



THE ACADEMY OF ALAMEDA

The Academy of Alameda Charter School Board Board Meeting

Date and Time

Thursday May 28, 2020 at 6:30 PM PDT

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/84159396084?pwd=OFRqeGd0MUc1U1ErMldLZU9mSzZydz09>

Meeting ID: 841-5939-6084

Password: 9321

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Zoom Meeting Agreements and Protocol		Matt Huxley	3 m
<ul style="list-style-type: none">• Please mute yourself when you enter the meeting and while someone else is talking.• Use the "raise-hand" icon or raise your hand on video if you have a question.• Make sure your name is spelled correctly.• You can use the chatbox to write a question.• Use reactions to give a "thumbs-up" or "clap."			
B. Call the Meeting to Order		David Forbes	1 m
C. Record Attendance and Guests (Roll Call)		David Forbes	1 m
D. Public Comments		David Forbes	1 m
E. The Board Reviews The Academy of Alameda's Mission and Envisioned Future Statements		David Forbes	1 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.			

II. Consent Agenda

6:37 PM

A. Approve Minutes	Approve Minutes	David Forbes	
Approve minutes for Board Meeting on May 14, 2020			
B. April 2020 Check Register & Credit Card Statement	Vote	David Forbes	
C. Vote on Consent Agenda	Vote	David Forbes	3 m

III. Board Communications 6:40 PM

A. Board Member Reports	Discuss	David Forbes	10 m
B. Special Education Update - Serving Students During School Closure	Discuss	Amber Cameron	20 m
C. Distance Learning Student Performance Report	Discuss	Matt Huxley	15 m
D. 2020/21 Reopening Schools' Plan Overview	Discuss	Matt Huxley	15 m

Executive Director, Matt Huxley will review the framework to be used to design and implement AoA's 2020/21 Reopening Schools Plan. A draft of a timeline will also be presented.

E. 2020/21 Instructional Plan Principles	Discuss	Matt Huxley	15 m
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The Instructional Plan's Guiding Principles will support the design and implementation of AoA's hybrid instructional plan that consists of Distance Learning Only, Blended Learning (Distance and On-Site, and On-Site Learning for prioritized students. The attached document is still in draft form. A completed document will be presented at the 5/28 Board meeting.

F. 2020/21 Budget Information Update	Discuss	Stacie Ivery	20 m
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IV. Action Items 8:15 PM

A. Officer Nomination	Discuss	David Forbes	5 m
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Annual nominations for the following Board of Director Officers. Board members will vote for officers at its June 25, 2020 meeting.

- President
- Vice President
- Secretary
- Treasurer

B. Board member nomination/s (For 3-year term)	Discuss	David Forbes	5 m
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Board members serve 3-year terms. Carole Robie (3 terms) and Que Chu (1st term) are serving the third year of their terms and will be nominated to serve another 3-year term.

V. Closing Items 8:25 PM

A. June 25 Board Meeting - Key Agenda Topics	FYI	Matt Huxley	5 m
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Key topics include:

- ES and MS LCAP Operations Report
- AoA/AUSD Fiscal/Operational MOU
- ASES MOU
- 2020/21 Budget
- Officer Vote
- Board member 3-Year Term Vote
- 2020/21 Reopening Schools Framework
- 2020/21 Board Meeting Calendar
- Consolidated Application (ConApp)

B. Adjourn Meeting	Vote	David Forbes	1 m
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Coversheet

Approve Minutes

Section: II. Consent Agenda
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on May 14, 2020

APPROVED



THE ACADEMY OF ALAMEDA

The Academy of Alameda Charter School Board

Minutes

Board Meeting

Date and Time

Thursday May 14, 2020 at 6:30 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/83365938426?pwd=RzIzRm5mRzhXaXFqMHVrbTJyQm1hQT09>

Meeting ID: 833-6593-8426

Password: 6575

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), M. Huxley (remote), S. Ivery (remote), T. Ammar (remote)

I. Opening Items

A. Zoom Meeting Agreements and Protocol

T. Ammar reviewed the Zoom Meeting Protocol.

B. 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 May 14, 2020 at 6:32 PM.

C. Record Attendance and Guests (Roll Call)

D. Public Comments

No public comments.

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

D. Forbes read The Academy of Alameda's Mission and Envisioned Future Statements.

II. Consent Agenda

A. Approve Minutes

C. Robie made a motion to approve the minutes from Special Board Meeting on 04-30-20.

R. Whittaker seconded the motion.

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

Roll Call

Q. Chu Aye

A. Price Aye

W. Schaff Aye

R. Whittaker Aye

C. Robie Aye

R. Brown Aye

D. Forbes Aye

K. Zimmerman Aye

A. Price made a motion to approve the minutes from Board Meeting on 04-30-20.

W. Schaff seconded the motion.

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

B. AoA/AUSD Technology Memorandum of Understanding (MOU)

C. Robie made a motion to approve the amendment to the AoA facilities which will allow AUSD to install a new phone/bell and intercom system as well as a new effective, campus-wide Internet coverage.

