AIMS K-12 College Prep Charter District

Regular Board Meeting

Date and Time

Tuesday March 31, 2020 at 6:30 PM PDT

Location

Join Zoom Meeting https://zoom.us/j/628786563?pwd=amRwT2V3RGthbFV3VjRPK0lmTHBxUT09

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**			**6:30 PM**
	Opening Items			
A.	Call the Meeting to Order - Board President, Mrs.Toni Cook			1 m
B.	Record Attendance and Guests - Roll Call for the Directors of the Board, and opportunity for introduction of any guest presenters	Vote	Toni Cook	2 m

		Purpose	Presenter	Time
C.	Approve Minutes	Approve Minutes	Toni Cook	5 m

Approve minutes for Regular Board Meeting on February 18, 2020

D.	Adoption of Agenda	Vote	Toni Cook	2 m

- Board President, Mrs. Toni Cook

E. Public Comment on Non-Agenda Items — 10 m

Public Comment on Non-Agenda Items is set aside for members of the Public to address the items not on the Board's agenda. 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).**

F. Public Comment on Agenda Items — 10 m

Public Comment on Agenda 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).**

II. Non-Action Items — 7:00 PM

A.	President's Report	FYI	Board President T. Cook	5 m

https://www.youtube.com/watch?v=RL1Y7Hjr2yA&feature=youtu.be

B.	Superintendent's Report	FYI	Superintendent Woods-Cadiz	5 m
C.	Marketing and Communications update	FYI	Isaac Kos-Read	10 m
D.	AIMS K-12 Report	FYI	Heads of Schools and Division Heads	5 m

Heads of School - Mr. Christopher Ahmad, Mr. Maurice Williams,

		Purpose	Presenter	Time
	Mr. Peter Holmquist			
E.	Finance Report	FYI	Katema Ballentine	10 m
F.	Operations Report	FYI	Operations	5 m
	- Data, Accountability, and Operations Director, Ms. Marisol Magana - Data, Accountability, and Operations Manager, Ms. Tiffany Tung			
G.	HR Report	FYI	Delicia Moghadam	5 m
H.	English Language Dept. Report	FYI	Vanee Chand	5 m
I.	Education Coordinator, College Bound Kids Report	FYI	Matthew Gordan	5 m

III. Action Items — 7:55 PM

A.	Consent Calendar	Vote	Toni Cook	5 m
	A - Surplus and Obsolete (Resolution) B - Auditor Selection Form C - Out of Country Travel (HS Senior trip) - Cancellation D - HS Renovation (Paint, etc.)			
B.	Finance Committee Action Items	Vote	Chris Edington	10 m
	A - Updated Recommendations for Contractors B - Board Memos to Vendors C - Finance Committee Checklist D. Alameda County Health Order			
C.	AIMS Educational Continuity Preparedness Plan	Vote	Maya Woods-Cadiz	5 m
D.	J13a	Vote	Maya Woods-Cadiz	10 m
E.	Measure G1 - Continuation of Application for 2020/21 School Year	Vote	Peter Holmquist	15 m

IV. Closed Session — 8:40 PM

		Purpose	Presenter	Time
A.	Public Comment on Closed Session Items	FYI		10 m

Public Comment on closed session items is set aside for members of the Public to address items on the Board's agenda for closed session. 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).**

B.	Recess to Closed Session	Discuss		10 m

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)
3. Employee Matters

C.	Reconvene from Closed Session	Vote		2 m

Roll Call

D.	Report from Closed Session	FYI		3 m

- Board President, Mrs. Toni Cook

V. Closing Items — 9:05 PM

A.	Adjourn Meeting	FYI
B.	NOTICES	FYI

The next regular meeting of the Board of Directors is scheduled to be held on March 17, 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

Purpose Presenter Time

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

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on February 18, 2020

APPROVED

AIMS K-12 College Prep Charter District

Minutes

Regular Board Meeting

Date and Time
Tuesday February 18, 2020 at 6:30 PM

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.

Directors Present
A. Abuyen, C. Edington, C. Thompson, S. Leung, T. Cook

Directors Absent
D. Lang

Directors who arrived after the meeting opened
S. Leung

Ex Officio Members Present
K. Minor

Non Voting Members Present
K. Minor

Guests Present
M. Woods-Cadiz

I. Opening Items

A. Call the Meeting to Order

T. Cook called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Tuesday Feb 18, 2020 at 6:40 PM.

B. Record Attendance and Guests

S. Leung arrived.

C. Approve Minutes

C. Thompson made a motion to approve the minutes from Special Board Meeting on 01-25-20.
A. Abuyen seconded the motion.
Board Secretary, Kelli Minor, directed the Board's attention to the attachment of minutes for the following meetings:
September 24, 2019,
November 19, 2019
December 4, 2019 and
January 25, 2019
The board **VOTED** to approve the motion.
C. Thompson made a motion to approve the minutes from Special Board Meeting on 12-04-19.
A. Abuyen seconded the motion.
The board **VOTED** to approve the motion.
C. Thompson made a motion to approve the minutes from Regular Board Meeting on 11-19-19.
A. Abuyen seconded the motion.
The board **VOTED** to approve the motion.
C. Thompson made a motion to approve the minutes from Regular Board Meeting on 09-24-19.
A. Abuyen seconded the motion.
The board **VOTED** to approve the motion.

D. Adoption of Agenda

C. Edington made a motion to Approve the agenda.

S. Leung seconded the motion.
The board **VOTED** to approve the motion.

E. Public Comment on Non-Agenda Items

F. Public Comment on Agenda Items

II. Non-Action Items

A. President's Report

Standing committee assignments were announced; and Director Lang was asked to provide an update pertaining to the February 27, 2020 AIMS Open House.

B. Superintendent's Report

Superintendent Woods-Cadiz noted that her report reflected the contents of her mid-year revaluation as well as a summary of current activities/tasks designed to complement the agreed upon annual goals.

C. Form 700

President Cook accentuated the importance of completing the form 700 at the latest by the end of March; and reaffirmed that completion was a California FEPC requirement.

D. AIMS K-12 Report

Mr. Ahmad, ES Head of School presented a summary of the attendance, academic progress, in-class, as well as extra-curricular activities such as the spelling bee, as well as the honors/awards the K-5 students earned. Mr. Ahmad included graphs and pictures throughout his report.

Director Thompson complimented Mr. Ahmad and asked him to elaborate on the success of strategies being used to address ELA and academic readiness strategies.

- **Mr. Holmquist, MS Head of School** (newly designated MS Head of School) presented a summary of activities/strategies designed to elevate the math scores as well as professional development activities. Mr. Holmquist's report included pictures of the middle school performing acts program. In addition, the report highlighted teacher who received bonus awards for attendance and improved test scores; and a listing by grade of the number of students who received perfect scores on the SBAC test.

- **Mr. Williams, HS Head of School** (newly designated HS Head of School**)** – Mr. Williams presented a summary of the transition activities; as well as the strategies/activities employed to address high school issues/concerns. Of most importance were the summary activities to address HS renovation activities. This

included repainting of hallways and classrooms and ordering of new furniture. Before and after pictures were integrated throughout this phase of the high school report. A summary of the activities (with a compliment of pictures) of the MLK, Jr. Day of community service was presented as well as the plant box relocation project. The report was highlighted with a focus on the AIMS Historical Black College Fair held February 6, 2019 as AIMS seniors were awarded nearly $5 million dollars in scholarships. Mr. Williams concluded his report with the provision of AIMS athletic updates.

