachers report that around 20% of students are not completing assignments. We are finding that lack of engagement correlates with socio-economic background.
- We sent out surveys to parents/guardians and students on April 23 and we are working to analyze and respond to the feedback. At a high level, we found:
  - Our program has helped students establish a routine and stay engaged with school
  - About half the respondents want more and half want less - it is hard to determine a “Goldilocks” solution
  - There is a desire for more synchronous time for some, which is inconsistent with teacher reporting that few students are attending synchronous Zoom meetings

# MS: Measuring Success

- We are currently utilizing an A-C grade scale, based on our equity-based decision that no child should fail or “not pass” during this time. Grades are determined primarily based on effort and completion.
- We will be looking at early grading data in our Instructional Leadership Team meeting to determine what changes may need to be made.
- The COST team and the School Culture Leadership Team are meeting to plan more opportunities for SEL support and school-culture building.
- It is challenging to use attendance or work completion as a measure of success. Many of our students are sharing computers with siblings and parents, providing childcare to siblings, or having trouble focusing in such a stressful time.

# Cover Sheet

## 2020/21 Elementary and Middle School Enrollment Update

**Section:** III. Board Communications  
**Item:** D. 2020/21 Elementary and Middle School Enrollment Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Enrollment Data for Board Meeting 4.30.20 (2).pdf

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# Enrollment Report

— AoA Board of Directors —  
April 30, 2020

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# Applications by Year (2017/18 to 2020/21)

## Received by the Application Deadline (February 28)

<b>School Year</b>	<b>Kindergarten</b>	<b>6th Grade</b>
2017-2018	106	236
2018-2019	110	237
2019-2020	126	208
2020-2021	114	211



**2020/21 K-8 Applications - In/Out of District (Received by February 28 Application Deadline)**

<b>Grade</b>	<b>In-District</b>	<b>Out of District</b>	<b>Total</b>	<b>Waiting List</b>
Kindergarten	75 (66%)	39 (34%)	114	23
1st Grade	4	10	14	9
2nd Grade	7	16	23	16
3rd Grade	12	15	27	22
4th Grade	10	9	19	11
5th Grade	12	16	28	21
6th Grade	117 (55%)	94 (45%)	211	0
7th Grade	5	13	18	0
8th Grade	8	13	21	3
<b>Total</b>	<b>250 (53%)</b>	<b>225 (47%)</b>	<b>475</b>	<b>105</b>

## K-8 Enrollment - In/Out of District (as of 4/27/20)

Grade	In-District	Out of District	Total	Waiting List
Kindergarten	38 (81%)	9 (19%)	<b>47</b>	24
1st Grade	1	2	3	10
2nd Grade	3	1	4	17
3rd Grade	3	0	3	23
4th Grade	4	0	4	12
5th Grade	2	1	3	24
6th Grade	89 (61%)	57 (39%)	<b>146</b>	0
7th Grade	3	8	11	0
8th Grade	2	4	6	4
<b>Total</b>	<b>145 (64%)</b>	<b>87 (39%)</b>	<b>227</b>	<b>114</b>

# Cover Sheet

## 2020/21 Budget Discussion

**Section:** III. Board Communications  
**Item:** E. 2020/21 Budget Discussion  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 20-04-30 Finance Update (1).pdf



# Financial Update

April 30, 2020

The Academy of Alameda  
AoA Public Schools

# Agenda

1. State Budget Update
2. CSDC's Advice for Budgeting during COVID
3. Timeline for Budget Adoption
4. Current 20-21 Budget Assumptions & Demographics
5. AoA's Theory of Action for Budgeting during COVID



# State Budget Update

1. Information is changing on a daily basis and we are monitoring updates!
2. During 4/16 budget subcommittee **Gov. Newsom did not give specific numbers**, but did address the following key points:
  - CA is “likely facing a potentially significant budget problem” and revenues will be “insufficient to cover existing service levels”
  - While the state will be submitting a budget in July, the sudden & drastic economic downturn from COVID & delayed tax filings to July 15 will make it difficult for the state to budget
  - Past recessions have lasted multiple budget cycles & we should also be looking at this will extend into future budget years
  - The federal response can assist in their ability to both borrow and print money, whereas CA is prohibited from doing so



# CSDC Advice during COVID-19

1. Lower income taxes, capital gains, and sales taxes will affect LCFF revenues that are funded from these sources (76% of our revenues)
2. State reserves protect the state, not K-12 school funding
3. CSDC recommends modeling a “less pessimistic” COLA of 0% and “more pessimistic” cut of 10%-20% of LCFF revenues
4. Schools should plan for a deferral of some of the May and/or June principal apportionments for 19-20, but should arrive in early July
5. Potential mid-year cuts in 20-21 as 2019 taxes are finalized and/or deferrals
  - a. Crisis/recession may not fully “peak” until the 2021-22 fiscal year since the state budget is based off prior year tax revenue assumptions