W. Schaff seconded the motion.

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

C. Vote on Consent Agenda

D. Forbes made a motion to to approve the consent agenda.

R. Whittaker seconded the motion.

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

III. Board Communications

A. Executive Director Evaluation Process

The Board has the responsibility to support the Executive Director. The Evaluation Feedback Survey is available for Board members in BoardOnTrack.

There are two purposes for the Executive Director Evaluation:

- 1) to provide explicit feedback from the Senior Staff (5) and the Board
- 2) to bring multiple perspectives to the work at AoA

Three specific areas:

- A) Core competencies and role specific competencies for an ED.
- B) Significant accomplishments and strengths that the ED has demonstrated this year.
- C) The top three things to move the organization forward.

Timeline:

- May 26** DL for the board members to submit Evaluation Feedback Survey.
- May 28** A closed board meeting on the report compiled by BoardOnTrack.
- Jun** A board sub committee will put together a draft memo/summary.
- Jun 18** A closed board session on the draft memo at 6pm.
- Jul 11** The Board will share the final memo with the Executive Director by Jul 11.
The memo will summarize strengths and areas of growth.

IV. Action Items

A. Payroll Protection Plan (PPP) Loan Resolution

Finance Working Group unanimously recommends approval of Payroll Protection Plan (PPP) Loan Resolution.

Following **R. Whittaker's** remark, one amendment will be made to the last page of the resolution:

~~Resolved by the Board of Directors of The Academy of Alameda meets all requirements of the PPP certifications;~~

Resolved by the Board of Directors of The Academy of Alameda, **that** meets all requirements of the PPP certifications;

C. Robie made a motion to approve Board Resolution 2019-20.3 – the Payroll Protection Plan (PPP) Loan Resolution.

K. Zimmerman seconded the motion.

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

V. 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 6:59 PM.

Respectfully Submitted,
D. Forbes

Coversheet

April 2020 Check Register & Credit Card Statement

Section: II. Consent Agenda
Item: B. April 2020 Check Register & Credit Card Statement
Purpose: Vote
Submitted by:
Related Material: 04-20 April Credit Card Register.pdf
04-20 April Check Register.pdf



May 2020 Statement

Open Date: 04/02/2020 Closing Date: 05/01/2020



Visa® Community Card
ACADEMY OF ALAMEDA (CPN 001559617)

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

New Balance	\$1,029.52
Minimum Payment Due	\$11.00
Payment Due Date	05/28/2020

Activity Summary		
Previous Balance	+	\$3,309.97
Payments	-	\$3,309.97 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,029.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,029.52
Past Due		\$0.00
Minimum Payment Due		\$11.00
Credit Line		\$50,000.00
Available Credit		\$48,970.48
Days in Billing Period		30

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 001559617

0047985100550558300000011000001029522



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 \$1,029.52 will be automatically deducted from your account on 05/20/20.

000027629 01 SP 000638450724993 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.



May 2020 Statement 04/02/2020 - 05/01/2020
 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 \$1029.52 will be automatically deducted from your bank account on 05/20/2020. 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
Purchases and Other Debits					
04/03	04/01	1953	H2O WATER COMPANY 510-3203988 CA	\$18.99	_____
04/07	04/06	4065	PEET'S #28302 ALAMEDA CA	\$23.75	_____
04/13	04/11	0261	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
04/14	04/14	7647	Microsoft*Store msbill.info WA	\$69.99	_____
Total for Account				\$127.72	

Transactions HOTTINGER, SUMMER Credit Limit \$7500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/02	04/02	2025	GOOGLE *SVCSaoaschools g.co/HelpPay# CA	\$9.23	_____
04/08	04/07	7376	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
04/08	04/08	5287	Audible*383AJ43Y3 Amzn.com/bill NJ	\$14.95	_____
04/09	04/08	8625	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
04/13	04/12	7652	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
04/13	04/10	6066	EIG*BLUEHOST.COM 888-4014678 UT	\$17.99	_____
04/24	04/23	9335	EIG*BLUEHOST.COM 888-4014678 UT	\$17.99	_____
04/27	04/25	2718	ASANA.COM HTTPWWW.ASAN CA	\$337.25	_____
04/30	04/29	2694	BambooHR HRIS 866-3879595 UT	\$99.00	_____
05/01	04/30	8544	JJB*JIBJAB ECARDS JIBJAB.COM/Q CA	\$24.00	_____
Total for Account				\$565.38	