E. Finance: 2nd Interim Report

President Cook noted that this item was an action item. As such, President Cook, asked Finance Chair, Director Edington for permission to defer discussion to item “E” on the agenda. Her no opposition, the 2nd Interim Report will only be discussed as an action item.

F. Operations Report

Ms. Marisol’s Operation Report highlighted enrollment and attendance at AICPS, AICPS II and AIPHS. In addition, an update of the lunch program and Wellness Committee activities was provided

G. English Language Dept. Report

The ELS report provided a summative of the ELPAC testing window, highlighted the staff development activities, as well as the upcoming professional development activities. In addition, ELAC programmatic activities were featured.

H. Education Coordinator, College Bound Kids Report

This report provided a summary of the college admission activities that included number of applications submitted to a variety of college campuses. In addition, the upcoming summer test preparation activities was displayed.

III. Action Items

A. Governance Committee - Superintendent's Mid-Year Evaluation Report

C. Thompson made a motion to Approve the report.
S. Leung seconded the motion.
The superintendent’s mid-year report was presented and reviewed at the February 10, 2020 Governance Committee. Directors Abuyen and Lang asked several questions. Once the discussion ended, the committee unanimously recommended approval and asked that the report be placed on the February 18, 2020 meeting agenda for full board review and approval.
The board **VOTED** to approve the motion.

B.

Finance Committee Report

C. Edington made a motion to Approve the Out of Country travel.
C. Thompson seconded the motion.
Ms. Clark presented an invoice for $44,140.00 for expenses incurred for a proposed senior class trip on June 4-8, 2020 Baja Mexico Cruise. President Cook asked Director Edington in his role as Chairperson of the Finance Committee for a recommendation. However, before offering the committee's recommendation, Director's Edington, Thompson, Abuyen Leung and Cook had several questions concerning actual cost. In addition, issues such as number of chaperones traveling with the student, monitor of students, and several other safety inquiries were made. Lastly, Director Edington asked the superintendent for assurance that contact with the sponsoring organization would be contacted and engage in additional inquiries/negotiations pertaining to the overall price. The superintendent provided the requested assurance.
The board **VOTED** to approve the motion.
C. Edington made a motion to Approve submission to OUSD.
C. Thompson seconded the motion.
CBO Ballentine presented the 2nd interim report. It should be noted that the report was presented at the February 13, 2020 meeting of the Finance Committee. The report included a detailed update of each AIPCS school. Even though the report was approved at by the standing committee at their February 13, 2020 meeting, CBO was notified the day of the board meeting that OUSD SELPA rate was being increased. As such, the impact must be reflected in the 2nd interim report. CBO Ballentine assured the board that the required adjustments would be made and asked the board to approve submission of the 1nd Interim Report to OUSD.
Action: Director Edington moved that pending the noted adjustments, that submission of the 2nd Interim Report be submitted to OUSD. Director Thompson seconded. Hearing no objections, once the adjustments were made, the board approved the submission of the 2nd Interim Report to OUSD was approved unanimously.
The board **VOTED** to approve the motion.

C. Consent Calendar

C. Thompson made a motion to Approve the consent calendar items.
S. Leung seconded the motion.
The board **VOTED** to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted,
A. Abuyen

A. Abuyen made a motion to Adjourn the February 18, 2020 board meeting.
S. Leung seconded the motion.
The board **VOTED** to approve the motion.

B. NOTICES

Coversheet

Superintendent's Report

Section: II. Non-Action Items
Item: B. Superintendent's Report
Purpose: FYI
Submitted by:
Related Material: Superintendent Board Report March.pdf

Superintendent Board Report

August 2019-March 2020

Superintendent Woods-Cadiz

AIMS K-12 COLLEGE PREP CHARTER DISTRICT

Strategic Plan Criteria

1. Provides report of recommendations to the Board of long-term strategies and budgets for growth and replication

2. Effective and efficient implementation of the Charter and/or Charter Modifications

3. Continuous achievement of financial and academic performance Indicators

Evidence: Benchmark data and interim reports

4. Develops programmatic plans for continuous academic success

Strategic Plan Progress

- Met with OCS regarding expansion.
- Met with partners regarding growth strategy
- Site visits to monitor implementation.
- Will lead Central Office retreat this week regarding implementation.
- Three Day Planning Session
- Meeting with OUSD
- On-going meetings with heads and dept. leads.
- Site Visits
- Monthly meetings with Back Office Providers
- Held planning sessions for site leaders
- Held training retreat for central leaders
- Site visits to monitor implementation.

Strategic Plan Progress

- Innovate School academic Recognition
- Honor Roll Schools Recognition
- Positive reserves and growth on fiscal reports
- Increased funding for after school and low performing students
- Out performance of local traditional and charter schools on reported SBAC scoring
- Completion of phase one and two of 12th street renovation.
- HS transition and renovation
- Phase two renovation plan
- Education Continuity Plan
- Expenditure Plan

Superintendent & Board Partnership Criteria

Ensures accurate and relevant monthly board reports

Consistent attendance at committee and board meetings

Consistent attendance at Monthly meetings with Board President

Superintendent & Board Partnership Progress

- September report given
- October report given
- November report given
- No meeting in December
- January report given
- Governance Committee
- Finance Committee
- Facilities Committee
- Ad-hoc Construction Committee
- Ad-hoc Open House Committee
- Attendance at Board Meetings
- Monthly scheduled meeting with Board President

Superintendent & Board Partnership Progress

- February report given
- Governance Committee
- Finance Committee
- Facilities Committee
- Open House
- Attendance at Board Meetings
- Monthly scheduled meeting with Board President
- Communication about closure
- Informed regarding new legal requirements (Covid 19)

Professional Development Criteria

Attendance at national and local conferences and trainings

Completion or near completion of leadership succession plan document

Completion of Executive Leadership Training

Professional Development Progress

Attendance at national and local conferences and trainings

- Hosted Oakland Charter Leader Convening
- CAAASA Board Meeting
- Completed Harvard Management Certification (Executive Leadership Training)
- Attended CMO Grants Pre-application training webinar
- CBC 49th Annual Legislative Conference
- Attended CAASA Round Up
- BB&T Symposium
- Research for Succession Plan Draft
- Planning Teacher and Leader Succession Pipeline
- Representing AIMS at Day on The Hlll in DC
- YMC Charter Law Training

Professional Development Progress

- Participated Oakland Charter Leader Convening
- Attended YM&C Covid 19 Updates
- Attended CCSA Covid 19 Updates
- Attended OUSD Covid 19 Updates
- Attended Alameda County Covid 19 Updates
- Attended GO Schools engagement
- Addition to succession plan to include Covid 19 relevant information
- Attended extended learning training
- Attended Adobe training on virtual communication

Leadership Criteria

Effective communication of vision, goals and values to stakeholders

Completion of Heads of Schools' evaluation

Monthly communications to stakeholders

Regularly engages in public advocacy on behalf of AIMS

Leadership Progress

- Attended Sports functions
- Attended Homecoming
- Lead Parent communications meetings
- Attended College information nights
- Monthly newsletter distributed to community, partners, and supporters
- Hosted Merced county - West Ed site visit
- Connected with CCSA regarding Oakland leadership transition
- Hosted Oakland Superintendent and Oakland Charter Schools Lead at 12th street campus
- Sites and Central office Leadership Retreats
- Participated in the OUSD ACOE Renewal Policy Working Group
- Ongoing Hosting for Oakland Charter Leaders Renewal Policy Working Group
- HBCU College Fair @ 12th Street Campus resulting in over five million in scholarships

Leadership Progress Cont.