# Timeline for Budget Adoption

***While little will be known as we enter into this process, below is the timeline to have a budget ready for submission at the June 25th Board Meeting.***

1. May 5th: Finance Committee Meeting
  - Discuss any known updates to State funding & look at budget model projections
2. May 28th: Board Meeting
  - Present a draft of the budget (hopefully with May Revise numbers included)
3. June TBD: Finance Committee Meeting
  - Finalize COLA assumptions used for the budget (while knowing that these will be unknown to the state)
4. June 25th: Board Meeting
  - Adopt the 20-21 Budget & Preliminary Budget for 2 out-years
  - Adopt the new “Operational LCAP” → being released May 1





# 2020-21 Budget - Enrollment

Grade	Class Size	Total	ADA (95%)
K	24	48	45.6
1	24	48	45.6
2	24	48	45.6
3	24	48	45.6
4	26	52	49.4
5	26	52	49.4
<b>Total</b>		<b>296</b>	<b>281.2</b>

Grade	Class Size	Total	ADA (95%)
6	28	140	133.0
7	28	140	133.0
8	28	170	161.5
<b>Total</b>		<b>460</b>	<b>427.5</b>



# 2020-21 Budget: Student Demographic Assumptions

School	19-20 Enrollment Count	19-20 Unduplicated Count	19-20 UPP %
Elem	298	153	51.34%
Middle	476	255	53.57%

School	20-21 Enrollment Count	20-21 Unduplicated Count	20-21 UPP %
Elem	296	163	55.07%
Middle	450	248	55.11%

Grade	In-District ADA	Out-District ADA	19-20 AUSD %
ES	205.09	79.37	72%
MS	303.35	151.28	67%

Grade	In-District ADA	Out-District ADA	20-21 AUSD %
ES	202.46	78.74	72%
MS	266.13	161.37	67%



# AoA's Budget Development Theory of Action

1. Especially during times of crisis, AoA will remain committed to taking care of our staff & students
2. Advice from Eric Premack: schools and the states will be budgeting “blindly” for 2020-21, be conservative, protect your cash, and develop contingency plans.
3. A need to budget even more strategically by reviewing all aspects of our budget in detail.
4. Make reductions that least impact student outcomes while making sure that you have the level of operational support to sustain and move towards our mission and vision.



# Cover Sheet

## 2020/21 Executive Director Compensation

**Section:** IV. Action Items  
**Item:** B. 2020/21 Executive Director Compensation  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Edgility - Executive Director Comps.pdf  
Huxley - 20-21 Employment Agreement.pdf



## Edgility Consulting Compensation Report

**Organization:** Academy of Alameda

**Role:** Executive Director

**Geographic Region:** Bay Area

**Industry:** Education Nonprofit

Edgility selected leadership benchmark roles at charter schools in the Bay Area. Annual salary, total employee numbers, and total revenue were researched using 990 data. All compensation was aged by 2.5% to January 1, 2019 according to the standard rate of inflation for the purposes of compensation studies.

### Market Findings

School Name	Total Employees	Total Revenue (M)	Position Title	Annual TCC	Annual Total Compensation
Discovery Charter Schools	186	10.9	ED/Superintendent	\$169,591	\$169,591
Envision Schools	218	17.9	CEO/Superintendent	\$198,772	\$237,543
Gateway Public Schools	139	9.25	ED	\$194,238	\$226,413
Knowledge Enlightens You (KEY) Academy	68	5.5	ED	\$109,235	\$109,235
Lighthouse Community Schools	201	15.4	CEO	\$170,247	\$183,952
Sunrise Middle School	31	2.35	ED	\$92,487	\$116,899
Thomas Edison Charter Academy	141	8.1	ED	\$144,138	\$144,138
Unity Schools	91	6.96	ED	\$106,885	\$106,885
University Preparatory Academy Charter	59	6.16	ED	\$100,083	\$100,083
Voices College-Bound Language Academies	150	11.5	President/CEO	\$165,990	\$212,412
			Average	\$145,167	<b>\$160,715</b>
			50 <sup>th</sup> Percentile	\$155,064	<b>\$156,865</b>
			75 <sup>th</sup> Percentile	\$170,083	<b>\$205,297</b>

### Recommendation

We typically recommend targeting between the 50<sup>th</sup> and 75<sup>th</sup> percentile for executive level incoming salaries to ensure competitiveness within the marketplace. Based on a survey of the marketplace using the above parameters, **we recommend a salary range of \$155,000 – \$170,000 for this position.**

