



THE ACADEMY OF ALAMEDA

The Academy of Alameda Charter School Board Board Meeting

Date and Time

Thursday April 28, 2022 at 6:30 PM PDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Record Board Member Attendance (Roll Call)		David Forbes	2 m
B. Call the Meeting to Order		David Forbes	1 m
C. Zoom Meeting Agreements and Protocol		Matt Huxley	1 m

This is a meeting of the Board. The Board is composed of 9 voting members and 1 non-voting member, the Executive Director. We are using the following protocols to guide our meeting:

- This meeting is being recorded

If someone wishes to speak during the appropriate time, they will use the 'raise hand' icon or will raise their hand on video.

- Please mute yourself when you enter the meeting and while someone else is talking.
- Make sure your name is spelled correctly.
- Use reactions to give a "thumbs-up" or "clap."

D. The Board Reviews The Academy of Alameda's Mission and Envisioned Future Statements		David Forbes	1 m
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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:

	Purpose	Presenter	Time
We envision a future where all of our students are successful, and their destinies are not determined by their demographics.			
E. General Public Comments		David Forbes	5 m
II. Consent Agenda			6:40 PM
A. Draft Meeting Minutes	Approve Minutes	David Forbes	1 m
Board Meeting Minutes From:			
<ul style="list-style-type: none"> • March 10 			
Approve minutes for Board Meeting on March 10, 2022			
B. Check Registers & Credit Card Statement	FYI	David Forbes	1 m
<ul style="list-style-type: none"> • Approve the combined credit card statement and Bank of Marin check register from March. 			
C. Vote on Consent Agenda	Vote	David Forbes	1 m
III. Board Communications			6:43 PM
A. Acknowledge Elementary School Teacher, Ashley Defenbaugh	FYI	Matt Huxley	15 m
Ashley Defenbaugh has gone above and beyond to serve one of her students (and their family), and the Board would like to pay tribute to her for her efforts.			
B. Board Committee Reports	Discuss	David Forbes	15 m
Reports from the following committees:			
<ul style="list-style-type: none"> • Finance Committee • Marketing Committee • Development Committee • Student Success Committee • Governance Committee 			
C. Update on AoA's Material Revision	Discuss	Matt Huxley	10 m
The AUSD Board approved AoA's material revision proposal on March 22, which will combine The Academy of Alameda's two charters into one TK-8th grade charter beginning July 1, 2022. Executive Director, Matt Huxley, will discuss next steps in that process.			
D. Enrollment Update	Discuss	Matt Huxley	15 m

	Purpose	Presenter	Time
Executive Director, Matt Huxley, will provide a 2022/23 enrollment update.			
E. Transitional Kindergarten Plan Update	Discuss	Matt Huxley	15 m

IV. Action Items 7:53 PM

A. AoA's Board Attendance Policy	Vote	Matt Huxley	15 m
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The Academy of Alameda Board of Directors will vote on updating its existing Board Attendance Policy.

B. AoA's Fiscal Policy	Vote	Matt Huxley	15 m
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The Academy of Alameda Board of Directors will vote on updating its existing Board Fiscal Policy.

C. Draft Board Resolution to Close AoA's Elementary School and Combine it with the Middle School Into A TK-8 School	Vote	Matt Huxley	10 m
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The Academy of Alameda Board of Directors voted on January 13, 2022 at a public meeting to merge its two charter - The Academy of Alameda and The Academy of Alameda Elementary School beginning July 1, 2022. It submitted a material revision proposal to the Alameda Unified School District (AUSD) on January 25, 2022 asking the AUSD Board of Education to approve the merging of The Academy's two charters into one Transitional Kindergarten (TK) through 8th Grade charter to be know as The Academy of Alameda beginning July 1, 2022. The AUSD Board of Education vote unanimously for that proposal on March 22, 2022.

The following board resolution to close the elementary school allows it to be then merged into a TK-8 charter - The Academy of Alameda on July 1, 2022, The school community (students, families, and staff), authorizing district, (AUSD), Alameda County Office of Education, and other governing/key entities will be notified of the elementary school's closure in early May.

D. Approval of Board Findings Relating to Teleconference Meetings During State of Emergency	Vote	David Forbes	10 m
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Background:

The passage of AB 361 allows public bodies to dispense with certain normally applicable Brown Act teleconferencing requirements wherever a public body holds a meeting during a proclaimed state of emergency and one of three conditions are met:

1. State or local officials have imposed or recommended measures to promote social distancing; or
2. The meeting is for the purpose of determining, by a majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The body has determined, by a majority vote, that, as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees.

AB 361 provides that if a state of emergency remains in place, a local agency must make the following findings by majority vote every 30 days, in order to continue using the bill's exemption to the Brown Act teleconferencing rules:

- (A) The legislative body has reconsidered the circumstances of the emergency; and
- (B) Either of the following circumstances exists:

- (1) the state of emergency continues to directly impact the ability of board members to meet safely in person, or**
- (2) State or local officials continue to impose or recommend social distancing measures.**

Purpose Presenter Time

Draft Motion: The Academy of Alameda Board of Directors approves continuing to hold Board meetings and Board committee meetings virtually through May 31, 2022 due to the state of emergency related to COVID-19 that continues to directly impact the ability of board members and attendees to meet safely in person pursuant to AB 361.

V. Closing Items 8:43 PM

A. Board Member Reports	Discuss	David Forbes	5 m
B. Review of Key May 26 Board Meeting Agenda Topics	Discuss	Matt Huxley	5 m

Key Topics Include:

Communication Topics

- AoA's Material Revision Update
- Board member and committee reports
- Information item - Update on use of security cameras
- Student and Family Survey Data Presentation
- Enrollment Update
- 2022/23 Preliminary Budget
- Board member nomination/s (For new 3-year terms)
- Nominate Board of Director Officers for 2021/22
 - President,
 - Vice-President,
 - Secretary

Action Item Topics

- Approval of Board Findings Relating to Teleconference Meetings During State of Emergency
- SARC Report
- Salary Schedules
- Student Harassment, Bullying Policy
- Expanded Learning Opportunity Grant (ELOP)
- 2022/23 Board Meeting dates Including retreats

Closing Items

- Board Reports
- June meeting topics

C. Adjourn Meeting	Discuss	David Forbes	1 m
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Cover Sheet

Draft Meeting Minutes

Section:	II. Consent Agenda
Item:	A. Draft Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on March 10, 2022 Minutes from Board Meeting on March 10, 2022.pdf

APPROVED



THE ACADEMY OF ALAMEDA

The Academy of Alameda Charter School Board

Minutes

Board Meeting

Date and Time

Thursday March 10, 2022 at 6:30 PM

Directors Present

A. Price (remote), C. Robie (remote), D. Forbes (remote), K. Welch (remote), K. Zimmerman (remote), R. Brown (remote), R. Whittaker (remote), T. Ruiz (remote), W. Schaff (remote)

Directors Absent

None

Guests Present

M. Huxley (remote)

I. Opening Items

A. Record Board Member Attendance (Roll Call)

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 Mar 10, 2022 at 6:30 PM.

C. Closed Session: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 case

D. Open Public Meeting and Report Out Any Actions From the Closed Session

No actions were taken in the closed session.

E.

Zoom Meeting Agreements and Protocol

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

G. General Public Comments

There were no public comments.

II. Consent Agenda

A. Draft Meeting Minutes

A. Price made a motion to Approve the February 28 meeting minutes.

R. Whittaker seconded the motion.

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

Roll Call

D. Forbes Aye

T. Ruiz Aye

C. Robie Aye

K. Welch Aye

K. Zimmerman Aye

W. Schaff Aye

R. Brown Aye

R. Whittaker Aye

A. Price Aye

A. Price made a motion to approve the minutes from Board Meeting on 02-28-22.

R. Whittaker seconded the motion.

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

A. Price made a motion to approve the minutes from Board Meeting on 02-17-22.

R. Whittaker seconded the motion.

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

B. Check Registers & Credit Card Statement

C. Vote on Consent Agenda

R. Whittaker made a motion to Approve the consent agenda.

W. Schaff seconded the motion.

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

Roll Call

C. Robie Aye

R. Whittaker Aye

K. Zimmerman Aye

W. Schaff Aye

R. Brown Aye

T. Ruiz Aye

D. Forbes Aye

A. Price Aye

K. Welch Aye

III. Board Communications

A.

Board Committee Reports

Each Board Committee Chair provided a summary of the highlights/actions from their most recent meeting.