Transactions BULLOCK, NORA Credit Limit \$7500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/06	04/03	1895	CALICOSPANISH.COM HTTPSCALICOSP OR	\$29.00	_____

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May 2020 Statement 04/02/2020 - 05/01/2020
 ACADEMY OF ALAMEDA (CPN 001559617)

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Cardmember Service ☎ 1-866-552-8855

Transactions BULLOCK,NORA Credit Limit \$7500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Total for Account 4798 5100 6277 6881				\$29.00	

Transactions SOUKHAMTHATH,KANITHA Credit Limit \$20000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/07	04/06	1753	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99	_____
04/14	04/13	9061	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	\$25.00	_____
04/14	04/13	0953	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	\$25.00	_____
04/14	04/13	5440	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	\$25.00	_____
04/23	04/21	2336	PODS #50 PODS.COM CA	\$217.43	_____
Total for Account				\$307.42	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
04/20	04/20	MTC	PAYMENT THANK YOU	\$3,309.97 ^{CR}	_____
Total for Account				\$3,309.97^{CR}	

2020 Totals Year-to-Date	
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	\$1,029.52	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

Continued on Next Page

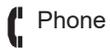


May 2020 Statement 04/02/2020 - 05/01/2020
ACADEMY OF ALAMEDA (CPN 001559617)



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Contact Us



Voice: 1-866-552-8855
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Fax: 1-866-807-9053



Questions
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End of Statement

ACADEMY OF ALAMEDA

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your statements online. Get started at
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The Academy of Alameda Check Register

2019-20

April

Grand Total

98,136.96

Date	Check Number	Vendor	Description	Check Amount
4/13/2020		Amazon	Amazon LOC Payment (Mar 2020 Purchases)	1,153.71
4/13/2020		Amazon	Amazon LOC Payment (Mar 2020 Purchases)	675.24
4/13/2020		Amazon	Amazon LOC Payment (Mar 2020 Purchases)	926.80
4/20/2020		Bank of Marin (Cardmember Service)	BoM CC Payment (April Purchases)	3,309.97
4/21/2020	BP10715	Alameda County Office of Education	Admin Fee: STRS Reporting Q3	354.00
4/21/2020	BP10714	Nitpixies	Lice Check	550.00
4/21/2020	BP10713	Interpreters Unlimited (1099-7) (S Corp)	Translation Services: Spanish	157.38
4/21/2020	BP10709	Melissa M Abadia	SPED Contractor: Adaptive PE (Nov-April)	1,320.00
4/21/2020	BP10708	Jessica Serrano	SPED Contractor: DHH Consulting (Mar)	264.00
4/21/2020	BP10711	ClassTracker	20-21 MS Planners (Retainer)	3,292.50
4/21/2020	BP10698	Therapy Works	SPED Contractor - OT & AT Services (Feb 2020; Mar 2020)	3,630.00
4/21/2020	BP10697	Communication Works (S Corp)	SPED Contractor: Speech Services (March 2020)	7,120.00
4/21/2020	BP10710	IXL Learning	Curriculum: Online Instruction	4,808.00
4/21/2020	BP10699	CA Department of Justice	Fingerprinting: DOJ & FBI fees (Jan; Feb)	98.00
4/21/2020	BP10703	Janet Redondo	Bookkeeping Services (March 2020)	600.00
4/21/2020	BP10704	Kantors Office Furniture	Office Furniture	3,195.52
4/21/2020	BP10716	Mr. Copy (MRC Smart Technology Solutions)	Contract Overage: (02/28/20 - 03/27/20); (02/29/20 - 03/30/20)	653.29
4/21/2020	BP10700	National Equity Project	NEP Services: Exec Coaching & Technical Assistance	5,250.00
4/21/2020	BP10701	Oracle America, Inc.	NetSuite Training Pass	2,589.60
4/21/2020	BP10705	San Joaquin Office of Education	EDJOIN Membership	750.00
4/21/2020	BP10712	Xerox Financial Services (CT#010-0019523-002)	CT#2: Lease payment (03/28/20 - 04/27/20)	326.14
4/21/2020	BP10706	Xerox Financial Services (CT#010-0019523-003)	CT#3: Lease payment (03/30/20 - 04/29/20)	313.43
4/21/2020	BP10702	Xerox Financial Services (CT#010-0082705-001)	CT#1: Lease payment (03/15/20 - 04/14/20)	341.84
4/21/2020	BP10707	Young, Minney & Corr, LLP (YM&C) (1099-7)	Legal Services thru 03/31/20	2,028.50
4/21/2020		California Choice	Health Insurance Premium - May 2020	45,950.69
4/21/2020		Vision Services Plan-CA (VSP)	Vision Insurance Premium - May 2020	980.53
4/24/2020		US Bank Equipment Finance	Lease payment (03/25/20 - 04/25/20)	336.62
4/27/2020		PLIC - SBD Grand Island	Dental Insurance Premium (May 20)	6,762.39
4/28/2020		Pitney Bowes, Inc.	Lease payment (04/30/20 - 07/30/20)	398.81

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.