**Connecting the schools of tomorrow with the leaders they need today.**

Edgility Consulting | [edgilityconsulting.com](http://edgilityconsulting.com) | 510.575.9635 | [info@edgilityconsulting.com](mailto:info@edgilityconsulting.com)



# The Academy of Alameda

## *A K-8 Public Charter School Organization*

### AT-WILL EMPLOYMENT AGREEMENT

EXECUTIVE DIRECTOR

**Between**

**ACADEMY OF ALAMEDA**

**&**

**MATT HUXLEY**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Academy of Alameda (“AoA”), a California public charter school approved by the Alameda Unified School District (the “District”). The Board desires to hire employees who will assist AoA in achieving the goals and meeting the requirements of AoA’s charter, and implementing AoA’s purposes, policies, and procedures. The parties recognize that AoA is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

WHEREAS, AoA and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

#### **A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT**

1. AoA has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* AoA has been duly approved by the District, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, AoA has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, AoA is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of AoA, and the employee signing below expressly recognizes that he is being employed by AoA and not the District.
3. Pursuant to Education Code section 47610, AoA must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. AoA shall be deemed the exclusive public school employer of the employees at AoA for purposes of Government Code section 3540.1.

#### **B. EMPLOYMENT TERMS AND CONDITIONS**

##### **1. Duties**

The Employee shall work in the position of Executive Director. The Employee will perform such duties as AoA may reasonably assign and Employee will abide by all of

AoA's policies and procedures as adopted and amended from time to time. The Employee further agrees to abide by AoA's charter. A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of AoA.

2. **Work Schedule**

The minimum daily work schedule for this full-time position shall be 40 hours per week. While the Employee shall generally be available at AoA during this time period, the duties of this exempt position may require work on weekends, and before and after the regular work year or hours of the work day. Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with AoA.

3. **Compensation**

The annual compensation for this position shall be \$180,829.41 subject to all regular withholdings, and paid in twelve (12) monthly installments. The Employee's compensation may be prorated depending on whether they remain employed, or in active work status, for the entire year. As an exempt employee, the Employee shall not be eligible to earn overtime.

4. **Benefits:**

- a. **Health/Retirement Benefits.** At AoA's expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to AoA's other employees, including entitlement to participation in STRS.
- b. **Sick Leave.** Employee shall be entitled to twelve (12) days of sick leave annually. Sick leave does not accrue or carry over from year to year and is not paid out upon separation from employment.

5. **Performance Evaluation**

The Board shall evaluate the performance of the Employee at least once annually. This evaluation shall be based on the job description and performance objectives as defined in this Agreement. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee and he/she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Board shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair the Board's ability to release the Employee on an at-will basis as outlined below.

6. **Employee Rights**

Employment rights and benefits for employment at AoA shall only be as specified in

this Employment Agreement, AoA's charter, the Charter Schools Act and AoA's Employee Handbook, which from time to time may be amended and modified by AoA. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with AoA.

7. **Licensure**

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he is a child care custodian and is certifying that he has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for the Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a licensed physician and/or licensed entity that he was found to be free from tuberculosis risk factors, or active tuberculosis, if risk factors were identified. Both clearances must be in place prior to the first day of service.

10. **Conflicts of Interest**

Employee understands that, while employed at AoA, he will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with her employment with AoA.

11. **Outside Professional Activities**

Upon obtaining prior written approval of the Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. AoA shall in no way be responsible for any expenses attendant to the performance of such outside activities.



12. **Expense Reimbursement**

AoA shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable AoA policy and authorization.

13. **Required Contract Provisions**

The following provisions are required to be included in this Agreement by the California Government Code:

a. **Limitations on Cash Settlement**

In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the Employee multiplied by twelve (12).

b. **Required Reimbursements**

Employee shall be required to reimburse AoA for any salary or fees she receives from AoA in relation to his placement on paid administrative leave pending criminal charges if he is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse AoA for any cash settlement he receives in relation to his termination if he is convicted of a crime involving the abuse of office/position.

C. **EMPLOYMENT AT-WILL**

AoA may terminate this Agreement and the Employee's employment at any time with or without cause, with or without advance notice, at AoA's sole and unreviewable discretion. Either party may immediately terminate this Agreement and the Employee's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of her employment may be altered at any time, with or without cause, at the discretion of AoA. No one other than the Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

D. **GENERAL PROVISIONS**

1. **Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any

subsequent breach.

2. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

**E. ACCEPTANCE OF EMPLOYMENT**

By signing below, Employee declares as follows:

1. I have read this Agreement and accept employment with AoA on the terms specified herein.
2. All information I have provided to AoA related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between AoA and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AoA Approval:**

Dated: \_\_\_\_\_  
David Forbes, Board President

***This Employment Agreement is subject to ratification  
and approval by the Governing Board of AoA.***