B. Update on AoA's Material Revision

Matt Huxley provided an update on the material revision to be voted on by the AUSD Board on March 22, 2022.

C. Student Success Committee Presentation: Elementary School Literacy Program - Next Steps

Principal Leah Rubin provided an update on the elementary school's literacy program initiative including next steps regarding its multi-year implementation for the 2022/23 school year.

D. Enrollment Update

Matt Huxley provided an update on AoA's 2022/23 enrollment efforts including the successful lottery that occurred that day (March 10).

E. Summer Enrichment Program Update

Incoming Executive Director, Christine Chilcott, provided an update on the upcoming AoA Summer Enrichment Program.

IV. Action Items

A. Board Decision Regarding Alameda County's New Indoor Mask Guidance

C. Robie made a motion to have The Academy of Alameda follow California's Department of Public Health and the Alameda County Public Health Department's guidance on strongly recommending that students and staff wear mask indoors while on campus effective March 14.

R. Whittaker seconded the motion.

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

Roll Call

C. Robie	Aye
R. Brown	Aye
R. Whittaker	Aye
A. Price	Aye
T. Ruiz	Aye
W. Schaff	Aye
K. Welch	Aye
K. Zimmerman	Aye
D. Forbes	Aye

B. Elementary School Second Interim Report and Presentation

R. Whittaker made a motion to Approve AOA's elementary school 2nd interim financial report.

K. Zimmerman seconded the motion.

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

Roll Call

C. Robie	Aye
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Roll Call

T. Ruiz Aye
W. Schaff Aye
A. Price Aye
D. Forbes Aye
R. Whittaker Aye
K. Zimmerman Aye
R. Brown Aye
K. Welch Aye

C. Middle School Second Interim Report and Presentation

R. Whittaker made a motion to approve AOA's middle school 2nd interim financial report.

A. Price seconded the motion.

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

Roll Call

C. Robie Aye
K. Zimmerman Aye
R. Whittaker Aye
D. Forbes Aye
W. Schaff Aye
K. Welch Aye
A. Price Aye
R. Brown Aye
T. Ruiz Aye

D. Recruitment Hiring Fund Proposal

T. Ruiz made a motion to Approve the annual recruitment/hiring fund of \$15,000 annually with a one-time hiring bonus not to exceed \$2500 for any one candidate to be used at the Executive Director's discretion. The Executive Director will report back to the Finance Committee on a quarterly basis.

A. Price seconded the motion.

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

Roll Call

D. Forbes Aye
T. Ruiz Aye
R. Brown Aye
R. Whittaker Aye
A. Price Aye
C. Robie Aye
K. Zimmerman Aye
K. Welch Aye
W. Schaff Aye

E. Approval of Board Findings Relating to Teleconference Meetings During State of Emergency

T. Ruiz made a motion to continue to hold Board meetings and board committee virtually through April 30, 2022 due to the state of emergency related to COVID-19 that continues to directly impact the ability of board members and attendees to meet safely in person to AB 361.

K. Welch seconded the motion.

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

Roll Call

W. Schaff	Aye
K. Welch	Aye
C. Robie	Aye
D. Forbes	Aye
A. Price	Aye
R. Brown	Aye
T. Ruiz	Aye
R. Whittaker	No
K. Zimmerman	Aye

V. Closing Items

A. Board Member Reports

Bill Schaff reported out on his experience with co-teaching a 6th grade class around investments.

Ron Whittaker reported out about a possible learning opportunity around play-based activities occurring at Paden Elementary School.

B. Review of Key April 28 Board Meeting Agenda Topics

ED Matt Huxley reviewed topics coming up for April 28th meeting.

The Executive Director reviewed the April 28 Board meeting proposed topics.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:20 PM.

Respectfully Submitted,
D. Forbes

DRAFT



THE ACADEMY OF ALAMEDA

The Academy of Alameda Charter School Board

Minutes

Board Meeting

Date and Time

Thursday March 10, 2022 at 6:30 PM

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Directors Absent

None

Guests Present

M. Huxley (remote)

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C. Closed Session: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 case

D. Open Public Meeting and Report Out Any Actions From the Closed Session

No actions were taken in the closed session.

E.

Zoom Meeting Agreements and Protocol

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

G. General Public Comments

There were no public comments.

II. Consent Agenda

A. Draft Meeting Minutes

B. Check Registers & Credit Card Statement

C. Vote on Consent Agenda

R. Whittaker made a motion to Approve the consent agenda.

W. Schaff seconded the motion.

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

Roll Call

W. Schaff Aye

T. Ruiz Aye

C. Robie Aye

D. Forbes Aye

R. Whittaker Aye

R. Brown Aye

K. Zimmerman Aye

A. Price Aye

K. Welch Aye

III. Board Communications

A. Board Committee Reports

Committee Chairs provided a summary of their most recent meeting.

B. Update on AoA's Material Revision

Matt Huxley provided an update on the material revision to be voted on by the AUSD Board on March 22, 2022.

C. Student Success Committee Presentation: Elementary School Literacy Program - Next Steps

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D. Enrollment Update

Matt Huxley provided an update on AoA's 2022/23 enrollment including the lottery that occurred that day.

E.

Summer Enrichment Program Update

Incoming Executive Director, Christine Chilcott, provided an update on the upcoming AoA Summer Enrichment Program.

IV. Action Items

A. Board Decision Regarding Alameda County's New Indoor Mask Guidance

C. Robie made a motion to Effective March 14, follow the state and Alameda County guidance to strongly recommend that students and staff wear mask indoors while on campus.

R. Whittaker seconded the motion.

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

Roll Call

R. Brown	Aye
C. Robie	Aye
D. Forbes	Aye
A. Price	Aye
W. Schaff	Aye
K. Welch	Aye
K. Zimmerman	Aye
R. Whittaker	Aye
T. Ruiz	Aye

B. Elementary School Second Interim Report and Presentation

R. Whittaker made a motion to Approve AOA's elementary school 2nd interim financial report.

K. Zimmerman seconded the motion.

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

Roll Call

W. Schaff	Aye
A. Price	Aye
R. Whittaker	Aye
R. Brown	Aye
K. Welch	Aye
K. Zimmerman	Aye
C. Robie	Aye
D. Forbes	Aye
T. Ruiz	Aye

C. Middle School Second Interim Report and Presentation

R. Whittaker made a motion to approve AOA's middle school 2nd interim financial report.

A. Price seconded the motion.

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

Roll Call

A. Price	Aye
T. Ruiz	Aye
W. Schaff	Aye
K. Welch	Aye
R. Whittaker	Aye
D. Forbes	Aye

Roll Call

K. Zimmerman Aye
C. Robie Aye
R. Brown Aye

D. Recruitment Hiring Fund Proposal

T. Ruiz made a motion to Approve the annual recruitment/hiring fund of \$15,000 annually with a one-time hiring bonus not to exceed \$2500 for any one candidate to be used at the executive director's discretion. The Executive Director will report back to the Finance Committee quarterly.

A. Price seconded the motion.

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

Roll Call

A. Price Aye
K. Welch Aye
R. Whittaker Aye
C. Robie Aye
D. Forbes Aye
T. Ruiz Aye
W. Schaff Aye
K. Zimmerman Aye
R. Brown Aye

E. Approval of Board Findings Relating to Teleconference Meetings During State of Emergency

T. Ruiz made a motion to continue to hold Board meetings and board committee virtually through April 30, 2022 due to the state of emergency related to COVID-19 that continues to directly impact the ability of board members and attendees to meet safely in person to AB 361.

K. Welch seconded the motion.

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

Roll Call

D. Forbes Aye
K. Zimmerman Aye
T. Ruiz Aye
W. Schaff Aye
A. Price Aye
R. Whittaker No
C. Robie Aye
R. Brown Aye
K. Welch Aye

V. Closing Items

A. Board Member Reports

Bill Schaff reported out on his experience with co-teaching a 6th grade class around investments.

Ron Whittaker reported out about a possible learning opportunity around play based activities occurring at Paden Elementary School.

B. Review of Key April 28 Board Meeting Agenda Topics

ED Matt Huxley reviewed topics coming up for April 28th meeting.

The Executive Director reviewed the April 28 Board meeting proposed topics.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:20 PM.