Coversheet

Special Education Update - Serving Students During School Closure

Section: III. Board Communications
Item: B. Special Education Update - Serving Students During School Closure
Purpose: Discuss
Submitted by:
Related Material: Special Ed Spring Update (1).pdf



Special Education Update

Legal guidelines

- CDE
- Sonoma SELPA
- IDEA Guidelines- federal timelines not relaxed (delay codes)

Actions

Prior Written Notice “*During the pendency of the school closure, your student will receive the special education and related services indicated in [his/her/their] last consented-to IEP, to the greatest extent possible, but delivered in an alternate manner.*”

- Amendments
- IEP meetings for highest needs students
- COVID 19 SPED resources
- DOCUMENTATION!

Services provided to students this Spring

Middle School

- Weekly outreach by Ed Specialists and Instructional Aides
- SAI (Specialized Academic Instruction)
 - Break out rooms? —————> tutorial, zoom or google hangouts
 - Communication with Gen ed teachers

Elementary School

- One-on-one or small group
- Check-ins with classroom teachers

Both schools: Related services, including Speech, OT, AT, APE and counseling.

Barriers

Easier for AoA to address:

- Tech Access- Provided Chromebooks and hotspots
- Gen Ed curriculum- More collaboration and differentiation moving forward
- Student motivation- Creative ways to engage

More challenging for AoA to address:

- Support at home- Executive functioning challenges
- Work spaces- in same space as siblings, not a quiet space, etc.
- Students' learning challenges- Some students need in-person ed

Evidence of Success

- * ~ 90% of students with IEPs weekly contact in MS (we struggled to regularly contact 6 students, 2 6th grade, 4 8th grade)
- * Strong ES SAI program- Some students flourishing more!
- * Increased SPED collaboration (increased SPED meetings, included related services)

Fall SPED Plan

IEPs:

- Compensatory services as determined by IEP team and assessments
- Hold delayed Triennial and Initial IEP meetings (10 in Middle and 5 in Elementary)
 - Annual IEP meetings were held over zoom this Spring

Staffing/Students:

- 3 Middle School Ed Specialists, 4 full time IAs/ 53 students (56 this year)
- 1 Elementary Ed Specialist, 1 full time IA/29 students (30 this year)

SPED needs and questions

Blended model

- Staffing for supporting distance portion of learning if Ed Specialists/IAs are in classes
- Space for assessments and services (Small groups in classrooms? Would that work?)

100% Distance

- Similar barriers to now

On campus cohort- highest needs students

- Staffing for both ES and MS
- Space: The Learning Center for MS, what about ES?

Coversheet

2020/21 Reopening Schools' Plan Overview

Section: III. Board Communications
Item: D. 2020/21 Reopening Schools' Plan Overview
Purpose: Discuss
Submitted by:
Related Material: AoA's Reopening Schools Framework.pdf
Reopening Schools Timeline (1).pdf
Reopening Schools Timeline.pdf



THE ACADEMY
OF ALAMEDA 

**Reopening
Schools Framework
2020/2021**

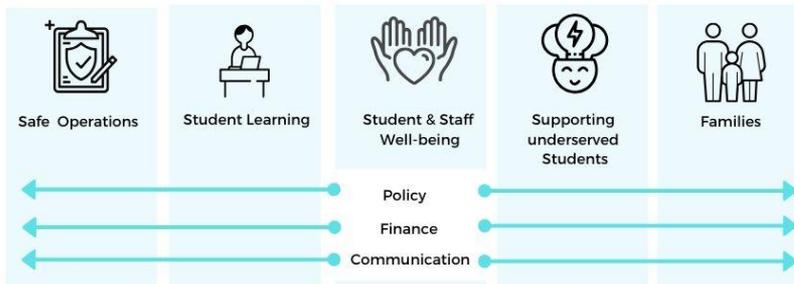
AoA's Five Key Dimensions For Reopening Thriving Schools

The Academy of Alameda's Organizational Team and Board of Directors are using **five Key Dimensions** to assess AoA's rate of readiness and to inform planning and implementation of its **2020/21 Reopening Plan**. The Key Dimensions are: safe operations, student learning, student and staff well-being, supporting prioritized students, and families.

We believe that **sound financing and policies, and effective communication** are critical to the success of each dimension as well their interrelated success.

