



AIMS K-12 College Prep Charter District

Finance Committee Meeting

Date and Time

Tuesday April 23, 2019 at 6:00 PM PDT

Location

171 12th Street, Oakland Ca. 94607

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Agenda

I. Opening Items

Opening Items

A. Call the Meeting to Order

B. Record Attendance and Guests

C. Approve prior Committee Meeting Minutes

D. Public Comment on Non-Action Items

Public Comment on Non-Action Items is set aside for members of the Public to address the items on the Committee's agenda prior to each agenda item. The Committee will not respond or take action in response to Public Comment, except that the Committee may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed twenty (20) minutes (10 minutes per section).**

E. Public Comment on Action Items

Public Comment on Action Items is set aside for members of the Public to address the items on the Committee's agenda prior to each agenda item. The Committee will not respond or take action in response to Public Comment, except that the Committee may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed twenty (20) minutes (10 minutes per section).**

II. Non-Action Items

A. Ziegler Presentation : Bond Issuance

B. Van Purchase Update

C. Property Damage Income/Expense Statements

D. Child Nutrition Program Update

E. Prop 39 Property Review

III. Action Items

A. D&O Renewal

B. Out of State Travel

Out of State Travel

National Charter Schools Conference 2019

C. 403B Vesting Schedule

D. Salary "Me Too" Clause for District Administration (non-teachers)

IV. Closed Session

A. Public Comment on Closed Session Items

Public Comment on Closed Session Items is set aside for members of the Public to address the items in this section prior to closed session. The Committee will not respond or take action in response to Public Comment, except that the Committee may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed twenty (20) minutes (10 minutes per section).**

B. Recess to Closed Session

Closed Session Items:

1. Conference with Real Property Negotiators
(Gov. Code Section 54956.9)
2. Conference with Legal Counsel - Anticipated Litigation
(Gov. Code Section 54956.9)

C. Reconvene from Closed Session

Roll Call

D. Report from Closed Session

V. Closing Items

A. Items For Next Agenda

- Financial Impact of Flooding Incident
-
-
-

B. Adjourn Meeting

C. NOTICES

The next regular meeting of the Board of Directors is scheduled to be held November 20, 2018 @ 6:30 pm. AIMS does not discriminate on the basis of disability in the admission or

access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510)220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

I, _____ hereby certify that I posted this agenda at the AIMS Campus 171 12th street, Oakland, CA 94607 on, _____, at _____ PM.

Certification of Posting

Coversheet

Van Purchase Update

Section: II. Non-Action Items
Item: B. Van Purchase Update
Purpose: FYI
Submitted by:
Related Material: Board Van Purchase update.pdf
AIMS Board Cover Van Purchase Update.pdf

American Indian Model Schools

Transportation Program: 2019 Van Leasing

LEASING 3 VANS FROM: TEQ LEASE

PURCHASED FROM: San Leandro Ford

EQUIPMENT COST	Van 1		\$34,118.40
	Van 2		\$35,143.17
	Van 3		\$34,594.73
	Sub-Total		\$95,639.25
	Taxes		\$8,217.05
	Total		\$103,856.30

LEASE CONTRACT	60 Payments	
	Monthly Payment: <i>(per vehicle)</i>	\$ 686.07
	Monthly Total:	\$ 2,058.22
	First Installment Due:	March 1, 2019
	Final Installment Due:	February 1, 2024

Financing Requirements

Before Van Release 1st and Final payment due: Submitted through Accounts payable 2/2019

Auto-ductions Beginning April 1st, 2019 through January 1, 2024

Maintenance Plan Full package Included: Length of Lease



AIMS Board Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

Coversheet

Property Damage Income/Expense Statements

Section: II. Non-Action Items
Item: C. Property Damage Income/Expense Statements
Purpose: FYI
Submitted by:
Related Material: Nov 9 Prop loss Statement April 3.pdf
Nov 9 Prop Expense Statement April 3.pdf
AIMS Board Cover Flood Update.pdf