Respectfully Submitted,
D. Forbes

Cover Sheet

Check Registers & Credit Card Statement

Section: II. Consent Agenda
Item: B. Check Registers & Credit Card Statement
Purpose: FYI
Submitted by:
Related Material: AoA March 2022 Combined Board Check Register (3).pdf



Combined Board Check Register						
School:	AoA					
Month:	March 2022					
					Total Paid By Check:	#####
					Total Paid By Credit Card:	\$ 11,140.84
Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	12816	Amazon Capital Services	3/2/22	Bill #1DPG-QLDM-GFT4--Supplies Bill #17VL-R4HF-CN7F--Supplies Bill #1X6T-LK7W-GMX1--Supplies Bill #1DPY-KNCM-9Q3H--Supplies Bill #1LXJ-THHT-RR6X--Supplies Bill #1PLR-DYDR-GNGJ--Supplies Bill #1YJR-YN4F-T3D3--Supplies Bill #1L7R-CDYW-9TLH--Supplies Bill #1CNM-RGNH-61FF--Supplies Bill #174J-TTLH-1L6J--Supplies Bill #1TDK-YWPD-F3CH--Supplies Bill #1FD4-RPKV-RFDJ--Supplies Bill #1PXR-DXH6-C7WT--Supplies Bill #1XYG-J7JF-PGF1--Supplies Bill #17C7-Y17F-CDML--Supplies Bill #1FF3-VNKL-4DC4--Supplies Bill #143C-QHN7-JMR9--Supplies		\$ 1,909.22
Check	12817	AMS.NET	3/2/22	Bill #0052017--Phase 1 Verkada Camera Hardware & Licenses		\$ 8,177.21
Check	12818	Crisis Prevention Institute	3/2/22	Bill #IUS0208979--Annual Membership Fee		\$ 200.00
Check	12819	JW Pepper & Son, Inc.	3/2/22	Bill #364050054--Music Supplies		\$ 55.00
Check	12820	Desiree Prins	3/2/22	Bill #006--Psychoeducational Eligibility Evaluation 02/16/22 & 02/17/22		\$ 12,000.00

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.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	12821	Starline Supply Company	3/2/22	Bill #304330--Custodial Supplies Bill #302736--Custodial Supplies Bill #302511--Custodial Supplies Bill #304317--Custodial Supplies Bill #302737--Custodial Supplies Bill #304256--Custodial Supplies Bill #302753--Custodial Supplies		\$ 2,430.95
Check	12822	Teachers on Reserve	3/2/22	Bill #89974--MS PE & 6th grade Science : 01/31 - 02/04/22 Bill #90042--3GR (Long term) 5th Grade Math 4th Grade ELA/ES: 01/31 - 02/04/2022		\$ 2,478.44
Check	12823	The Education Team	3/2/22	Bill #506231--BA Only: 01/31 - 02/03/22		\$ 789.01
Check	12824	The Stepping Stones Group, LLC	3/2/22	Bill #M0104798--Special Education Teacher - WST: 01/23 - 02/05/22		\$ 4,750.65
Check	12825	EdTec Inc.	3/23/22	Bill #23647--Accounting Services - January 2022 Bill #23747--Monthly Payroll add-on		\$ 16,494.16
Check	12826	AMS.NET	3/23/22	Bill #0053913--Phase 2 Camera Cabling & Labor Svcs Bill #0053912--Phase 1 Camera Cabling & Labor Svcs		\$ 1,516.00
Check	12827	Amazon Capital Services	3/23/22	Bill #1FT9-QYJF-4VJC--Supplies -- -- -- -- -- Bill #1C1C-HJ9F-WMNT--Supplies Bill #1DRL-NYL6-33J4--Supplies Bill #17G4-NJT3-FNHJ--Supplies Bill #1LMK-HL6Y-LL3H--Supplies Bill #1WMY-6G9G-QH4K--Supplies Bill #1QM3-PWXV-TMW4--Supplies Bill #17JQ-VNWF-H9WX--Supplies Bill #1JTQ-PQD6-RDGV--Supplies Bill #1PXJ-RVPM-14YN--Supplies		\$ 5,218.46

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.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	12827	Amazon Capital Services	3/23/22	Bill #1XMD-PKLW-JMWH--Supplies Bill #1V9N-714C-YLJY--Supplies Bill #1C3K-43R4-YKF9--Supplies Bill #1M3X-FD99-FMQ6--Supplies Bill #1J3W-V7XK-G3NC--Supplies Bill #1XQ6-TK7M-1JFF--Supplies Bill #1M7P-4VLF-HF7J--Supplies Bill #14W3-TJ3X-NLCP--Supplies Bill #1QXC-DQXH-WQHC--Supplies		Cont'd
Check	12828	Communication Works	3/23/22	Bill #81941--Speech Therapy Svcs		\$ 8,928.00
Check	12829	Curacubby, Inc	3/23/22	Bill #7B5F979C-0009--Curacubby Online Forms Auto Debit Digital Attendance & Core Features: 03/08 - 04/09/22		\$ 667.98
Check	12830	Employment Development Department	3/23/22	Bill #L0046793488--Employment Tax - 12/31/21		\$ 557.94
Check	12831	Equitable Financial Life Insurance Company of America	3/23/22	Bill #1280110--Premium Period: 03/01 - 03/31/22 & Adjustments		\$ 5,732.77
Check	12832	Gachina Landscape Management	3/23/22	Bill #E 197492--#62190 - Maintenance Contract: March 2022		\$ 817.00
Check	12833	Girard, Edwards, Stevens & Tucker LLP	3/23/22	Bill #3851--Legal Services through: 01/31/22		\$ 142.50
Check	12834	Interpreters Unlimited	3/23/22	Bill #301468--Arabic Interpretation - 02/28/22		\$ 190.00
Check	12835	JW Pepper & Son, Inc.	3/23/22	Bill #364143153--Music Supplies Bill #364140348--Music Supplies		\$ 75.28
Check	12836	MRC Smart Technology Solutions	3/23/22	Bill #IN2399617--Contract overage charge: 10/15/21 - 01/14/22		\$ 45.75
Check	12837	Measure Education Inc.	3/23/22	Bill #201807011289--Books & Supplies		\$ 2,388.88

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.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	12838	MRC Smart Technology Solutions	3/23/22	Bill #IN2520573--Contract overage charge: 02/07 - 03/06/22 Bill #IN2490927--Contract overage charge: 01/31 - 02/27/22 Bill #IN2521118--Contract overage charge: 02/15 - 03/14/22		\$ 742.07
Check	12839	Pitney Bowes	3/23/22	Bill #121421--Postage & Finance Charges Bill #111421--Postage Finance Charges & Late fee Bill #011422--Finance Charges & Late Fee		\$ 481.65
Check	12840	Pitney Bowes, Inc.	3/23/22	Bill #3105304205--Property & Sales tax due by 03/03/22 Bill #3105304145--Leasing Charges due by 03/03/22		\$ 491.73
Check	12841	RCM Technologies	3/23/22	Bill #71068150--Standard Rate & Overtime: 02/27 - 03/05/22		\$ 3,293.75
Check	12842	Rids Brother Company Inc	3/23/22	Bill #1265--Equipment Replacement		\$ 1,323.00
Check	12843	Jessica Serrano	3/23/22	Bill #025--DIS Svcs - February 2022		\$ 637.50
Check	12844	Square, Inc.	3/23/22	Bill #030222--Team Plus: 03/01 - 04/01/22		\$ 35.00
Check	12845	Starline Supply Company	3/23/22	Bill #1511506--Custodial Supplies		\$ 435.56
Check	12846	State of California Franchise Tax Board	3/23/22	Bill #3228073000A--Penalty & Interest		\$ 91.35
Check	12847	Teachers on Reserve	3/23/22	Bill #90206--Kinder & 3GR (Long term) : 02/14 - 02/18/22 Bill #90126--Kinder 3th grade Helena Silva & 3GR (Long term) : 02/07 - 02/11/22		\$ 3,437.27