- Participated in the OUSD ACOE Renewal Policy Working Group
- Ongoing Hosting for Oakland Charter Leaders Renewal Policy Working Group
- HBCU College Fair @ 12th Street Campus
- Chinese Consulate Celebration Dinner
- Pulse of Oakland Breakfast
- East Bay Flag Raising Ceremony
- Oakland Promise Event
- Revamp of Heads Evaluation Format
- Engagement with Heads on Evaluation
- Families In action Events
- SOBE events
- East Bay Urban Debate League
- Publication in Oakland Chamber of Commerce
- On going communication via Social Media
- Parent and Community Meetings Regarding Events and Transitions
- Led Week Long Boot Camp for All AIMS Employees
- Led Day Long Safety Training for All AIMS Employees

Leadership Progress Cont.

- Lead Parent communications meetings (Covid 19)
- Lead Parent staff meetings (Covid 19)
- Lead daily War Room (Covid 19)
- Attended site meetings (Covid 19)
- Monthly newsletter distributed to community, partners, and supporters
- Connected with CCSA regarding various topics
- Participated in the OUSD ACOE Renewal Policy Working Group
- Participated in the OUSD CCSA Renewal Policy Working Group
- Attended Oakland Rotary
- On going social media communication
- Published in POST
- Finalized and submitted LOI
- Leading AIMS through online learning transition

Coversheet

Marketing and Communications update

Section: II. Non-Action Items
Item: C. Marketing and Communications update
Purpose: FYI
Submitted by:
Related Material: KRG Board Update to AIMS 2020.03.28.pdf

Update on Strategic Communications

For AIMS K-12 College Prep Charter District

March 28, 2020



Kos Read Group

Presentation Overview

I. How & Why We Came Together

II. Successes to Date

III. The Work Ahead

IV. Additional Background on KRG



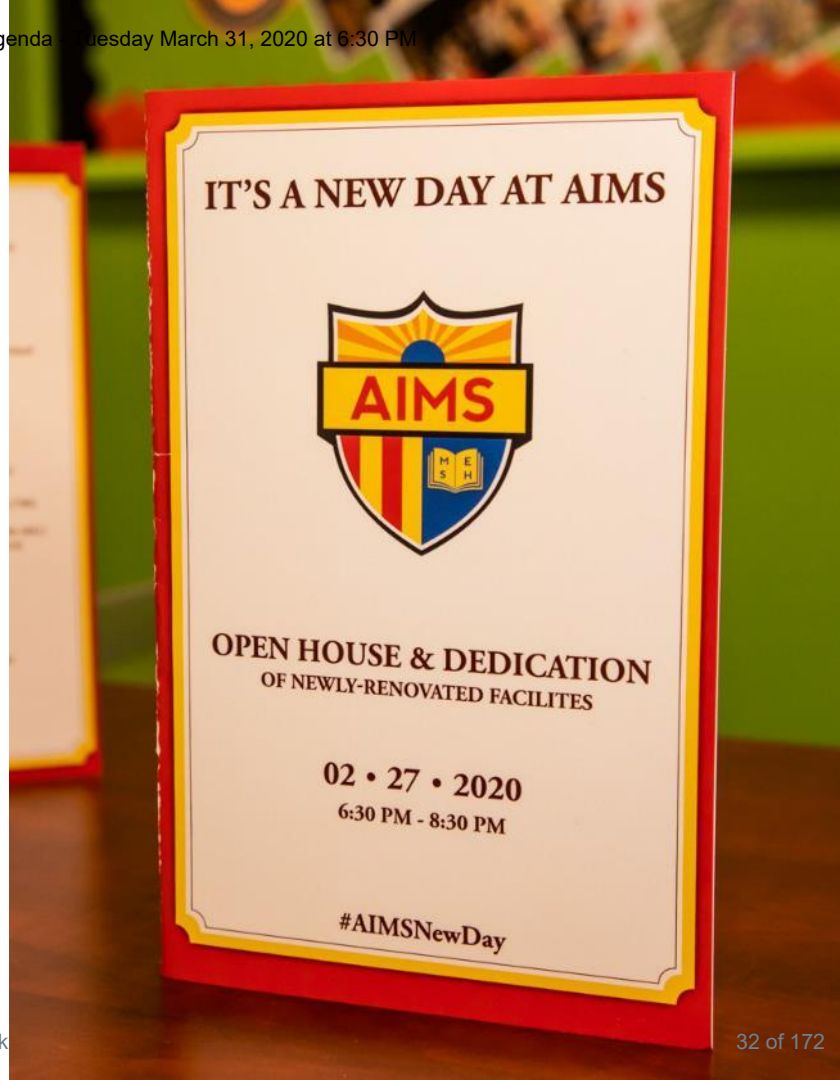
How & Why We Came Together

- Charter schools are under attack like never before.
- AIMS faces a unique set of challenges and opportunities.
- Kos Read Group, Inc. (KRG) has the Oakland, public education, and marcomm experience to help.
- Our relationship is built on:
  1. **Trust.**
  2. **Shared commitment to equity and excellence.**
  3. **Belief in and commitment to Oakland.**



KRG-AIMS Success: Rebranding

- ✓ Developed a parent survey to garner input on rebranding and comms strategy
- ✓ Developed new messaging for all platforms
- ✓ Authored press release on name change
- ✓ Wrote and placed Oakland Chamber newspaper piece in education edition
- ✓ Supported February 27 New Day Event
  - ✓ Messaging
  - ✓ Outreach
  - ✓ Photography



KRG-AIMS Success: Media & Comms

- ✓ Developed and launched new monthly newsletter
- ✓ Secured Oakland Post coverage for New Day event
- ✓ Secured Great School Voices piece on AIMS and HBCUs
- ✓ Developed and places enrollment ad in the Oakland Post in the highest demand edition
- ✓ Content development for one-pager, brochure, and more



KRG-AIMS Success: Crisis Comms

- ✓ Developed and managed crisis communications through extremely challenging situation
- ✓ Engaged with external officials to ensure confidence
- ✓ Helped protect and inform AIMS students, staff, families, and supporters
- ✓ Now supporting on COVID-19 related communications



KRG-AIMS Work: 2020-2021

Current Work:

- ✓ High school brochure
- ✓ Wikipedia/online presence
- ✓ COVID-19 strategy
- ✓ Monthly newsletter

Future Work:

1. Earned media – telling our story
2. Enrollment marketing and communications
3. Renewal-focused communications and advocacy
4. Grants research, writing, advocacy, and support



KRG+AIMS = Success

We look forward to continuing our successful work together on behalf of AIMS students and families.

AIMS K-12 COLLEGE PREP

AIMSupt. Monthly

January 2020 | Issue 3

Dear Isaac Kos-Read:

Happy New Year!

This month we begin more than just a new year – a new decade. Further, next year will be our 25th anniversary, and one of our schools will be up for renewal before OUSD. I therefore want to take a moment to share the long-term vision that the AIMS board and I have, as well as provide some of my usual monthly updates.



HOME CATEGORIES

Community Education Oakland Oakland Post Opinion OUSD

It's a New Day at AIMS: Investing in the Future of Oakland – One Student at a Time

By Maya Woods-Cadiz - February 27, 2020



We are Oakland, too!

Maya Woods-Cadiz, Superintendent, AIMS K-12 College Prep Charter District

—Can you name a public school district in Oakland that is eliminating the achievement gap for African-American students and others in math and language arts? Where all students take AP classes? Where college applications are paid for and 100% of graduates are accepted to the top colleges and universities in the nation?

I can. It's the AIMS K-12 College Prep Charter District. AIMS K-12 is a charter public school district overseeing three schools in Oakland – an elementary, middle, and high – that are all authorized by the Oakland Unified School District (OUSD). As the current superintendent of AIMS K-12 and long-time Chamber member, I'm proud to share with you a little about We Are Oakland Too! -- a rallying cry for our organization and its thriving future in this city.