Our plans must also be flexible so that they are responsive to new information and evolving public health guidance from the city, county, and state. Next year will be challenging and not always straightforward. We will move forward, change direction, and step back to the drawing board throughout the year. Because of our strong school community, we will adapt, learn, and persist to support our **students success**.

AOA Reopening Schools Plan



SAFE OPERATIONS	PRIOR TO REOPENING	PART OF REOPENING	WITH SCHOOLS REOPENED
	Write text here		

STUDENT LEARNING	PRIOR TO REOPENING	PART OF REOPENING	WITH SCHOOLS REOPENED

WELL-BEING
(SOCIAL-EMOTIONAL WELL-BEING OF STAFF AND STUDENTS)

PRIOR TO REOPENING	PART OF REOPENING	WITH SCHOOLS REOPENED

SUPPORTING HISTORICALLY UNDERSERVED STUDENTS

PRIOR TO REOPENING	PART OF REOPENING	WITH SCHOOLS REOPENED

OUR FAMILIES	PRIOR TO REOPENING	PART OF REOPENING	WITH SCHOOLS REOPENED

Draft Timeline

**Board Approves Reopening
Framework
June 25**

**Student Schedules are
Sent Home
By August 3**

**1st Day
of School
August 24**

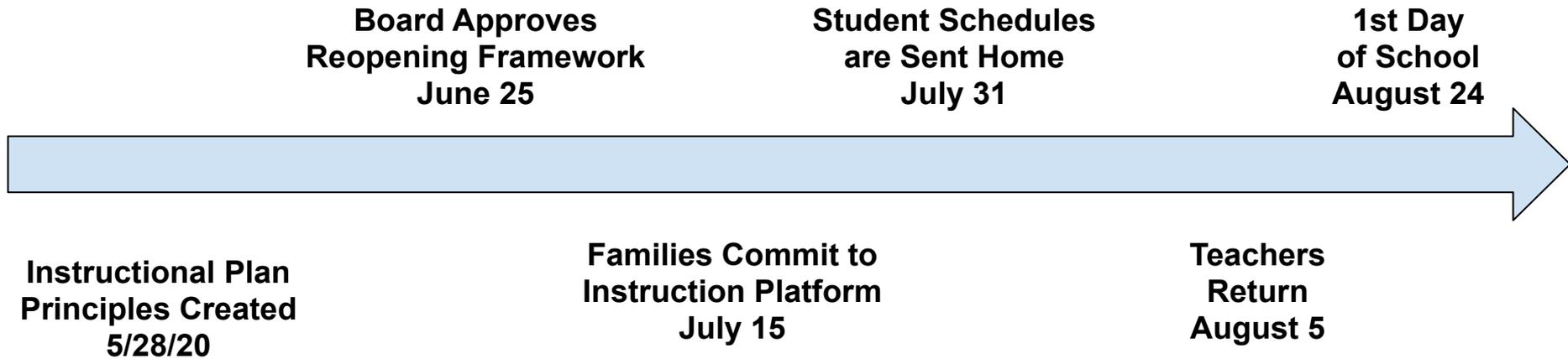
**Instructional Plan
Principles Created
5/28/20**

**Families Commit to
Instructional Platform
July 1**

**Student Assessment
Window
July 22 - July 31**

**Teachers
Return
August 5**

Draft Timeline



Coversheet

2020/21 Instructional Plan Principles

Section: III. Board Communications
Item: E. 2020/21 Instructional Plan Principles
Purpose: Discuss
Submitted by:
Related Material: Draft Instructional Guiding Principles_ AoA 2020-21.pdf
Updated Instructional Guiding Principles_ AoA 2020-21 Final.pdf

Guiding Principles For AoA's 2020/21 Instructional Plan

The following guiding principles are designed to provide instructional leaders key factors that they should consider as they develop and implement the 2020/21 Instructional plan for both the elementary and middle schools.