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.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	12848	Teachers on Reserve	3/23/22	Bill #90289--MS History Michele Sloane : 02/28 - 03/04/22 Bill #90144--MS PE & MS History Science Shannon : 02/14 - 02/18/22 Bill #90061--MS PE Brian Drummer : 02/07 - 02/11/22		\$ 2,603.35
Check	12849	Techabee	3/23/22	Bill #2022-13--Techabee Foundational IT Svcs & Support: April - June 2022		\$ 6,300.00
Check	12850	The Education Team	3/23/22	Bill #509486--30day Permit: 02/18/22		\$ 276.32
Check	12851	The Stepping Stones Group, LLC	3/23/22	Bill #M0105965--Special Education Teacher - WST: 02/07 - 02/18/22		\$ 5,564.25
Check	12852	U.S. Bank Equipment Finance	3/23/22	Bill #466492881--Equipment Lease Contract #500-0411953-000 & - 001 - 02/25 - 03/25/22 Bill #464078724--Equipment Lease Contract #500-0411953-000 & - 001 - 01/25 - 02/25/22 + late Fee Bill #459229324--Equipment Lease Contract #500-0411953-000 & - 001 - 11/25 - 12/25/21		\$ 988.38
Check	12853	Xerox Financial Services	3/23/22	Bill #3106333--Lease Payment due 03/30/22		\$ 275.93
Check	12854	Ken Yale	3/23/22	Bill #27--Facilitation & Coaching Svcs: 02/01 - 02/28/22		\$ 1,078.12
Check	12855	Young, Minney & Corr, LLP	3/23/22	Bill #75408--Legal Svcs' thru 02/28/22		\$ 86.92
Check	12856	WEX Health, Inc.	3/24/22	Bill #032422--Academy of Alameda Flex Benefits		\$ 119.00
Check	12857	Michele Sloane	3/28/22	Bill #032422--Reimbursement for Michaels receipt for class project expenses		\$ 123.97
Check	DB030222	Square, Inc.	3/2/22	DB030222 - Square, Inc. -		\$ 35.00
Check	DB030322	Curacubby, Inc	3/3/22	DB030322 - Curacubby, Inc -		\$ 75.00
Check	DB030422	California Choice	3/4/22	DB030422 - California Choice -		\$ 53,430.49
Check	DB032122	Bank of Marin Visa Card	3/21/22	DB032122 - Bank of Marin Visa Card 5830 -		\$ 11,140.84
Credit Card	9515-5830	Office Max	3/2/22	02/03 - Office Max		\$ 21.53

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.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Credit Card	9515-5830	Google *SVCS AOA Schools	3/2/22	03/02 - Google *SVCS AOA Schools		\$ 26.15
Credit Card	9515-5830	Adobe Acropro Subs	3/2/22	02/14 - Adobe Acropro Subs		\$ 14.99
Credit Card	9515-5830	Peets Coffee	3/2/22	02/14 - Peets Coffee		\$ 69.05
Credit Card	9515-5830	SQ *APVisions Photography,LLC	3/2/22	02/14 - SQ *APVisions Photography,LLC		\$ 2,000.00
Credit Card	9515-5830	Safeway	3/2/22	02/22 - Safeway		\$ 91.44
Credit Card	9515-5830	Trader Joe's	3/2/22	02/02 - Trader Joe's		\$ 19.16
Credit Card	9515-5830	Curacubby, Inc	3/2/22	02/10 - Curacubby, Inc		\$ 667.98
Credit Card	9515-5830	Trassig Corp.	3/2/22	02/15 - Trassig Corp.		\$ 131.62
Credit Card	9515-5830	Academic Entertainment, Inc.	3/2/22	02/18 - Academic Entertainment, Inc.		\$ 995.00
Credit Card	9515-5830	www.RedBubble.com	3/2/22	03/01 - www.RedBubble.com		\$ 45.40
Credit Card	9515-5830	Google *SVCS AOA Schools	3/2/22	02/02 - Google *SVCS AOA Schools		\$ 26.10
Credit Card	9515-5830	Adobe Acropro Subs	3/2/22	02/03 - Adobe Acropro Subs		\$ 104.93
Credit Card	9515-5830	H2O Water Company	3/2/22	02/04 - H2O Water Company		\$ 30.99
Credit Card	9515-5830	Google	3/2/22	02/07 - Google		\$ 500.00
Credit Card	9515-5830	Edpuzzle	3/2/22	02/07 - EdPuzzle		\$ 12.50
Credit Card	9515-5830	Lenovo (United States), Inc	3/2/22	02/09 - Lenovo (United States), Inc		\$ 1,312.40
Credit Card	9515-5830	sQ* Wescafe	3/2/22	02/09 - sQ* Wescafe		\$ 1,100.00
Credit Card	9515-5830	sQ* Wescafe	3/2/22	02/11 - sQ* Wescafe		\$ 59.88
Credit Card	9515-5830	The UPS Store	3/2/22	02/11 - The UPS Store		\$ 12.00
Credit Card	9515-5830	Facebook	3/2/22	02/11 - Facebook		\$ 400.00
Credit Card	9515-5830	Zoom	3/2/22	02/15 - Zoom		\$ 258.00
Credit Card	9515-5830	SurveyMonkey.com LLC	3/2/22	02/18 - SurveyMonkey.com LLC		\$ 336.00
Credit Card	9515-5830	Facebook	3/2/22	02/18 - Facebook		\$ 126.10
Credit Card	9515-5830	PODS Enterprises, LLC	3/2/22	02/22 - PODS Enterprises, LLC		\$ 219.32
Credit Card	9515-5830	Hawthorn Suites	3/2/22	02/22 - Hawthorn Suites		\$ 887.60
Credit Card	9515-5830	Google	3/2/22	02/22 - Google		\$ 500.00
Credit Card	9515-5830	IHIRE LLC	3/2/22	02/28 - IHIRE LLC		\$ 299.00

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.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Credit Card	9515-5830	BambooHR	3/2/22	03/01 - BambooHR		\$ 99.00
Credit Card	9515-5830	Google	3/2/22	03/01 - Google		\$ 500.00
Credit Card	9515-5830	PODS Enterprises, LLC	3/2/22	03/02 - PODS Enterprises, LLC		\$ 219.32
Credit Card	9515-5830	Encinal Nursery	3/2/22	02/10 - Encinal Nursery		\$ 55.38

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Cover Sheet


Update on AoA's Material Revision

Section: III. Board Communications
Item: C. Update on AoA's Material Revision
Purpose: Discuss
Submitted by:
Related Material: AoA Material Revision Update - 4-28-22 Boad Meeting.pdf



AoA Material Revision Update

Presentation to AoA Board
April 28, 2022



Material Revision - Next Steps

AoA's Material Revision was approved by AUSD's Board on March 22, 2022

We are taking the following steps in order to prepare for the merger that creates one TK-8th grade charter beginning July 1, 2022.

1. The Board will vote tonight to official close the elementary school on 7/1 and merge it into the middle school charter.
2. Young Minney & Corr is preparing the letter to be sent to families, AUSD, the Sonoma Charter SELPA, the Alameda County Office of Education and the California Department of Education informing them of the closures of our elementary school and merger of it into a TK-8 Charter School - The Academy of
3. Sharon is leading the effort to merge our various systems/platforms including Aeries, School Mint, CALPADs, etc.
4. Edtec is preparing a 2022/23 TK-8 grade budget that will be brought to the Board as a draft in May and for a final vote in June

Cover Sheet

Enrollment Update

Section:	III. Board Communications
Item:	D. Enrollment Update
Purpose:	Discuss
Submitted by:	
Related Material:	Enrollment Update to AoA's Board 4-28-22.pdf

2022/23 Enrollment Update

Presentation to AoA's Board of Directors

4/28/2022

Grade Level	Waitlist	Current Enrollment Fully/Partially Enrolled	Projected enrollment 2022/23 Budget	+/-
K	49	48	48	0
1	16	48	48	0
2	10	52	48	+4
3	15	48	50	-2
4	24	53	54	-1
5	21	51	54	-3
6	0	95	125	-30
7	0	135	130	+5
8	0	125	125	0

Enrollment Current Actions Being Taken

- Continue to enroll students into the Elementary school where needed (over-enroll by 4 over 2022/23 projected numbers)
- Determine IEP numbers and contact families to receive IEP's
- Focus on middle school recruitment through June 30.
 - Social media: Facebook, Instagram, and Google search leads
 - Final middle school focused postcard being sent to 3 zip codes in Oakland, 1 in San Leandro, and Alameda Island
 - Appeal to families

Cover Sheet

Transitional Kindergarten Plan Update

Section:	III. Board Communications
Item:	E. Transitional Kindergarten Plan Update
Purpose:	Discuss
Submitted by:	
Related Material:	TK Planning Update.pdf



Transitional Kindergarten (TK) Update

Board Meeting
4.28.22



TK Spending Plan - 2021/22

- AoA plans to open a 10 to 12 student TK class in Fall, 2023/24
- Plans are being made to make sure that our facilities are compliant with the requirements
- The Leadership Team will present a spending plan at the May 26 meeting, as we have to allocate \$57,482 prior to June 30. The spending plan will fund:
 - Planning time - Administrative time including time spend planning with EdTec for TK planning purposes
 - Furniture and other classroom equipment and materials/supplies
 - Instructional materials

Cover Sheet

AoA's Board Attendance Policy

Section: IV. Action Items
Item: A. AoA's Board Attendance Policy
Purpose: Vote
Submitted by:
Related Material: Attendance Policy - Final.pdf



STUDENT ATTENDANCE POLICY

It is the intent of the Governing Board (“Board”) of the Academy of Alameda (“AoA” or the “Charter School”) to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve academic, social and behavioral success in preparation for the next grade level and beyond. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior challenges.