Statement of Loss

Date of Loss: Friday, November 9, 2018

Location: American Indian Model Schools: Claim No. 577559115

	Item	Amount	Claim
I. Building			
A. Eisen Environmental Flood Emergency Response		\$ 19,345.00	
B. Eisen Environmental Drywall Demolition		\$ 73,225.00	
C. ATI Drywall & Paint		\$ 237,564.32	
D. Carpet Removal and Replacement	\$ 185,987.26		
<i>Holdback/Depreciation</i>	\$ (27,800.22)		
E. Actual Cash Value	\$ 158,187.04	\$ 158,187.04	
F. AGI invoice to Check Electrical Systems		\$ 800.00	
G. Insured Sheathing Costs		TBD	
BUILDING TOTAL		\$ 489,121.36	
II. Extra Expense/Business Income			
A. Out of Pocket Expense			
Overtime for Cleaning Staff		TBD	
Materials and Supplies		TBD	
Building Improvements			
B. Loss of Income		TBD	
Total EE/BI			
Amount Owed for Loss			\$ 489,121.36
Less Deductible			\$ (1,000.00)
Total Claim Amount			\$ 488,121.36
Total amount Received			\$ 488,121.36

Statement of Expended Cost (as of April 3, 2019)

Date of Loss: Friday, November 9, 2018

Location: American Indian Model Schools: Claim No. 577559115

	Claim Amt	As of 4/3
I. Building		
A. Eisen Environmental Flood Emergency Response	\$ 19,345.00	\$ 19,345.00
B. Eisen Environmental Drywall Demolition	\$ 73,225.00	\$ 73,225.00
C. ATI Drywall & Paint	\$ 237,564.32	\$ 178,173.24
D. Carpet Removal and Replacement	\$ 158,187.04	\$ -
E. AGI invoice to Check Electrical Systems	\$ 800.00	\$ 800.00
<i>BUILDING Expense (actuals) TOTAL</i>	\$ 489,121.36	\$ 271,543.24
II. Extra Expense/Business Income		
A. Out of Pocket Expense		
Cleaning Staff	<i>TBD</i>	\$ 12,407.48
Materials and Supplies	<i>TBD</i>	\$ 9,628.79

Building Improvements	<i>TBD</i>	\$ 10,500.00
B. Loss of Income	<i>TBD</i>	<i>TBD</i>
Total EE/BI		
Total Claim Received	\$ 489,121.36	
Total Amount Expensed		\$ 304,079.51



AIMS Board Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

Coversheet

Child Nutrition Program Update

Section: II. Non-Action Items
Item: D. Child Nutrition Program Update
Purpose: FYI
Submitted by:
Related Material: AIMS Board Cover Child Nutrition Program Update.pdf



AIMS Board Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

Coversheet

Prop 39 Property Review

Section: II. Non-Action Items
Item: E. Prop 39 Property Review
Purpose: FYI
Submitted by:
Related Material: Roosevelt Cost.pdf
AIMS Board Cover Prop 39 Property Review.pdf

Service for: AIPCS II K-1
 Vendor: Oakland Unified School District
 Fiscal Year: 2018-2019

Address: 1926 E 19th Street
 Oakland, CA 94606

Facility Use

Rental: 6 rooms @ Roosevelt	\$	63,860.00
Custodial	\$	55,108.00
Utilities	\$	16,595.79
Total Facility Use Expenses	\$	135,563.79



AIMS Board Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

Coversheet

D&O Renewal

Section: III. Action Items
Item: A. D&O Renewal
Purpose: Vote

Submitted by:

Related Material:

D_O_policy_MArch_2019__1_.pdf

Insurance_Memo_Directors_and_Officers__April_2019_board_meeting__1_.docx



**AMERICAN INDIAN MODEL SCHOOLS
DIRECTORS & OFFICERS OFFER**

COMPANY: Professional Governmental Underwriters Insurance Company (On Indian Harbor Paper) is a Non Admitted company in the state of California. Ironshore is headquartered in Stamford, CT with a financial rating of 'A'(Excellent) by A.M. Best, insurance rating source.

LIABILITY: (CLAIMS-MADE) prior and pending date 3/31/2016

\$ 1,000,000 Part A: **Educators Legal Liability** - The Organization, Shall mean a past, present or future duly elected or appointed director, officer, trustee, trustee emeritus, executive director, department head, committee member (of duly constituted committee of the Nonprofit), staff or faculty member (salaried or non-salaried), Employee or volunteer of the Nonprofit. Coverage will automatically apply to all new persons who become Insured Persons after the inception date of this policy.