Guiding Principles	Looks Like in Practice Next Year (Possibly)	Questions/Comments
<p>Provide a safe and healthy learning environment for our students and staff</p>	<ul style="list-style-type: none"> ● Students grouped in bubbles move together throughout the day to to minimize contact with others ● Establish protocols for safe distancing, masks, temperature checks and other safe behaviors based on CDC, state and county guidelines ● Implement a safe facilities plan that includes sanitizers containers in each classroom, office and around the campus, a custodial plan that allow frequent cleaning throughout the day and deeper cleaning each night and on weekends. 	<p>Campus entry point(s)? Rainy days? Temperature screening? Physical surface safety? PE? Bathroom & lunch protocols? Arrangement of desks / minimum separation? Travel between classes? Hand washing & sanitizing stations? Parents on campus? Hygiene instruction? Transportation to/from school Face masks?</p>
<p>Maintain AoA's commitment to its core values, mission, and envisioned future</p>	<ul style="list-style-type: none"> ● Ensure all students have access to necessary tools and support (address potential barriers such as technology, language, etc) <ul style="list-style-type: none"> ○ Provide chromebooks and hotspots ● Designate point people to follow up with students experiencing barriers ● 	<p>How many students need technological assistance? What support can we offer to non tech savvy families? Do students have/need Chromebook protective backpacks? What other types of support do students need (e.g., safe space to work, adult supervision, etc.)? <i>**In retrospect this should be pulled out as the guiding principles should lead us closer to our mission and envisioned future</i></p>
<p>Offer a challenging and engaging academic program for ALL students</p>	<ul style="list-style-type: none"> ● Continue to differentiate and offer stretch opportunities for students ● Embed deep learning principles into onsite and distance learning lessons and units 	<p>How & to what extent will we blend on campus and synchronous and/or asynchronous distance learning? How will we respond to apparent lack of</p>

	<ul style="list-style-type: none"> ● Offer weekly opportunities for joy, play, and community building, recognizing the importance of social-emotional health as a foundation of academic progress 	<p>engagement on campus and/or online? What additional support (content and/or instructional time) will be offered to students below grade level as well as those who have digressed/fallen behind?</p>
<p>Provide multiple pathways to success based on students developmental and academic needs</p>	<ul style="list-style-type: none"> ● Provide a differentiated schedule (more days on campus) for targeted (prioritized) students/student groups <ul style="list-style-type: none"> ○ K-2nd grade students are on campus 4 to 5 days a week ○ Target students high needs including those with IEPs, student who were unsuccessful with distance learning in the Spring, etc 	<p>Can online classes be broadcast from classrooms with higher needs students in attendance? What input will parents/students have?</p>
<p>Provide additional time for staff collaboration and planning time to ensure we are meeting student outcomes</p>	<ul style="list-style-type: none"> ● Instruction schedule includes weekly collaboration time for the following teams: Grade level, ● Adjust calendar so that there is a break after each trimester for staff to adjust schedules for students who move between the two main instructional platforms (Also an opportunity to provide extra instruction for targeted students) ● department, Special Education/General Education, COST 	<p>When & how & and for what are students assessed? How will teachers use that data? AUSD calendar adjustments? Instead of end-of-trimester catchup time, what about end-of-day catch up time? How is staff morale in the “new reality”?</p>
<p>Focus on continual improvement by adapting our program to respond to feedback and the evolving information from state and federal authorities</p>	<ul style="list-style-type: none"> ● Implement a more frequent distance and on-site formative assessment plan that allows teachers to adjust instruction in real-time to meet all students’ academic growth needs. ● Be able to migrate swiftly and effectively from blended and onsite-learning (for prioritized students) to a distance learning only platform in case of school closures throughout the year. 	<p>What is happening in other countries & other states that have reopened schools? Have they already established blueprints for the new realities? What is happening in the district schools and other Alameda charters? How to balance safety, equity and enrollment challenges?</p>
		<p>Afterschool program? Non-academic electives?</p>

		Sports?
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Guiding Principles For AoA's 2020/21 Instructional Plan

The following guiding principles which are aligned to The Academy of Alameda's mission, core values, and envisioned future. They are designed to provide instructional leaders and teachers with the key elements that they should consider as they develop and implement the 2020/21 Instructional plan for both the elementary and middle schools.

Guiding Principles	Looks Like in Practice Next Year (Possibly)
<p>Provide a safe and healthy environment for our students and staff.</p>	<ul style="list-style-type: none"> ● Students grouped in bubbles move together throughout the day to minimize contact with others ● Established protocols for safe distancing, masks, temperature checks and other safe behaviors based on CDC, state and county guidelines ● Implement a safe facilities plan that includes sanitizers containers in each classroom, office and around the campus, a custodial plan that allows frequent cleaning throughout the day and deeper cleaning each night and on weekends. ● We'll need policy re contact tracing/privacy protocols
<p>Offer a challenging and engaging academic program for ALL students.</p>	<ul style="list-style-type: none"> ● Continue to differentiate and offer stretch opportunities for students ● Embed deep learning principles into onsite and distance learning lessons and units ● Offer weekly opportunities for joy, play, and community building, recognizing the importance of social-emotional health as a foundation of academic progress ● Ensure all students have access to necessary tools and support (address potential barriers such as technology, language, etc) <ul style="list-style-type: none"> ○ Provide chromebooks and hotspots ● Designate point people to follow up with students experiencing barriers
<p>Provide multiple pathways to success based on students developmental and academic needs.</p>	<ul style="list-style-type: none"> ● Provide a differentiated schedule (more days on campus) for targeted (prioritized) students based on their developmental needs. ● Target a small group of student with the highest needs from the following groups students: <ul style="list-style-type: none"> ■ Students with IEP's ■ English Learners ■ Low-income