Communication with Student and Families

The Academy of Alameda will offer interpretation/translation services to students and families to make sure that two-way communication is clear and understood when developing collaborative attendance support plans, during SART meetings, when notifying families, etc.

Definitions

- “*Tardy*”: Students shall be classified as tardy if the student arrives any time after the official school start time.
- “*Unexcused Absence*”: Students shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- “*Truant*”: Students shall be classified as truant (under state law) if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed truant. The names of such students will be forwarded to the principal/s or designee to initiate a collaborative process to support the student.
- “*Chronic Truant*”: Students shall be classified as chronically truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.
- “*School Attendance Review Team (“SART”)*”: The SART panel will be composed of designated personnel including the principal, dean of students and a counseling staff member. The SART panel will discuss the absence challenges with the student and their Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student’s family, and establish a plan to resolve the attendance issue.

1. Parents/Guardians will be asked to sign a collaboratively developed attendance agreement that specifies actions to be taken by AoA including those actions listed in the Process for Addressing Truancy referenced in this policy. The collaborative process will include input from designated school staff, the student and their parent/guardian. In addition to specifying corrective actions, the SART panel may include consequences for non-compliance with the terms of the contract including:
 - a. School event related privileges
 - b. Mandatory tutorial attendance in a specific class or some other specified time*
 - c. Lunch time detention in order to make up missed work*

*Every effort will be made to provide students with academic support
2. The SART panel may discuss other school placement options.
3. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as required by law or permitted under this Attendance Policy.

A student's absence shall be excused for the following reasons:

1. Personal illness, including an absence for the benefit of the pupil's mental or behavioral health;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric or chiropractic appointments;
 - a. Students in grades 7-8, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. Attendance at funeral services for a member of the student's family;
 - a. Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.
 - b. "Family" shall be defined by the student and/or parent/guardian as anyone with whom the student has a close and familial-like relationship (or at the discretion of the school administrator per #10 below)
5. Participation in religious instruction or exercises as follows:
 - a. The student shall be excused for this purpose on no more than four (4) school days per month.
6. To permit the student to spend time with an immediate family member who is or will be separated from the student for a sustained period of time for reasons to include:
 - a. Military deployment (an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.

- b. Detainment (immigrant or criminal) or deportation
- c. Hospitalization or other health related treatment

Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.

7. For purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
8. Attendance at the student's naturalization ceremony to become a United States citizen.
9. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
10. Authorization at the discretion of a school administrator, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
11. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
12. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
13. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.
14. For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the school principal or designee pursuant to uniform standards:
 - a. Appearance in court
 - b. Attendance at an employment conference
 - c. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

Method of Verification

When students who have been absent return to school, they are required to present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed written note from parent/guardian or parent representative

2. Conversation, in person, by telephone, or through an online attendance platform, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Healthcare provider's verification;
 - a. When excusing students for confidential medical services or verifying such appointments, school staff shall not ask for the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had fourteen (14) absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or for students in grades 7 through 8, inclusive, who may be excused from school to obtain confidential medical services without the consent of the student's parent/guardian.

Process for Addressing Truancy

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the principal or designee after first talking to the student.. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the principal or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an email notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive "**Truancy Letter #1 – Truancy Classification Notice**" from the Charter School notifying the parent/guardian of the student's "Truant" status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence.
3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive "**Truancy Letter #2 and a Conference Request**," notifying the parent/guardian of the student's "Habitual Truant" status and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor or other designated staff member regarding the appropriateness of a home visitation and/or case management.

4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a “**Truancy Letter #3 – Referral to SART Meeting**” and the student will be referred to a Student Success Team (SST) and the SART.
4. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known district of residence.
5. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update the Charter School with any new contact information.
6. If student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School’s communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel may recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of Student’s enrollment and attendance at another public or private school (i.e. a CALPADS report).

Process for Students Who Are Not in Attendance at the Beginning of the School Year

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student’s parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student’s parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6th) day of the school year due to an unexcused absence may be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1st) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3rd) day of the school year and do not have an excused absence will be contacted by email indicating the student’s risk of disenrollment.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5th) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.
4. Students who are not in attendance by the sixth (6th) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below for any students who have not attended by the sixth (6th) day, and do not have an excused absence.
5. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of Student’s enrollment and attendance at another public or private school (i.e. a CALPADS report).

6. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
7. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

Involuntary Removal Process

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of Charter School's intent to remove the student ("Involuntary Removal Notice"). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

- 1) The reason/s for involuntarily removing the student
- 2) An explanation of the student's basic rights including the right to request a hearing before the effective date of the action.
- 3) The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the Student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or reoccur.

Non-Discrimination

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration

status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

Reports

The Executive Director or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

Non-Classroom Based Programs

All attendance for non-classroom based programs shall be in accordance with current law and regulations.

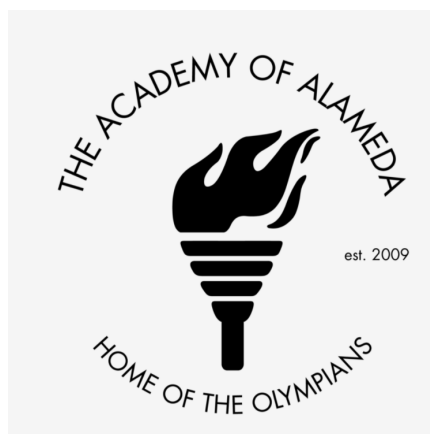
Adopted: May 17, 2011

Revision Date: [INSERT]

Cover Sheet

AoA's Fiscal Policy

Section:	IV. Action Items
Item:	B. AoA's Fiscal Policy
Purpose:	Vote
Submitted by:	
Related Material:	AoA Fiscal Policies (Final) .docx.pdf



The Academy of Alameda Fiscal Policies & Procedures

Approved by the Board of Directors March xx, 2022

The Academy of Alameda Fiscal Policies & Procedures

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Introduction

The Governing Board of The Academy of Alameda has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of The Academy of Alameda (also referred throughout as “the organization”) to support its mission and to ensure that the funds are budgeted, accounted for, expended and maintained appropriately.

Accounting Procedures

This section covers basic accounting procedures for the organization. The accounting procedures used by the organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

Basis of Accounting

Policy: The organization uses the accrual-basis of accounting at year-end, meaning that revenues are recorded when earned, and expenses are recorded when a liability is incurred regardless of when the receipt or payment of cash takes place.

Procedures:

- Throughout the fiscal year, revenue is recorded in the month in which it is received and expenses are recorded in the month in which they occur.
- At the close of the fiscal year, all revenue earned in the fiscal year, but not received is accrued. All expenses that have been incurred but not paid are also accrued. This ensures that the year-end financial statements reflect all revenue earned and all expenses incurred during the fiscal year.
- Year-end books, inclusive of adjusting journal entries, are closed by December 15, the date by which the audit report must be submitted to the state controller and respective reporting agencies.

Bank Reconciliations

Policy: Bank reconciliation and approval will occur on a monthly basis.

Procedures:

- The Executive Director and the Chair of the Finance Committee will have direct access to online bank statements .
- AoA's back office provider will have online access to The Academy of Alameda's bank statements.
- AoA's back office provider will prepare the bank reconciliation.
- The Executive Director will review and approve the bank reconciliation

Record Keeping

Policy: Financial records will be retained for a minimum of seven years or as outlined in AoA's Educational Records and Student Information Policy.

Procedures:

- The Academy of Alameda will retain financial records, including transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll record, and any other necessary fiscal documentation at its site until the prior year audit has been completed.
- At the discretion of the Governing Board or Executive Director, certain documentation may be maintained for a longer period of time.
- Financial records will be shredded (by a secure shredding service or other documented secure method) at the end of their retention period.
- Backup copies of electronic and/or paper documentation will be stored in a secure location.

Internal Controls

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

All documentation related to financial matters will be completed by computer, or in blue or black ink. Completion by pencil is not permitted.