My perspective is that of a multi-generational Oaklander. My family traces our roots here back to the early 1900s. I've been a student

life has been in service to the children of Oakland, with the bulk of my career being in OUSD. Now I am



Maya Woods-Cadiz, Superintendent, AIMS K-12 College Prep Charter District

proud to continue to serve Oakland kids as the leader of AIMS K-12, which includes some of our community's oldest and most successful charter schools.

AIMS K-12 students represent our diverse Oakland community. 75% of our families qualify for free and reduced lunch benefits – that means their families make less than approximately $36,000 for a family of four. 55% of our students are Asian; 25% are African-American; and 14% are His-

are English Language Learners. 4% of our students qualify for special education services, and we partner with OUSD to meet the needs of those students.

We are most proud of our academic success. In the recently released state test scores, all three AIMS schools scored in the top 25% of all Oakland public schools, district or charter. Our high school had the highest math scores of any high school in Oakland - 13 points higher than the next school (also a charter). Our K-8 students performed as well as students from the top "Hills" schools and single site charters that tend to serve higher income families.



closing the African-American achievement gap in Math and in English for three years running. Texas-based Educational Results Partnership recently identified us on their "Honor Roll" for top public schools in Texas and California getting results.

We invest strategically to secure such outcomes: 100% of our high schoolers take Advanced Placement (AP) classes beginning in their freshman year. We pay for 100% of student SAT and ACT exams, AP test prep books, and AP exams. In addition, we pay for college application fees for all of our seniors.

100% of AIMS K-12 graduates are accepted into four-year colleges



Powered by BoardOnTrack

Additional background information on Kos Read Group, Inc.

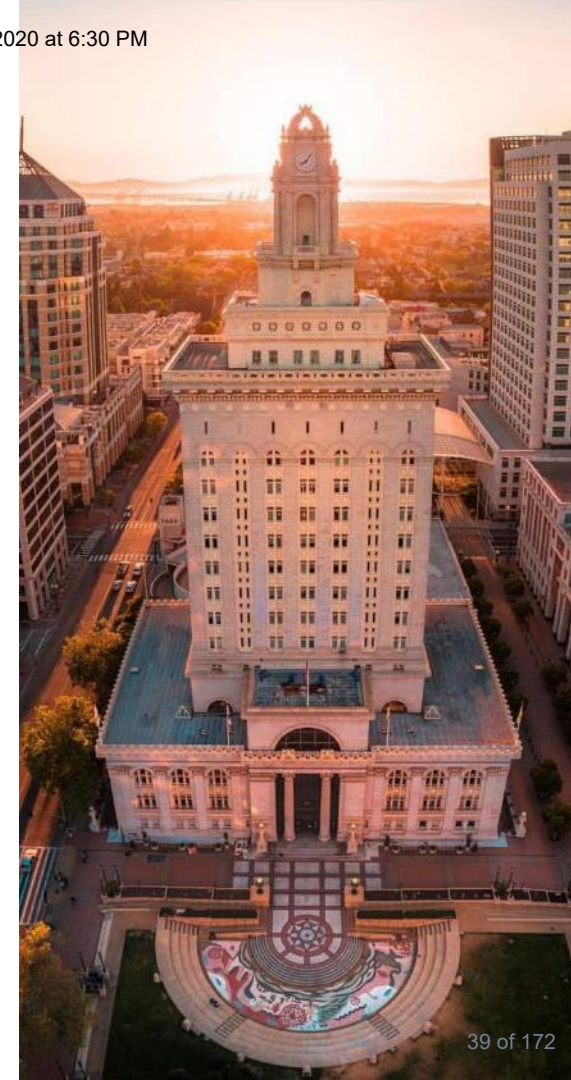


KRG delivers Results that Matter for civic-minded organizations.

KRG Story

Founded in 2013, Kos Read Group, Inc. (KRG) is a full-service communications and public affairs firm based in Oakland, working across California.

We're a team of passionate storytellers, civic advocates, marketers, and political strategists with decades of experience adding value to leading organizations across private and public sectors.



Team KRG



Nicki Ghafari
Client Manager



Isaac Kos-Read
President & CEO



Morgan Rothenbaum
Client Manager



Jocelyn Polanco
Client Manager



Priscilla Hoang
Operations & Communications Coordinator



Sergio Lopez
Client Manager

Current Clients (Partial List)



















KRG Values

Principled

We always adhere to the highest ethical standards in the conduct of our business.

Pragmatic

We believe progress often requires reaching principled compromises without compromising principles.

Positive

We are positive and optimistic about the future and what is possible through hard work.

Progressive

We believe in triple bottom line results: prosperity, social responsibility, and environmental sustainability.

Passionate

We drive things forward with our energetic passion for good, progress, and our clients' best interests.

People-Oriented

We are people-oriented because organizations are made up of individuals, and individuals make change.

KRG Services

Communications

+ Audits and Strategic Planning
+ Branding & Visual Identity
+ Content Strategy & Management
+ Media Relations & Strategy
+ Social Media Management

Public Affairs

+ Government Relations
+ Public-Private Partnerships
+ Building/Project Approvals
+ Advocacy and Lobbying
+ Issue Advocacy



Thank you!