<p>Provide sufficient time for collaboration, professional development, and planning time so that educators can continually improve their practice to help meet student outcomes.</p>	<ul style="list-style-type: none"> ● Instruction schedule includes weekly collaboration time for the following teams: Grade level, department, Special Education/General Education, COST ● Adjust calendar so that there is a break after each trimester for staff to adjust schedules for students who move between the two main instructional platforms (Also an opportunity to provide extra instruction for targeted students)
<p>Adapt our program to respond to feedback and the evolving information from state and federal authorities.</p>	<ul style="list-style-type: none"> ● Implement a more frequent distance and on-site formative assessment plan that allows teachers to adjust instruction in real-time to meet all students' academic growth needs. ● Be able to migrate swiftly and effectively from blended and onsite-learning (for prioritized students) to a distance learning only platform in case of school closures throughout the year. ● We'll need a Board resolution giving ED authority to close campus for x days at a time if specific triggers met

Coversheet

2020/21 Budget Information Update

Section: III. Board Communications
Item: F. 2020/21 Budget Information Update
Purpose: Discuss
Submitted by:
Related Material: 20-05-28 May Revise to Board.pdf

May Revise Update

May 28, 2020

Agenda

- 19-20 Year-End Estimates
- 20-21 Budget (rough draft)
- Current vs. Prior Year Comparison
- May Revise Revenue
- STRS Buydown
- Cash Deferrals

2019-20 YE Estimates

		2019/20	2019/20
		<i>Estimated YE Actuals Middle School</i>	<i>Estimated YE Actuals Elem School</i>
Revenue			
	General Block Grant	4,012,919	2,601,046
	Federal Revenue	164,229	86,252
	Other State Revenues	481,811	218,675
	Local Revenues	246,942	263,707
	Fundraising and Grants	7,500	8,500
	Total Revenue	4,913,401	3,178,179
Expenses			
	Compensation and Benefits	3,955,167	2,382,858
	Books and Supplies	288,085	196,420
	Services and Other Operating Expenditures	756,529	505,136
	Depreciation	-	-
	Total Expenses	4,999,781	3,084,414
Operating Income		(86,380)	93,765
Ending Fund Balance		2,165,942	1,029,312
Ending Fund Balance as a % of Expense		43%	33%
Performance Bonuses		100,150	49,850

Rough Draft of 20-21 Budget

20-21 Forecast	Middle School	Elem School
Revenue	\$4.64M	\$3.03M
Expenses	\$4.98M	\$2.98M
Operating Income	(\$342.8K)	\$53.4K

- As we build plans to re-open campus for on-site instruction, we will most likely need to increase our 4000 & 5000 series to keep the campus clean & safe.
- A staffing plan for 20-21 will be finalized by June 5.

Current Year vs. Prior Year

Elementary	2019-20	2020-21	Difference
LCFF Funding	\$2.60M	\$2.36M	(\$238K) decrease
Comp & Benefits	\$2.38M	\$2.30M	\$86K decrease

Middle	2019-20	2020-21	Difference
LCFF Funding	\$4.01M	\$3.47M	(\$540K) decrease
Comp & Benefits	\$3.96M	\$3.99M	\$39K increase

- Compensation & Benefits is now 80% of our planned expenses.
- 75% of our revenue comes from LCFF funding that is drastically decreasing.
- Decreasing our largest revenue stream, while continuing to increase our largest expense will not be financially sustainable.

LCFF Assumptions

- May Revise suspends the 2.31% statutory COLA & will include an additional reduction of 10% to LCFF.
 - This results in a -7.92% decrease to the current 19-20 funding levels
 - This reduction to the 20-21 Base Grant is then used to calculate the 10.4% class-size reduction funding and the 20% Supplemental Grant funding for our Unduplicated Pupil Count (UPP).
 - There is a trigger to pull this back if Federal Funds from the Heroes Act are approved
- LCFF Base funding levels will return to **2016-17 rates**
 - This is an overall loss of \$351K for the MS from 19-20 levels
 - *MS will also lose an additional \$189K from 19-20 levels due to declining enrollment*
 - This is an overall loss of \$238K for the ES from 19-20 levels

	19-20 LCFF	20-21 LCFF	Loss/ADA
K-3	7,702	7,092	(788)
4-6	7,818	7,199	(800)
7-8	8,050	7,412	(824)