Lines of Authority

Governing Board

- Approves the fiscal policies and procedures and delegates administration of the policies and procedures to the [Executive Director](#).
- Ensures that the fiscal policies and procedures are current, meaning that they have been reviewed and updated annually.
- Approves the opening and closing of bank accounts and the list of authorized signers and the organization's address on record.
- Approves all third-party loans.
- Approves the opening of business credit cards.
- Reviews and approves the annual budget.
- Reviews annual and monthly financial statements, including the monthly check register, credit card statement, and the budget-to-actual variance analysis.
- Reviews the Executive Director's performance annually and establishes the salary.
- Reviews and approves all contracts over \$20,000 that have not been approved in the fiscal budget for that year
- Commissions the annual financial audit by an independent third party auditor approved by the State of California.
- Approves the annual financial audit by December 15 or the date required by the state if the deadline has been delayed.
- Appoints someone else to perform the duties of the Executive Director in the case of absence.

Executive Director

- Responsible for all operations and activities related to financial management.
- Develops the annual budget with the Finance Committee
- Reviews and approves all new contracts, not approved in the annual budget, under \$20,000 that will be reported in the appropriate Board meeting’s consent agenda.
- Oversees the adherence to all internal controls.
- Assigns someone else to perform their duties in case of short-term absence. Duties must be specified in writing.

Segregation of Duties

Policy: The organization’s financial duties shall be distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization’s assets while also considering efficiency of operations.

Procedures:

- Procedures for each section of this document will identify the position responsible for carrying out each function so that no single person or entity has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.

Financial Planning & Reporting

Budgeting Process

In consultation with the Finance Committee, the Executive Director working with its back office provider will prepare the annual budget for approval by the Governing Board. The budget is to be approved by the Governing Board prior to the start of each fiscal year.

Procedures:

Month(s)	Activity	Person(s) Responsible
January - February	○ Reviews, in conjunction with AoA’s Executive Director and its back office provider, the Governor’s proposed state budget for the upcoming fiscal year, and identifies the likely range of revenues for the school’s upcoming fiscal year (July 1-June 30).	Executive Director Back Office Provider Finance Committee
	○ The Executive Director working with AoA’s back office provider and the Finance Committee develops a draft planning budget for the upcoming fiscal year, including projected enrollment and any proposed staffing changes.	Executive Director Finance Committee
	○ The Executive Director develops/refines strategic and growth plans, and conveys them to the back office provider for incorporation into a multi-year budget.	Executive Director

	<ul style="list-style-type: none"> ○ Ongoing: Collaborates with AoA’s back office provider to monitor and revise the current year budget forecast. ○ Begin seeking input to update the LCAP. 	
March - April	<ul style="list-style-type: none"> ○ Working in conjunction with the back office provider and the Finance Committee prepares a formal budget plan for the upcoming fiscal year and reviews key topics with AoA the Board of Directors. ○ Solicits bids for the annual audit and selects an auditor. ○ Approves 2nd Interim Budget ○ Ongoing: Collaborates with the Back office provider to monitor and revise the current year budget forecast. ○ Input on LCAP by stakeholders and other committees. Budget committee reviews budget priorities for inclusion in the proposed budget. 	<p>Executive Director Back Office Provider Finance Committee</p> <p>Finance Committee</p> <p>AoA Board Executive Director</p> <p>Executive Director</p>
May – June	<ul style="list-style-type: none"> ○ Oversees the revision of revenue projections subsequent to the Governor’s annual “May Revise” budget figures, and revisions for the upcoming fiscal year budget to accommodate any changes, in collaboration with the school’s Executive Director and AoA Board. This budget will include monthly cash flow projections. The proposed budget for the upcoming fiscal year will be presented to the AoA Board. ○ AoA Board will review and formally adopt a budget for the upcoming fiscal year before June 30. A copy of the final budget is provided to the charter-granting agency. ○ AoA Board will review and formally adopt the LCAP for the upcoming fiscal year before June 30. A copy of the final LCAP is provided to the charter-granting agency. 	<p>AoA Finance Committee Back Office Provider Executive Director</p> <p>AoA Board</p> <p>AoA Board</p>
July – August	<ul style="list-style-type: none"> ○ The Back office provider closes the books from the prior fiscal year; all transactions are posted and records assembled for audit. ○ Budget is reviewed subsequent to the adoption of the state Budget Act and necessary adjustments are made in 	<p>Back Office Provider</p> <p>Finance Committee</p>

	collaboration with the school’s Executive Director. ○ Approves the unaudited actuals for submission to the chartering agency by September 15th.	AoA Board
September - December	○ Reviews AoA’s actual attendance figures and notifies the AoA Board if actual attendance is below budget projections by more than 3%. If needed, the school’s budget is again revised to match likely revenues. ○ Reviews a copy of the audit. Any audit exceptions or adverse findings shall be addressed with the Executive Director and Finance committee. Audit reports and any follow-up plans are submitted to the charter-granting agency, the State Controller, County Superintendent of Schools, and California Department of Education. ○ Approves the 1st Interim Report for submission to the chartering agency and the County Superintendent of Schools by December 15. ○ Performs audit of just-closed fiscal year and prepares audit report for submission to the AoA Board by December 15.	Executive Director Finance Committee AoA Board Independent Auditor

- The Executive Director will work together with the School Principals and AoA’s back office provider or designee to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- The Executive Director in collaboration with the back office provider will ensure that the budget is developed using the organization’s standard revenue recognition and cost allocation procedures.
- The Executive Director in collaboration with the back office provider in consultation with the Governing Board, will set a target net income goal to meet strategic goals and/or comply with existing loan covenants.
- The Executive Director in collaboration with the back office provider will present a draft budget to the Finance Committee prior to the end of the fiscal year.
- The Finance Committee shall review and approve a recommended fiscal year budget that will be submitted to the Governing Board for approval.
- The Governing Board will review and approve the budget no later than its last meeting prior to the start of the fiscal year.
- AoA’s back office provider will prepare financial statements displaying budget vs. actual results for presentation to the Governing Board at designated board meetings.

Internal Financial Reports

Policy: The organization reviews regular financial reports on a monthly basis.

Procedures:

- AoA’s back office provider is responsible for producing the following year-to-date reports within 45 days of the end of each month (in August through June): Income Statement including budget to

actual variances, Balance Sheet, Financial Analysis, and Cash Flow Projection.

- The Executive Director working with the back office provider will also present a check register and credit card register at each board meeting.
- The Executive Director, School Principals, and Board Finance Committee will review financial reports at designated times throughout the year.
- AoA's back office provider in collaboration with the Executive Director will present the financial reports to the Governing Board at designated meetings throughout the year.

Audit

Policy: The Governing Board will contract for a minimum of one year and a maximum of three years with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, related State of California and Charter School regulations, and the *Standards and Procedures for Audits of California K-12 Local Education Agencies Audit Guide* (which can be found at <http://eaap.ca.gov/audit-guide/current-audit-guide-booklet/>), in order to properly conduct the audit engagement.

After six consecutive fiscal years, the organization will contract with a new audit firm or require a change/rotation in audit partners in the seventh year, unless a waiver is obtained from the Educational Audit Appeals Panel. (Education Code 41020).

Procedures:

- The Executive Director working with the Finance Committee will be responsible for recommending an audit firm by March 1 of each year, unless the existing contract is a multi-year contract.
- The Finance Committee will be responsible for reviewing the results of the annual audit and developing a corrective action plan to address all relevant weaknesses noted by the auditor.
- The Governing Board will review and approve the audit no later than December 15 or the state approved date if later.
- The audit firm will be responsible for submitting the audit to all reporting agencies no later than December 15 or the state approved date if later.

Tax Compliance

Exempt Organization Returns

Policy: The audit firm contracted by the Governing Board to conduct the annual financial audit will prepare the annual Federal Form 990 and the California Form 199. The tax forms are to be filed no later than May 15 of each year.

Procedures:

- AoA's back office provider will work with the tax preparer to complete the organization's tax returns.
- The Executive Director will review the tax return in collaboration with the Finance Committee prior to the May 15 submission date.
- The Form 990 will be available to the public via GuideStar, an information service specializing in reporting on U.S. non-profit companies and posted on The Academy of

Alameda's Website.

Quarterly/Annual Payroll Reports

Policy: The payroll provider will prepare the state and federal quarterly and annual payroll tax forms and will submit the forms to the respective agencies within established deadlines.

Procedures:

- The payroll provider or designee will prepare employee W2s by January 31 each year.
- The payroll provider will file quarterly payroll tax reports (941 and DE9) by the filing deadline.