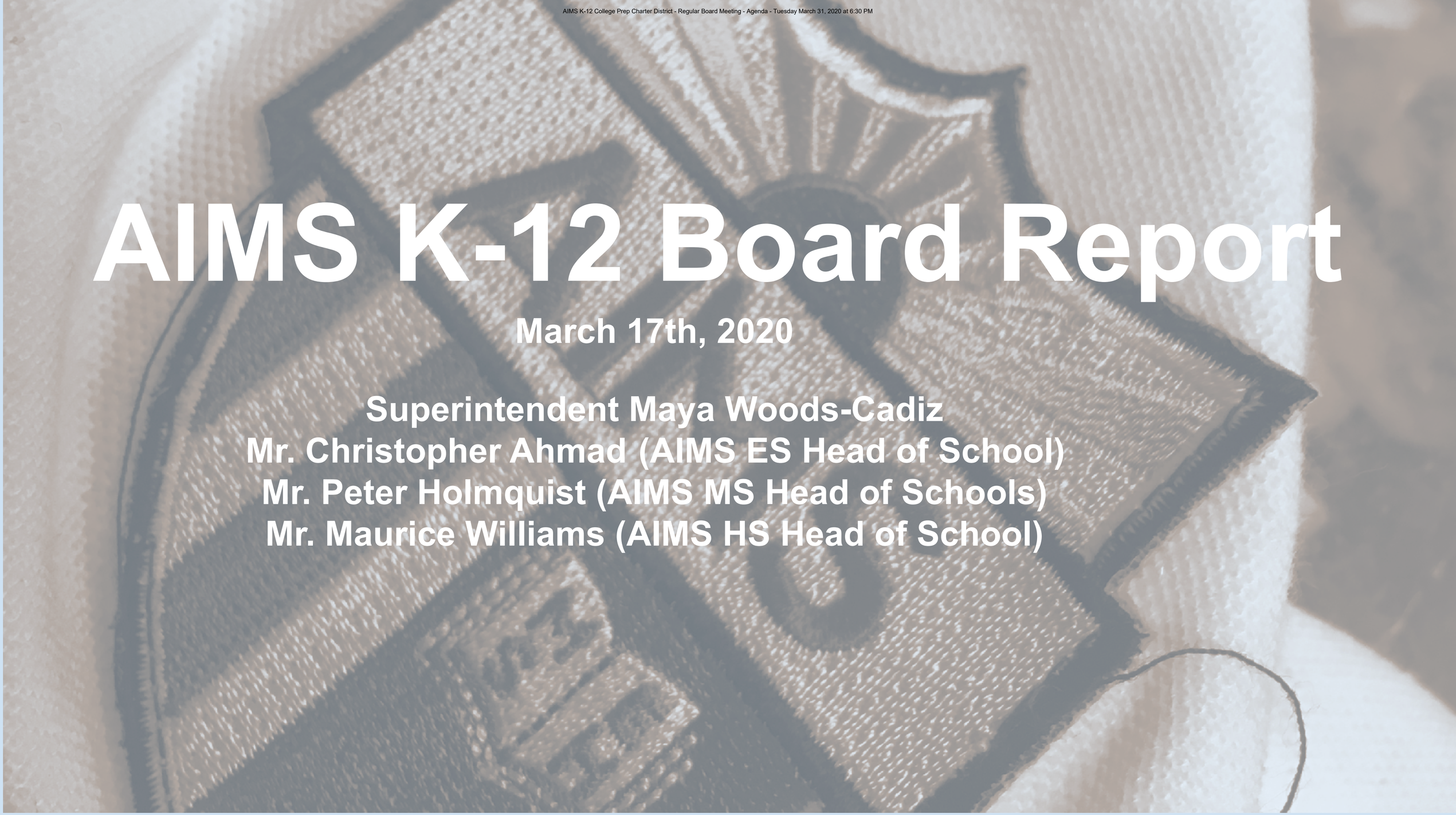
KOS READ GROUP



Coversheet

AIMS K-12 Report

Section: II. Non-Action Items
Item: D. AIMS K-12 Report
Purpose: FYI
Submitted by:
Related Material: AIMS K-12 March Board Report 2020.pptx



AIMS K-12 Board Report

March 17th, 2020

Superintendent Maya Woods-Cadiz
Mr. Christopher Ahmad (AIMS ES Head of School)
Mr. Peter Holmquist (AIMS MS Head of Schools)
Mr. Maurice Williams (AIMS HS Head of School)

PINK BENCHMARK

Class	ELA	Math	Class	ELA	Math
5a	88%	100%	5b	95%	100%
5c	86%	91%	3A	80%	90%
3B	50%	73%			
2A	51%	95%	2B	80%	100%
2C	70%	66%	1A	62%	100%
1B	63%	83%	KA	100%	100%
KB			KC	50%	84%

Failing Classes	ELA	Math	Failing Classes	ELA	Math
3C	11%	35%	1C	41%	55%
4C	20%	9%	4B	38%	42%

Plans for Virtual Learning

K-5 will be using Schoology for virtual learning

Teachers will create a schedule each day replicating what they taught during the regular school year

Instruction will be all standards based learning

Teachers will teach up to 4 standards per day

Work will be collected through Schoology as well as graded

Fast Forword

Fast ForWord is an evidence-based, adaptive reading and language program that delivers 1-2 years gain in 40-60 hours of use for any struggling learner. Schools choose Fast ForWord because our unique brain-based approach targets the root causes of reading difficulty to deliver lasting results that make better readers and lifelong Fast ForWord is an evidence-based, adaptive reading and language program that delivers 1-2 years gain in 40-60 hours of use for any struggling learner. Schools choose Fast ForWord because our unique brain-based approach targets the root causes of reading difficulty to deliver lasting results that make better readers and lifelong learners..

https://youtu.be/R6J-BCOROo8

Dr. Seuss Day













Communicating with Parents

A PARENTSQUARE memo was created asking parents for their email addresses. Email addresses were collected and put into a spreadsheet. Parents are contacting parents directing, sharing information, and sending work.

SBAC Interim Comprehensive Assessments

- ICA assessments for ELA & Math were administered to all the 6th - 8th students during the week of March 9th.
- Teachers were trained to administer the ICA assessments by Operations.
- Teachers are being trained for hand scoring the Performance Task Assessments for both Math & ELA.

Middle School

COVID-19

Adminstrators and teachers held robust discussions about scenarios similar to the four suggested by the CDE. Teachers came up with questions and then answers to how to handle the situation in anticipation of closure.

- Teachers themselves identified the most beneficial path for the MS was to create not just packets, but lessons which could continue to teach and assess learning while teacher, student and school were not co-locating
- Since closure systems of contact with each student, to each family, and general communications or invitations have been put in place.
- Teachers contact all home room students in a biweekly rotation.
- Weekly parent emails are sent
- Technology and musical instruments have been released to students in need of them.

Middle School PLC

Preparing for Virtual & Remote Learning

Preparing Teachers:

- Training on how to integrate google apps & google drive with Schoology.
- Department & grade level collaboration to prepare students' work based on the curriculum maps.
- Virtual folders for each content are posted on Schoology that can be printed if needed.
- Teacher are trained to moderate the work with their students thru built in features in Schoology.

Preparing Students

- *Students were given an inventory list of their access for Student Online Resources & School Contacts for all the online programs they are currently using as well as teachers/staff contacts.*
- *Students were led through in class activities and tutorials to practice opening virtual folders and completing assignments through Schoology.*
- *Students were asked to take all the textbooks, work books and other instructional materials home the day before closure.*

SBAC Interim Comprehensive Assessments

- ICA assessments for ELA & Math were administered to all the 6th - 8th students during the week of March 9th.
- Teachers were trained to administer the ICA assessments by Operations.
- Teachers are being trained for hand scoring the Performance Task Assessments for both Math & ELA.
- Handscoring will continue during the closure.

AIMS HS Online Shift to Schoology



- AIMS K12 College Prep Charter District has adopted Schoology as its official online learning platform for students
- Schoology is compatible with many learning platforms (e.g. Khan Academy, OneNote, TurnItIn, etc.)
- Schoology is fully integrated with Powerschool and syncs teacher, staff, and student data with its programs
- Teacher Grading and Assignments will Also be synced with Powerschool to reflect in realtime
- AIMS HS teachers received 4 hours of online training from Schoology

AIMS COLLEGE PREP HIGH SCHOOL

Shift To Online Learning

1. **Classes will be based on normal bell schedule**
   a. (2 Hour Classes - 1 Hour Lecture + 1 Hour Independent Student Break Out Group Meetings)
   b. Teachers will hold virtual break out groups
   c. Assign independent practice work with students and groups

2. **45 Minute Friday Classes**
   a. Assessment Based
      i. Timed Assessments

3. **Teachers will hold office hours**
   a. Help review work, notify parents of incomplete assignments

AIMS COLLEGE PREP HIGH SCHOOL

Shift To Online Learning

- **Students must attend classes online**
  - Attendance will be taken (Present, Tardy, Absent) and documented
  - Parents will receive notifications from staff for absent students
  - Students must use their own computer / laptop
  - Students must work in a quiet area / workstation
  - Students may be removed from class due to inappropriate behavior

- **Classes Will Be Recorded and Posted In a Secure Portal for Students To Access in Case They Need to Review the Lecture**
  - Students must be visible in class or use a photo of themselves while in class
    - Parents may opt out of having their child's likeness used for publication. Students will however be expected to have visual participation in their classes as they would do regularly on the school site.

