AIMS K-12 College Prep Charter District

Governance Committee Monthly Meeeting

Date and Time

Tuesday April 7, 2020 at 6:00 PM PDT

Location

Zoom Meeting

Join Zoom Meeting https://zoom.us/j/438880658?pwd=MG1kS3M2WW9DdThhamhBb2prTkZJdz09 Meeting ID: 438 880 658 Password: 039491 One tap mobile +16699006833,,438880658# US (San Jose) +13462487799,,438880658# US (Houston) Dial by your location +1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston) +1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York) +1 253 215 8782 US +1 301 715 8592 US Meeting ID: 438 880 658 Password: 039491 Find your local number: https://zoom.us/u/acw6W2086A

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

		Purpose	Presenter	Time
I.	**Opening Items**			**6:00 PM**
	Opening Items			

		Purpose	Presenter	Time
A.	Call the Meeting to Order			1 m
B.	Record Attendance and Guests	Vote		2 m
C.	Public Comments on Non-Action Items	Discuss		5 m

Public Comment on Non-Action Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board 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 thirty (30) minutes (10 minutes per section). Please enter all questions via Zoom chat feature.**

D.	Public Comments on Action Items			5 m

Public Comment on Action Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board 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 thirty (30) minutes (10 minutes per section). Please enter all questions via Zoom chat feature.**

II.	**Non-Action Items**			**6:13 PM**
A.	Developing a Board Report Template	Discuss	Toni Cook	15 m
III.	**Action Items**			**6:28 PM**

Governance

A.	Position Amendments to include at-home virtual duties	Vote	Maya Woods-Cadiz	10 m
B.	Amendment of Check signing policy	Vote	Maya Woods-Cadiz	10 m
IV.	**Closed Session**			**6:48 PM**
A.	Public Comment on Closed Session Items	FYI		10 m

		Purpose	Presenter	Time
	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.	Closed Session Items Anticipated Litigation	Vote	Toni Cook	30 m
C.	Reconvene from Closed Session	Vote		2 m

V. Closing Items — 7:30 PM

A.	Items for Next Agenda - - - - -	FYI
B.	Adjourn Meeting	Vote
C.	NOTICES	FYI

The next regular meeting of the Board of Directors is scheduled to be held on April 21, 2020, at 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

Position Amendments to include at-home virtual duties

Section:	III. Action Items
Item:	A. Position Amendments to include at-home virtual duties
Purpose:	Vote
Submitted by:	
Related Material:	Covid 19 2020-Temporary Amendment of Job Positions (1).pdf

AIMS K-12 College Prep Charter District
Temporary Amendment of Job Positions

March 2020

Position	Job Duties	Amended Duties (Y/N)	New Duties
Superintendent	Lead and direct all activities, schools, and departments of the district	Y	Virtual Work (Leadership)
Head of Schools	Lead and direct the activities of the schools	Y	Virtual Work (Leadership)
Head of Academic	Lead and support the academic activities of the schools **and Staff**	Y	Virtual Work (Academic Leadership Support)
Deans	Lead and support student engagement, attendance, and school culture	Y	Virtual Work (Student Leadership Support)
CBO	Lead and direct the fiscal activities of the district	Y	Virtual Work (Leadership)
Director	Lead and direct the activities of the Operations Department	Y	Virtual Work (Leadership)
Manager	Lead and direct the activities of the	Y	Virtual Work (Leadership)

	department they oversee		
Coordinator	Lead and direct the activities of initiatives they oversee	Y	Virtual Work (Leadership)
Fiscal Technician	Support the CBO	Y	Virtual Work (Support Financial Work)
Teacher	Instruction of students	Y	Virtual Work (Regularly Scheduled Instruction)
Admin Assistant	Support the Executive or leader they are assigned to	Y	Virtual Work (Leadership Support)
Secretary	Support the board and Superintendent	Y	Virtual Work (Governance and Leadership Support)
Clerk	Community engagement and School or department support	Y	Virtual Work Monitoring: Phone Lines, Camera Support: Teachers, Leaders, Parents
Aide	Support instruction of students.	Y	Virtual Work (Instructional Support)
Social-Emotional Counselor	Social-emotional counseling of students	Y	Virtual Work (Student/Family Support and Engagement)

Reduction, Monitoring, and Assessment

Employee Position Reduction 2019-2020: Cafeteria Staff, Sports Coaches, Interns
Contracted Position Reduction 2019-2020: Custodial and Maintenance, Security Guard. Food Delivery,
Monitoring of Hourly Employees: All hourly employees are completing work logs and timesheets for payment. As usual, supervisors approve or deny the timesheets prior to payment taking place. Payroll will not submit payment without proper approval and verification.

Monitoring of Salaried Employees: As usual, monitoring and evaluations of work are taking place. Salaried employees who are not performing their duties within approved guidelines will be subject to be written up, placed on Program Improvement Plans, and possible dismissal of duties.

2020-2021 Planning The Superintendent will be working with the Heads and Department Leads to determine essential positions for the 2020-2021 school year. April to June will be used to determine what is essential to operation for the new program year. A position report will be submitted to the board in the May meeting.

Coversheet

Amendment of Check signing policy

Section:	III. Action Items
Item:	B. Amendment of Check signing policy
Purpose:	Vote
Submitted by:	
Related Material:	FISCAL POLICY UPDATE (1).docx

FISCAL POLICY UPDATE:

The following outlines the process for Signatory Authority and method. The initial policy was approved for the 2019-2020 fiscal year at the August 29, 2019 Board Meeting.

203 Signature Authorities

Board Approved Policy:

To properly segregate duties within the Charter Schools, the Board of directors, Superintendent and Chief Business Officer are the only individuals with signatory authority and are responsible for authorizing all cash transactions. All checks require two signatures and Individual checks greater than $8,000 will require Board Approval and signature prior to check issuance.

CORVID-19 Amended Policy:

To properly segregate duties within the Charter Schools, the Board of directors, Superintendent and Chief Business Officer are the only individuals with signatory authority and are responsible for authorizing all cash transactions. All checks require two signatures and Individual checks greater than $8,000 will require Board Approval and signature prior to check issuance.

To comply with the "Stay in Place" ordinance, as of March 31, 2020, AIMS back office will obtain signatures from the individuals with signatory authority, create signature stamps to utilize for check issuance on behalf of AIMS. The initial definition of authority and method will remain in place. Checks will not be issued on behalf of AIMS without AIMS review and approval.