Revenue & Accounts Receivable

Cash Receipts

Policy:

- The Main Office will maintain a petty cash balance of \$200. On a weekly basis, anything over that amount collected during the week will be deposited each Friday into The Academy of Alameda's checking account.
- Cash receipts (including check or cash payments received via mail or in person and deposits received via Electronic Fund Transfer) for school related functions (T-shirts, fundraisers, etc.) shall be recorded completely and accurately to prevent the misappropriation of assets.

Procedures for collecting, recording, depositing cash receipts:

- For each fundraising or other event or transaction in which cash or checks will be collected, the Executive Director or designee will designate a staff member to be responsible for managing the process to collect and hold all cash and checks related to the event.
- The designee will record each transaction and document each item sold at the time the transaction is made.
- The designee shall give the cash, checks, deposit summary, and any related supporting documentation to the Executive Director or designee.
- The School Operations Manager or designee will recount and reconcile the amount received with the supplied supporting documentation.
- Copies of cash receipt records should be sent to AoA's back office provider for posting into the general ledger.
- When utilizing merchant or online web contribution services, appropriate segregation of duties shall be in place to ensure that no single person is able to perform incompatible functions (custody, recording, approving).

Deposits

Policy: The Executive Director will designate the employee responsible for making bank deposits. Deposits totaling less than \$5,000 will be made weekly. Deposits totaling more than \$5,000 will be deposited within 48 hours.

Expense & Accounts Payable

Payroll

Policy: Employees are paid on a semi-monthly basis. The Executive Director and Human Resources Manager, working with its back office provider will review each payroll report prior to being processed.

Time Sheet Preparation & Approval

Policy: All non-exempt employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

Procedures:

- Non-exempt employees will be responsible for completing a timesheet, recording hours worked and vacation, sick or holiday time if applicable.
- Each non-exempt employee will approve his/her timesheet via his/her signature or submission through the payroll system.
- Each supervisor will review and approve his/her employees' timesheets by signing each timesheet or approving each timesheet in the payroll system.
- Supervisors will return, either physically or via the payroll system, incomplete timesheets to the employee for revision.
- If an employee is unexpectedly absent and therefore prevented from working on the last day of the pay period or turning in his/her timesheet, the employee is responsible for notifying the signatory supervisor or for making other arrangements to submit the timesheet. The employee must still complete and submit the timesheet upon return.
- Salaried employees are responsible for requesting leave, and supervisors are responsible for tracking leave taken by salaried employees.

Payroll Additions, Deletions, and Changes

Policy: The Executive Director or designee is authorized to approve all payroll changes within the scope of their budget authority.

Procedures:

- The Executive Director or designee will submit, either physically or electronically via the payroll system, new hire or employee change paperwork to the Director of Human Resources prior to the payroll deadline for the first pay period in which the change or addition is to go into effect.

Payroll Preparation & Approval

Policy: AoA's back office provider will prepare payroll in accordance with the organization's payroll calendar.

Procedures:

- Five days prior to each check date, Principals will review electronic time cards within the payroll system to ensure that they are complete and approved for that pay period.
- AoA's back office provider will prepare payroll upon notification from the Director of Human Resources that payroll for that pay period is approved.
- Once processed, the Executive Director will review the Payroll Review Report for accuracy and completeness and will review the Employee Change Report to verify the appropriateness of all changes.
- The Executive Director or designee will submit payroll to the 3rd party payroll provider for check or direct deposit processing.

Pay Upon Termination

Policy: Employees who are discharged shall be paid all wages due at the time of termination. (Labor Code § 201) Employees who quit without giving prior notice shall be paid wages within 72 hours (inclusive of weekends and holidays). If the employee gives at least 72 hours' notice, the wages must be paid on the last day worked. (Labor Code § 202)

Procedures:

- The School Principals will inform the Executive Director and Human Resources Manager of any voluntary or involuntary termination immediately who will then provide the back office provider an accounting of the hours/days worked since the last payroll and any additional pay owed to the employee.
- The back office provider will calculate the final check based on the hours/days worked and the employee's pay rate.
- The back office provider will prepare the final check and provide it to the HR Manager in accordance with the timelines required by law.
- An employee who quits without 72 hours' notice may request that their final wage payment be mailed to a designated address. The date of mailing will be considered the date of payment. (Labor Code § 202)
- The HR Manager will provide the back office provider with a list of non-returning staff two weeks prior to the last day of instruction to ensure that final checks are distributed in accordance with labor law.

Purchases & Procurement

Policy: All purchases must be authorized by the Executive Director or designee. Any expenditure in excess of \$10,000 that has not been approved in the annual budget.

The Governing Board must approve any contract over \$20,000 that has not already been approved in the annual budget.

Contracts

- The Executive Director or designee will consider in-house capabilities to accomplish services before contracting for them.
- The Executive Director, Director of Operations or designee will keep and maintain a file of all current and past contracts.

Credit Cards

Policy: Organization credit cards shall only be issued with the formal approval of the Governing Board and may only be used for organization-related expenditures.

Procedures:

- Purchase requisition and other documentation requirements apply to credit card purchases.
- The bank and/or consumer credit card (Amazon, Home Depot, Staples, etc.) will be kept under the supervision of the card holder.
- An itemized receipt should be turned in for all purchases.
- If receipts are not available, missing or contain an inappropriate expense, the individual making the charge will be held responsible for payment.
- In the case of a missing receipt, a missing receipt form shall be submitted and approved by the Executive Director or designee. Should a credit card holder be required to complete a “missing receipt” form, authorization must be granted by a member of the Governing Board or designee.
- Credit cards will bear the names of both the organization and the cardholder as authorized by the Governing Board.
- No personal charges are permitted.

Current Credit Card Policy

Policy: The Academy of Alameda’s (“AoA” or “Academy”) preferred payment method for goods and services is through vendor invoices and Academy checks. However, in some cases, this is not feasible for a variety of reasons. As such, the following personnel is specifically authorized by the Executive Director to be provided with Academy credit cards at the following limits:

Position	Credit Line	Additional Approval required from the Executive Director
● Executive Director	\$20,000	
● Elementary School Principal	\$10,000	Goods or equipment above \$2,500 not approved in the annual budget
● Middle School Principal	\$10,000	Goods or equipment above \$2,500 not approved in the annual budget
● Director of Operations	\$10,000	Goods or equipment above \$2,500 not approved in the annual budget

Procedures:

Allowable Uses

Academy credit cards are only intended for business purposes related to The Academy of Alameda (“AoA”).

Academy credit cards are not intended for personal use or purchases that can otherwise be paid for using Academy checks. Instead they are intended for vendors that do not accept Academy checks, purchases during travel, or emergency purchases. If the Academy's credit card earns points or other membership rewards, those points and/or rewards belong to AoA and may only be used for AoA business purposes.

Under no circumstances may Academy credit cards be used for cash advances or to purchase any of the following:

- Alcohol;
- Personal items, services, or expenses;
- Automotive gasoline and oil for personal car use; or
- Facility improvements

All purchases with Academy credit cards are to be expressly approved by the cardholder, subject to oversight by the Executive Director. No purchases shall be made for amounts not included in AoA's budget without approval in writing from the Executive Director. In addition, individual cardholders will have a maximum credit limit of \$10,000, with the exception of the Executive Director who will have a maximum credit limit of \$20,000.

Employees must sign and return the "Academy Credit Card – Company Pay Policy Acknowledgement" (**Attachment A**) to the Executive Director or designee before Academy credit cards will be issued.

Card Number Security

Every cardholder is responsible for keeping backup documentation for each purchase made by their credit card, evidencing a legitimate school purpose that meets all the requirements of this policy. The credit cardholder will be held personally liable for all inappropriate charges and personally responsible for settling any dispute over a purchase from a vendor. As such, the cardholder shall not share their card number with anyone. In addition, the credit card may not be stored in an online account. When using a credit card for online purchases, cardholders should ensure that the website uses socket layer encryption (such websites' addresses will start with https:). All cardholders should report the loss or theft of their Academy credit card immediately to the credit card company and the Executive Director or Designee, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.

Receipts

The Academy credit cardholder is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and restaurant purchases. The cardholder shall label all receipts with a description of what the purchase is for to ensure proper coding by the Executive Director or their designee. All receipts must contain an itemized description of what was purchased.

All receipts must be submitted to the Executive Director or designee each month.

Statements

Credit card statements can be accessed directly by the Executive Director and Chair of the Finance Committee. The Executive Director or designee will also have online access to all accounts to monitor and reconcile the credit card activity on a monthly basis.