AIMS COLLEGE PREP HIGH SCHOOL

Shifts In Instruction

- **AP Classes:** All AP Classes will shift their instruction towards review and preparation for the AP Exams
- **Non-AP Classes:** These classes will continue their instruction as normal and adapt it for online learning
- **Technology Access:** Students without chromebook access have the ability to notify any AIMS HS Staff member to obtain one for the duration of the school closures

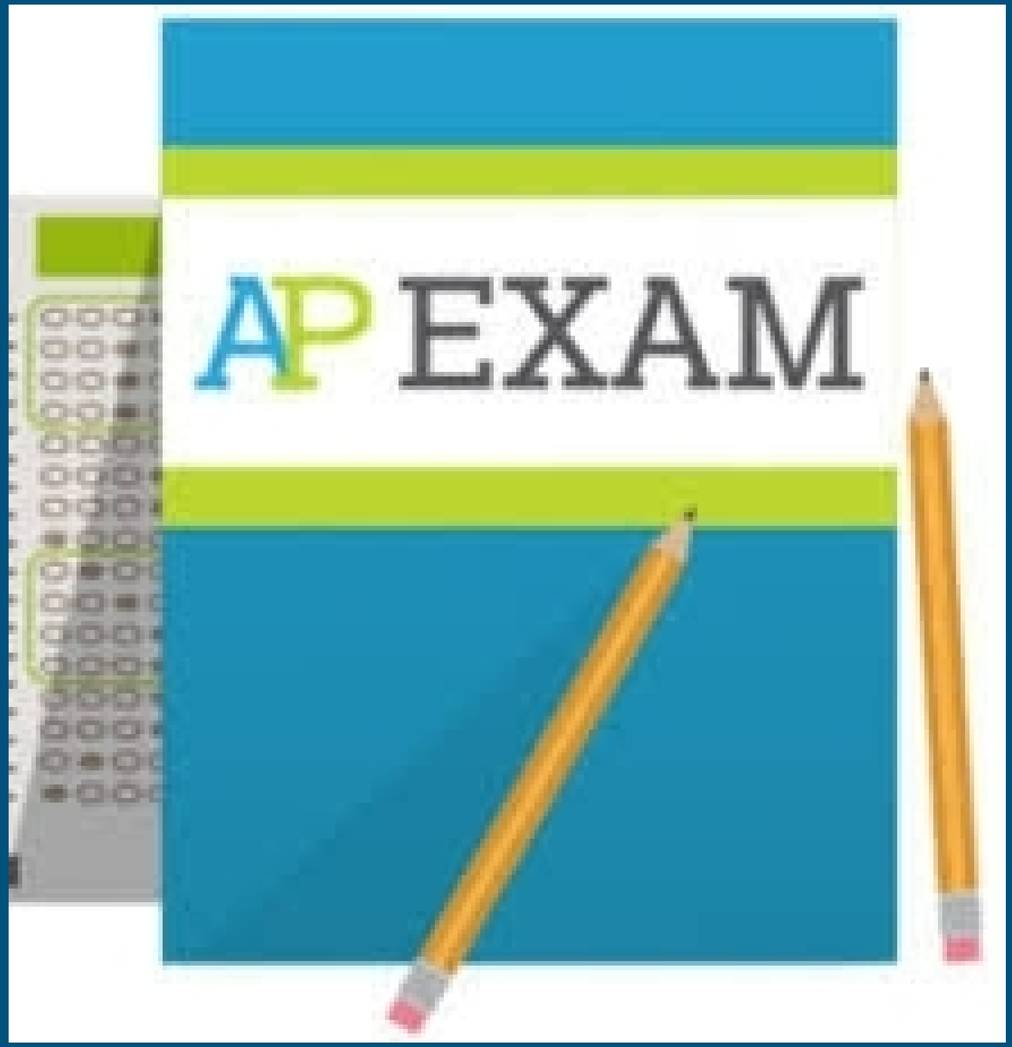
AIMS COLLEGE PREP HIGH SCHOOL

HS SPED / IEP Services

- Services will be provided through the online Study Skills class and one-on-one video tutoring
- Class meets Tuesdays and Thursdays at 1:30; and Friday at 12:45, starting April 6
- Ms. Pittman is working with classroom teachers to modify assignments as needed
- Speech services are being provided online from Mr. Filipe
- IEP Meetings will be held over video conference

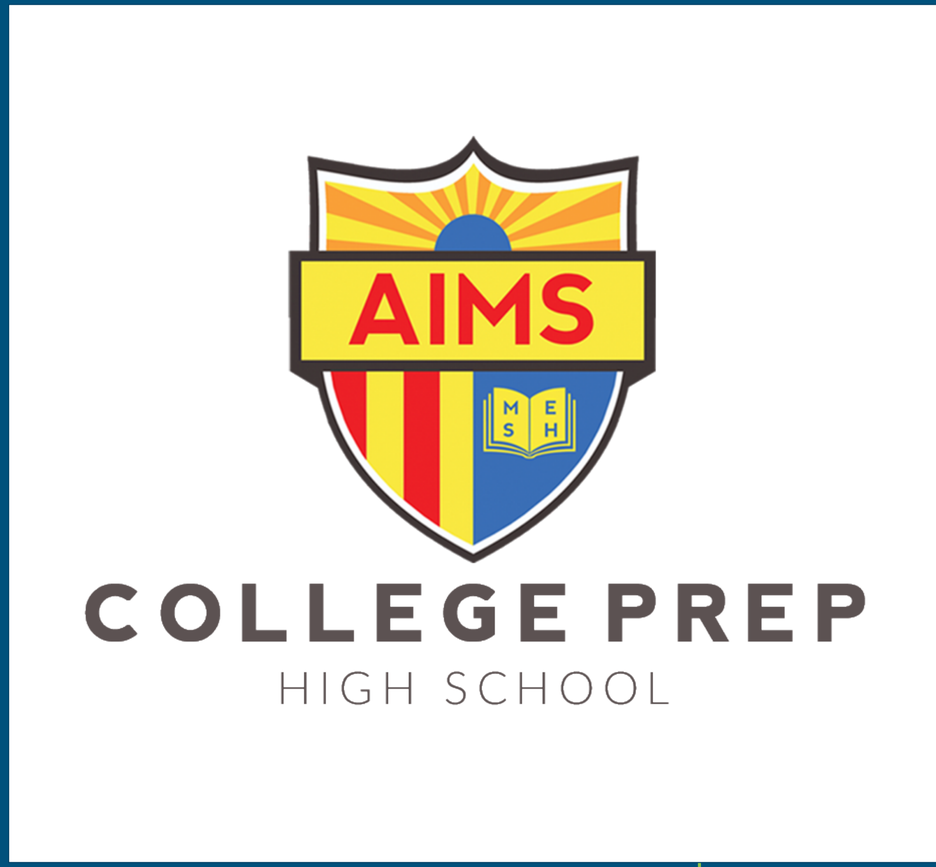
AP Exam Changes

- College Board is developing 45 minute AP exams for students to take online at home. There will be two testing dates for each exam: one sooner, for those who want to take it while material is fresh, and one for the others who want more time.
- Material to be included in exams is everything AP teachers were expected to cover by early March. More info on this is available at AP Central.
- Students will be able to access exams on a computer, tablet, or smartphone.
- The specific test dates and free-response question types will be posted by April 3rd.
- Students have access to live-- and then on-demand-- free AP review lesson videos taught by AP teachers. The release of videos on College Board will be ongoing.