Funding Per ADA

- ADA Based Revenue
 - LCFF, Federal & State SPED, Lottery, MBG, & Parcel Tax
- Non-ADA Program Revenue
 - ESSA (Title I-IV), ASES, Interest, & *One-time funds
- Other Variable Revenue
 - Office sales, Fee-based programs (after-school), field trips, fundraising, grants, & other misc
- Below is the estimated revenue per ADA
 - *Reminder: only the “ADA Based Revenue” is directly driven by student enrollment*

	Middle School	Elem School
LCFF Revenue	\$8,124	\$8,402
Other ADA Based Revenue	\$1,246	\$1,327
Non-ADA Program Revenue	\$928	\$479
Other Variable Revenue	\$54	\$61

Federal Every Student Succeeds Act (ESSA) Funding

- **Title III:** AoA will be a consortium between the ES & MS program in order to participate in English Language Learner (ELL) funding
- An extension for flexibility on restricted programs has not yet been addressed by the Governor

	Middle School	Elementary School	Notes
Title I	\$77.3K	\$36.9K	Hold harmless rules hurt the ES funding
Title II	\$14.3K	\$6.9K	Must be use on PD for staff
Title III	\$6.5K	\$6.7K	~\$116/ English Language Learner
Title IV	\$10K	\$10K	Can be used on academic or socio-emotional

ASES Funding

Part of the Governor's efforts to balance the budget include deep cuts to categorical programs (in half) by approximately \$353M

- For AoA, this may mean a possible reduction to ASES
- Currently, ASES is being targeted with a reduction of \$100M
- With approximately \$537M in ASES funding, this may result in a 15% to AoA's ASES Grant
 - The Director of Finance has been in communication with AUSD, but they are unclear of how ASES will be impacted
 - AUSD asked that we at least continue to offer services through June to honor the funds we have received for 2019-20
 - ASES funding for summer programming is still unclear, but AoA will not be offering any on-site summer programs

ES After School Fee-Based Program

- This program is still TBD
- The staff is working on addressing the following questions:
 - How will the “bubbles” be affected if kids are mixed for after-school
 - Determine the need from families
- Current revenue & expense assumptions for the program have been eliminated from budget projections & will be added back in if we are able to offer something in 20-21

STRS Buydowns & Minimum Wage

- The Governor is proposing to buy down STRS costs as follows:
 - 20-21 → 16.15% (previously assumed at 18.4%)
 - 21-22 → 16.02% (previously assumed at 18.2%)
 - 22-23 → not included in the May Revise, but I will assume at 18.2% in out-years
- Assuming staffing for STRS eligible employees remains the same, this would result in a reduction of ~\$85K in STRS costs from the 18.4% rate
- Minimum Wage schedules will continue as scheduled with rates increasing to \$14/hr on 1/1/21
 - All AoA employees are currently above the scheduled rate for 1/1/22 and this should not present any immediate problems for the organization

Cashflow & Deferrals



- 19-20 June State Aid deferred to July → approx \$506K
- 20-21 Monthly expenses will average \$690K/month
 - Current operational cash in the bank = 1.5 months of expenses
 - Current LAIF cash account = 2 months of expenses
 - Current PPP Loan account = 1.5 months of expenses
- AoA currently has approximately 5 months of cash reserves to cover the suggested deferrals in the May Revise
- 20-21 Quarter 4 deferrals will be approximately \$715K
 - Currently, only State Aid apportionments are deferred. Property taxes are expected to remain on the same schedule.
 - AoA's Q4 property taxes are estimated to be \$470K

Flexibility Options Not Identified in May Revise

Although the following options were not explicitly mentioned in the May Revise, trailer bills will most likely focus on addressing the following items:

- Flexibility to reduce the instructional year and minutes w/out penalty
- Extend the ADA hold harmless provided for in 2019-20 in 2020-21
- Flexibility in the use of supplemental and concentration grant funds
- Ability to sweep ending balances from categorical programs and restricted funds to the unrestricted General Fund

FEMA Grant

- The Director of Finance applied for FEMA funding to help create a safe environment for the students upon return to school.
- Next steps: submit a proposal of the cost of the project (under \$131K is considered a small grant and the process is less cumbersome)
- Once approved, begin purchasing the items needed to retro-fit the school according to the guidelines established by the [CDC](#).

Multi-Year Projections

Use of Reserves

- AoA should use reserves to fund one-time costs and avoid deficit spending on ongoing salaries and benefits during the recession
- Enrollment & ADA are our largest drivers for revenue. The current pandemic is different than a normal recession and the effects on our enrollment are unknown.

Recommendation

- Create a current year and multi-year budget projection that aims to achieve a break-even operating income.
 - 20-21 is already showing severe cuts to K-12 funding & analysts are forecasting that 21-22 will experience even larger cuts to funding.
- Maintaining strong reserves (both fund balance & cash) will allow us to weather the unknown length and severity of this pandemic.