Separation from Employment

Upon the termination of employment of a cardholder for any reason, all cards must be canceled and

returned to the Executive Director, or their designee, along with any other company owned items.

Policy Violations

All cardholders who make unauthorized purchases shall be liable to AoA for the amount of the purchase, plus any interest accrued on the credit card as a result of the unauthorized purchase. Should a cardholder fail to timely reimburse AoA in the amount of the unauthorized purchase, AoA may commence legal action against the cardholder.

Violations of this policy may also result in a warning, or cancellation of the card and suspension/termination of credit card use privileges, depending on the severity of the violation. Further, while AoA does not intend to alter the at-will nature of employment, abuse of credit card privilege may result in disciplinary action up to and including termination.

Debit Cards

Policy: Organization debit cards are not permitted.

Independent Contractors

Policy: The organization will comply with all applicable federal and state laws relative to the use of independent contractors.

Invoice Approval & Process

Policy: The Executive Director or designee/s must approve all invoices.

Procedures:

- The School Operations Manager or designee will open and review invoices and bills and will notify the Principals, Director of Operations, or Executive Director of any unexpected or unauthorized expense.
- When receiving tangible goods from a vendor, the School Operations Manager or designee will trace the merchandise to the packing list and note any items that were not in the shipment.
- The School Operations Manager or designee will code invoices to the correct budget line.
- Invoices are then routed to the Principals or Executive Director for payment approval.
- If the vendor is a sole proprietor or a partnership (including LP, and LLP) providing a service, the School Operations Manager or designee will obtain a W-9 from the vendor prior to submitting any requests for payments to AoA's back office provider.
- The Executive Director in collaboration with the back office provider will review the invoice for sufficient supporting documentation, verify the coding, and process payment.

Cash Disbursements

Policy: Bank checks will be issued upon receipt of appropriate documentation (e.g. vendor invoice,

purchase order, packing slip, etc.).

Petty Cash

Policy: The use of petty cash is permitted up to \$200.

Employee and Volunteer Expense Reimbursements

Policy: The organization will reimburse pre-authorized school-related expenses that are accompanied by an original receipt or other appropriate documentation. Only Organizational Leadership Leaders may incur school-related expenses without pre-approval.

Procedures:

- An employee or school volunteer seeking to make a school-related purchase must obtain pre-approval from a School Principal or designee.
- Employees will submit signed expense reports monthly, as necessary, to a School Principal or the Executive Director for approval. Original receipts or other appropriate documentation (e.g. email receipt) must be attached to the expense report.
- The Executive Director's expense reports must be approved by a member of the board.
- The School Operations Manager or designee will submit the approved expense report and supporting documentation to AoA's back office provider.
- The back office provider will issue a reimbursement check within five business days of receipt of appropriate and complete documentation to non-employees.
- The back office provider will issue a reimbursement check via payroll in alignment with the payroll calendar and receipt of appropriate and complete documentation to employees.
- Employees will submit expense reports within the fiscal year in which the expenses were incurred.
- The organization reserves the right to refuse reimbursement for any inappropriate expenses made.

Travel Expenses

Policy: The Executive Director or designee must pre-approve all school related travel. Mileage will be reimbursed at the current IRS reimbursement rate.

Procedures:

- For the purposes of mileage reimbursement, where a trip is commenced or terminated at the employee's home, the distance traveled shall be reduced by the employee's home-to-office commute distance.
- Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates will be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.
- Employees will be reimbursed up to the established per diem rate found at (<http://www.gsa.gov/portal/category/100120> - US Government Rates) for any breakfast, lunch, dinner, or incidental expense that is not included as part of the related event unless previously approved by the Executive Director or designee.
- Employees will be responsible for any excess expenses beyond the established per diem rate.
- Transportation expenses such as airfare will be purchased at the lowest rate available.
- Employees should utilize bus/shuttle service whenever possible. When traveling in groups, taxis or

ride sharing services may be more economical. Employees should choose between long-term parking or a taxi based on whichever is the more economical for the organization.

- After the trip, the employee must enter all of the appropriate information on an expense report, attach original receipts, and submit it to a School Principal or the Executive Director or designee for approval and then to the back office provider for processing.

Governing Board Expenses

- The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report and attach original receipts.
- The Executive Director will approve and sign the expense report, and submit it to the back office provider or designee for payment.

Asset Management

Cash Management and Investments

Policy: All funds will be maintained in high quality financial institutions or invested with the following objectives in order of priority; preservation and safety of principal, liquidity, and yield.

Procedures:

- The Executive Director or designee will obtain Governing Board approval before opening or closing a bank account. The Governing Board will adopt an investment policy before funds are to be invested.

Capital Equipment

Policy: The organization will capitalize any item, purchased or donated, with a value of \$1,000 or more, subject to the recommendation of the accounting firm and/or back office provider.
the back office provider.

Loans

Policy: The Governing Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the chartering authority in accordance with the terms of the charter and/or other lenders in accordance with the loan documents.

Employee loans, including salary advances, are not allowed.

Procedures:

- The Executive Director and Governing Board designee shall review and sign the promissory note before funds are borrowed.
- Loan agreements should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.
- Loan covenants and reporting requirements are to be acknowledged by the board at the time of adoption.

Insurance

Policy: The organization will maintain insurance with a high quality insurance agency at all times for:

- General Liability
- Property
- Workers' Compensation
- Professional Liability
- Directors' and Officers' Coverage

Umbrella and student accident policies are considered prudent add-ons.

Procedures:

- The Executive Director or designee will carefully review insurance policies with the Broker on an annual basis prior to renewal to determine compliance with Charter authorizer and any applicable loan covenant requirements.
- The Executive Director will forward all insurance policies and related documents to the Director of Operations (e.g. certificates of insurance, claim forms, etc.) to keep in its administrative storage filing system.

Parking Lot Liability

Policy: Parking lot related incidences are not covered under any school insurance policy. The organization assumes no liability for damage to cars unless a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity.

Operating Reserves

Policy: The organization will ensure adequate cash balances to meet annual cash flow needs. The target minimum reserve fund is recommended to be no less than 20% of operating expenses based on the annual budget. The amount of operating reserves will be calculated each year after approval of the annual budget and the Board and Finance Committee will be updated on a regular basis.

Procedures:

- The Board Finance Committee will monitor the organization's reserve level and will report the reserve level to the Executive Director and the Governing Board on a regular basis.
- It is the responsibility of the Executive Director and the Governing Board to understand the organization's cash situation and it is the responsibility of the Executive Director or designee or to prioritize payments as necessary to manage cash flow.
- The Governing Board may restrict a portion of the operating reserve fund for strategic goals.
- The Governing Board may develop an additional Operating Reserve Policy to specify use of the Operating Reserves.

Adopted: March 15, 2011

Revision Date: [INSERT]

Cover Sheet

Draft Board Resolution to Close AoA's Elementary School and Combine it with the Middle School Into A TK-8 School

Section: IV. Action Items
Item: C. Draft Board Resolution to Close AoA's Elementary School
and Combine it with the Middle School Into A TK-8 School
Purpose: Vote
Submitted by:
Related Material:
Resolution to Close Down AoA's Elementary School To Merge Into Middle School.pdf

**RESOLUTION OF THE ACADEMY OF ALAMEDA
BOARD OF DIRECTORS**

WHEREAS The Academy of Alameda Elementary (“AoA Elementary”) is a California public charter school operated by the Academy of Alameda (“AoA”), a nonprofit public benefit corporation under the direction and management of the AoA Board of Directors (“Board”), which is vested with the authority necessary to operate educational programs for the benefit of California schoolchildren; and

WHEREAS the Board has decided to voluntarily surrender the charter of AoA Elementary in order to merge AoA Elementary with Academy of Alameda Middle School, another public charter school operated by AoA; and

WHEREAS the Board will follow the closure procedures as required under the Charter School’s Charter, the Charter Schools Act, and Title 5 of the California Code of Regulations, Section 11962 *et seq.*; and

WHEREAS the Board has designated Matthew Huxley, Executive Director, as the person responsible for closure-related activities; and

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors that AoA Elementary shall close effective June 30, 2022.

ADOPTED by the Board at a regular meeting thereof on April 28, 2022.

* * *

I, David Forbes, the Board President, hereby certify that the foregoing is a true copy of a resolution duly and legally adopted by the Board of Directors on April 28, 2022, and that this resolution has not been revoked.

Date

David Forbes, President
The Academy of Alameda
Board of Directors