AIMS HS Senior Engagements

- All AIMS High school activities are suspended likely for the remaining of the school year
- The senior trip has been cancelled and we are working with the Finance Office to process family contribution refunds
- AIMS HS is in the beginning stages of planning various virtual engagements and acknowledgement ceremonies and gifts for seniors
- AIMS HS Graduation Ceremonies were planned for June 18, 2020 at Grand Lake Movie Theater, but is on hold pending further developments with the COVID-19 epidemic



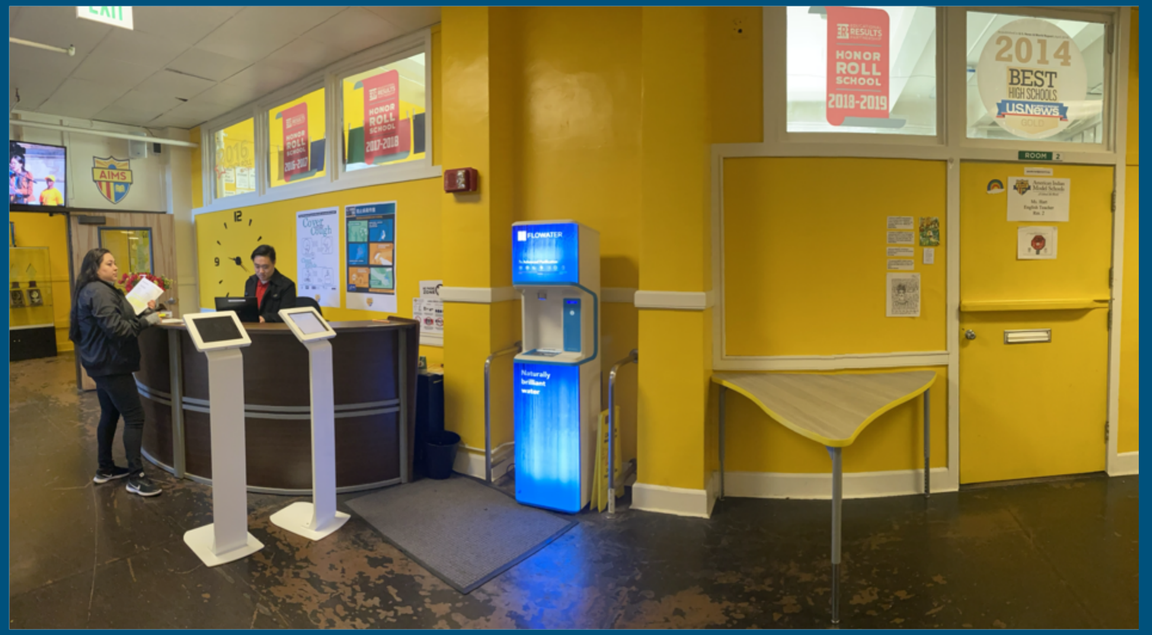
AIMS COLLEGE PREP HIGH SCHOOL

(2020 / 21) The AIMS U College Pathways Planning

- AIMS HS is currently in the beginning stages of planning The AIMS U College Pathways program to take place during the 2020-21 Academic School Year
- Likely College Pathways will include Pre-Business, Pre-Engineering / Design Media, Pre-Law, and Pre-Med
- Students will take community college classes while on campus at high school
- Confirmed partnerships with the College of Alameda, Berkeley City College
- College Pathways will likely incorporate new bell schedule which will be proposed at a later date

AIMS HS Renovations Updates









AIMS HS Renovations Updates







AIMS HS Renovations Updates











AIMS HS Athletics Updates

- Congratulations to Coach Jermaine Worley and the AIMS HS Boys Basketball team on winning its second consecutive championship. The Golden Eagles defeated Golden State Prep 61-42. Sophomore Wilson Wu, who scored 5 three pointers in the BACSAC Division B Championship was named as the MVP of the Tournament.
- Freshman Ubadi Egeonu was ranked by MaxPreps as one of the top 20 rebounders nationally, and finished the season ranked #4 in the of California in rebounds. Ubadi also ranks as one of the top 5 freshmen in California in points, blocks, and steals - all while maintaining a 4.0 GPA for the semester.





AIMS HS Athletics Updates

- In light of the COVID-19 outbreak, all sports in the State of California are postponed indefinitely
- AIMS HS Badminton, Girls Soccer, Boys Volleyball, and Track and Field Will Be Impacted
- Athletic Awards Banquets will likely shift to online versions





AIMS MS Athletics Updates

- All Middle School Sports Have been postponed until further notice
- At season's end and prior to playoffs, the AIMS MS Boys 8th Grade Basketball team finished undefeated and tied for 1st overall in the MS OAL
- Additionally, the Boys Soccer team finished second place overall in the MS OAL with a record of 7-1-1.
- Both Middle School Girls Basketball teams, and the Girls Soccer Team also qualified for MS Playoffs

Coversheet

Finance Report

Section: II. Non-Action Items
Item: E. Finance Report
Purpose: FYI
Submitted by:
Related Material: AIMS Cash analysis as of 2292020 .pdf

AMERICAN INDIAN MODEL SCHOOLS
CASH ANALYSIS as of FEBRUARY 29,2020

American Indian Model Schools		
Available Cash Analysis as of 2/29/2020 *(most recent closed period-Second Interim)*		Comments
Total Cash	$ 5,451,640.55	*Cash balances as of 2/29/2020 - not including Petty Cash*
Less		
CD	$ (352,941.21)	*Funds held as a requirement for East West Bank Loan*
Total Current Liabilities	$ (893,423.02)	*includes Accounts Payable & Accrued Salaries/taxes/benefits*
Restricted Net Assets (in fund balance)	$ (284,672.00)	*Includes Measure N funds (HS) received that may be returned*
Scholarship Fund Balance	$ (300,012.00)	
OUSD Required Reserve (3%)	$ (339,825.69)	*3% of YTD expenditures*
East West Bank DTI Reserve Requirement	$ (743,000.00)	*Projected year-end surplus equivalent to 1.5X Debt Services*
Available Cash	**$ 2,537,766.63**	

Coversheet

Operations Report

Section: II. Non-Action Items
Item: F. Operations Report
Purpose: FYI
Submitted by:
Related Material: Operations Board Report 3.17.20.pptx