Wrongful Acts – any actual or alleged act, omission, error, misstatement, misleading statement, neglect or breach of duty, or Employment Practices Wrongful Act, by any Insured Person in their capacity as such with the Nonprofit.

\$ 1,000,000 Part B: **Employment Practices Liability**- Shall mean any Claim brought by or on behalf of any past, present, or future Employee of the Nonprofit Entity or Outside Entity, or any applicant for employment with the Nonprofit organization alleging an employment practices Wrongful Act.

Included Harassment/Bullying Coverage
Cost of Defense is included in the limits of liability

\$ 50,000 Retention (deductible)

COST SUMMARY:	\$ 49,984.00	Premium	
	\$ 1,506.87	Surplus Lines Tax	
	\$ 100.46	Stamping Tax	
	\$ 245.00	Policy Fee	
	\$ 300.00	Broker fee	
	\$ 52,136.33	Total	(Down payment is \$17,148)

This is a summary see policy for insuring agreement, definitions and exclusions.

MEMORANDUM

TO: Finance Committee
FROM: Katema Ballentine, Business Office
DATE: April 4, 2019
SUBJECT: Insurance information Finance Committee and Board of Directors

Current Insurance Broker

Mike Esparza
All-Cal Insurance Agency
505 Vernon Street
Roseville, CA 95678
www.all-calinsurance.com
mike@all-calinsurance.com
(916) 784-9070

Policies are listed for Not-For Profit American Indian Model Schools DBA:
American Indian Public Charter School I, American Indian Public Charter School II, and American
Indian Public High School

171 12th Street, Oakland, CA 94607
Under one Federal tax ID #94-3309981

INSRUANCE POLICIES:

Directors and Officers – Annual Renewal March 31
Professional Governmental Underwriter Insurance Company

Premium Amount: \$52,136.33

Type of Coverage: California Workers' Compensation law is a no-fault system for injuries connected with employment, whether they are specific injuries or a disease or disabling condition. American Indian Model Schools' is required to pay for Workers Compensation Insurance to cover all its employees.

Liability

Educators Legal Liability: \$1,000,000
Employer Practices Liability: \$1,000,000
Included: Harassment/Bullying Coverage
Retention (deductible) \$50,000
Trail policy will expire November 27, 2019

Coversheet

403B Vesting Schedule

Section: III. Action Items
Item: C. 403B Vesting Schedule
Purpose: Vote
Submitted by:
Related Material: 403B RETIREMENT VESTING.docx
AIMS Board Cover 403B Vestment Structure.pdf

403B RETIREMENT VESTING

American Indian Model Schools will implement a “optional” retirement plan for our Certificated Teaching employees with the agreement to match the employee’s contribution at 3% beginning the 2019-2020 fiscal year.

It has been proposed that FULL vestment will be in year 3 year. Prior to full implementation, AIMS must decide what type of vesting will be intergraded into the plan.

There are two options:

Graded Vesting

Graded vesting is a type of vesting in which employees receive a certain percentage of vesting after each year of service. The percentage increases a certain amount each year. For example, many companies use a five-year schedule in which the employee receives 20 percent each year. For example, after one year, they get 20 percent, after two years, they get 40 percent, and so on. Then after five years in the company, they are fully vested.

Cliff Vesting

Cliff vesting is another type of vesting in which employees do not receive any partial benefits. They either receive nothing when they quit or everything the employer contributed. The company will set a time limit that must be reached by the employee before becoming fully vested. For example, after five years, the individual will be 100 percent vested in the company. However, if they quit after four years of service, they will receive nothing.



AIMS Board Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

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Amount Over/Under Budget?

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Which LCAP?

Coversheet

Salary "Me Too" Clause for District Administration (non-teachers)

Section: III. Action Items
Item: D. Salary "Me Too" Clause for District Administration (non-teachers)
Purpose: Vote
Submitted by:
Related Material: AIMS Board Cover 3% slary proposal.pdf



AIMS Board Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?