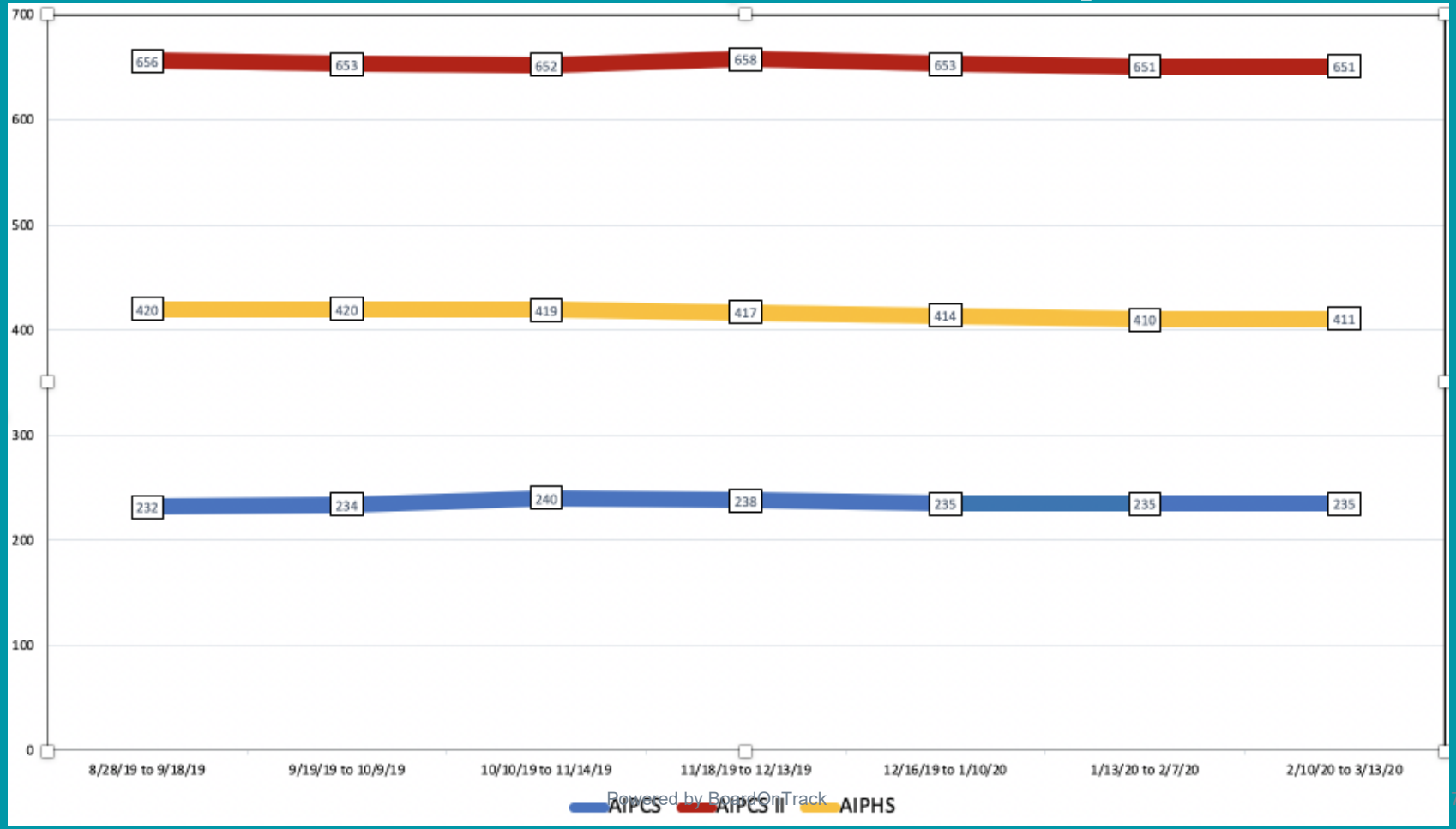
AIMS OPERATIONS Report

By
Marisol Magaña - Operations Director
Tiffany Tung - Operations Manager

Enrollment Numbers

Dates	AIPCS	AIPCS II	AIPHS
8/28/19 to 9/18/19	232	656	420
9/19/19 to 10/9/19	234	653	420
10/10/19 to 11/14/19	240	652	419
11/18/19 to 12/13/19	238	658	417
12/16/19 to 1/10/20	235	653	414
1/13/20 to 2/7/20	235	651	410
2/10/20 to 3/13/20	235	651	411

Enrollment Numbers - Graph



Powered by BoardOnTrack

AIPCS

Average Daily Attendance (ADA) & Average Daily Attendance % (ADA%)

Dates	ADA	ADA %
8/28/19 to 9/18/19	221.80	97.65%
9/19/19 to 10/9/19	229.20	98.54%
10/10/19 to 11/14/19	231.77	98.35%
11/18/19 to 12/13/19	233.20	97.59%
12/16/19 to 1/10/20	233.10	98.88%
1/13/20 to 2/7/20	228.85	97.38%
2/10/20 to 2/28/20	229.50	97.66%

*

AIPCS II

Average Daily Attendance (ADA) & Average Daily Attendance % (ADA%)

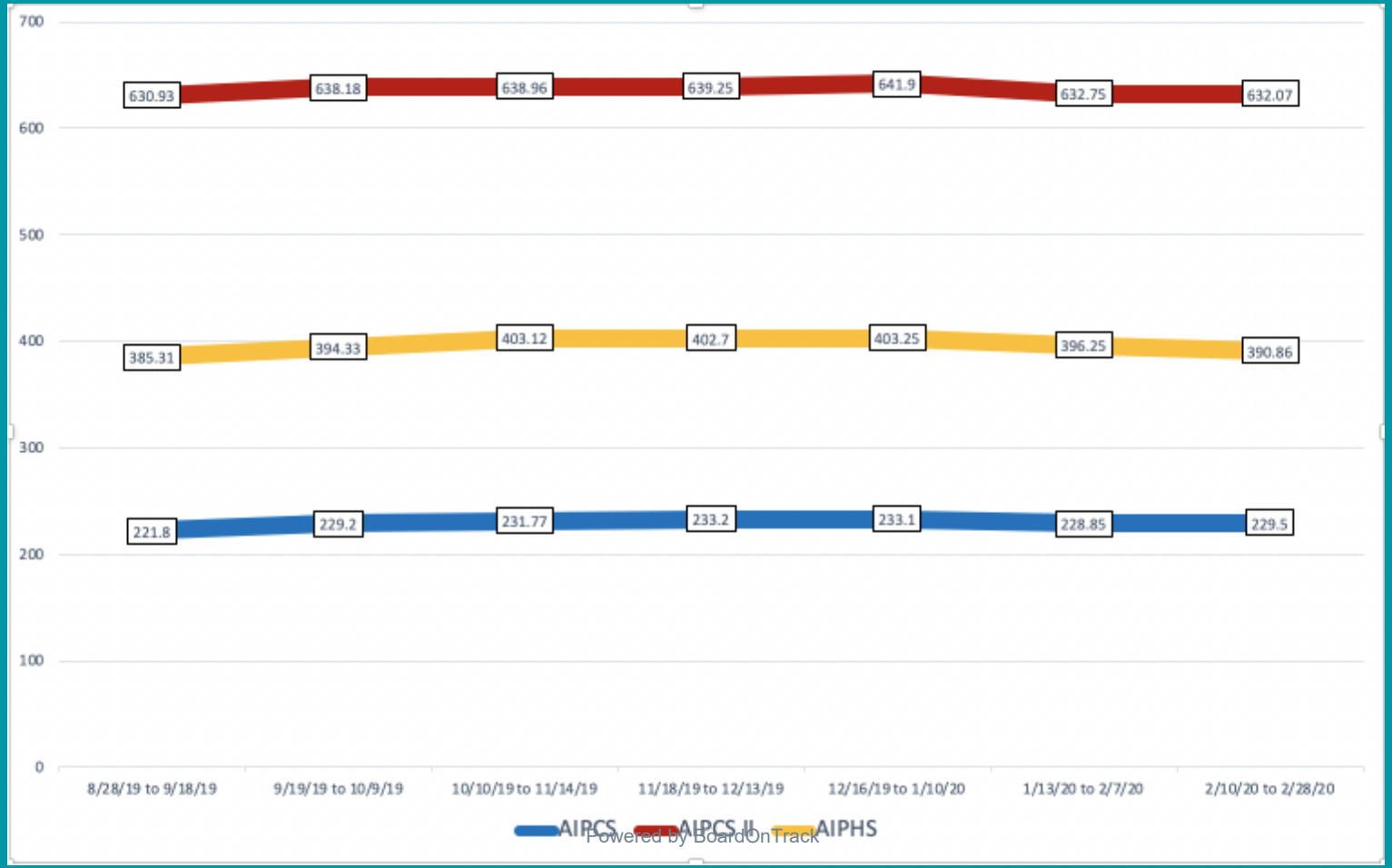
Dates	ADA	ADA %
8/28/19 to 9/18/19	630.93	97.44%
9/19/19 to 10/9/19	638.18	97.86%
10/10/19 to 11/14/19	638.96	98.27%
11/18/19 to 12/13/19	639.25	97.54%
12/16/19 to 1/10/20	641.90	97.84%
1/13/20 to 2/7/20	632.75	97.3%
2/10/20 to 2/28/20	632.07	97.09%

AIPHS

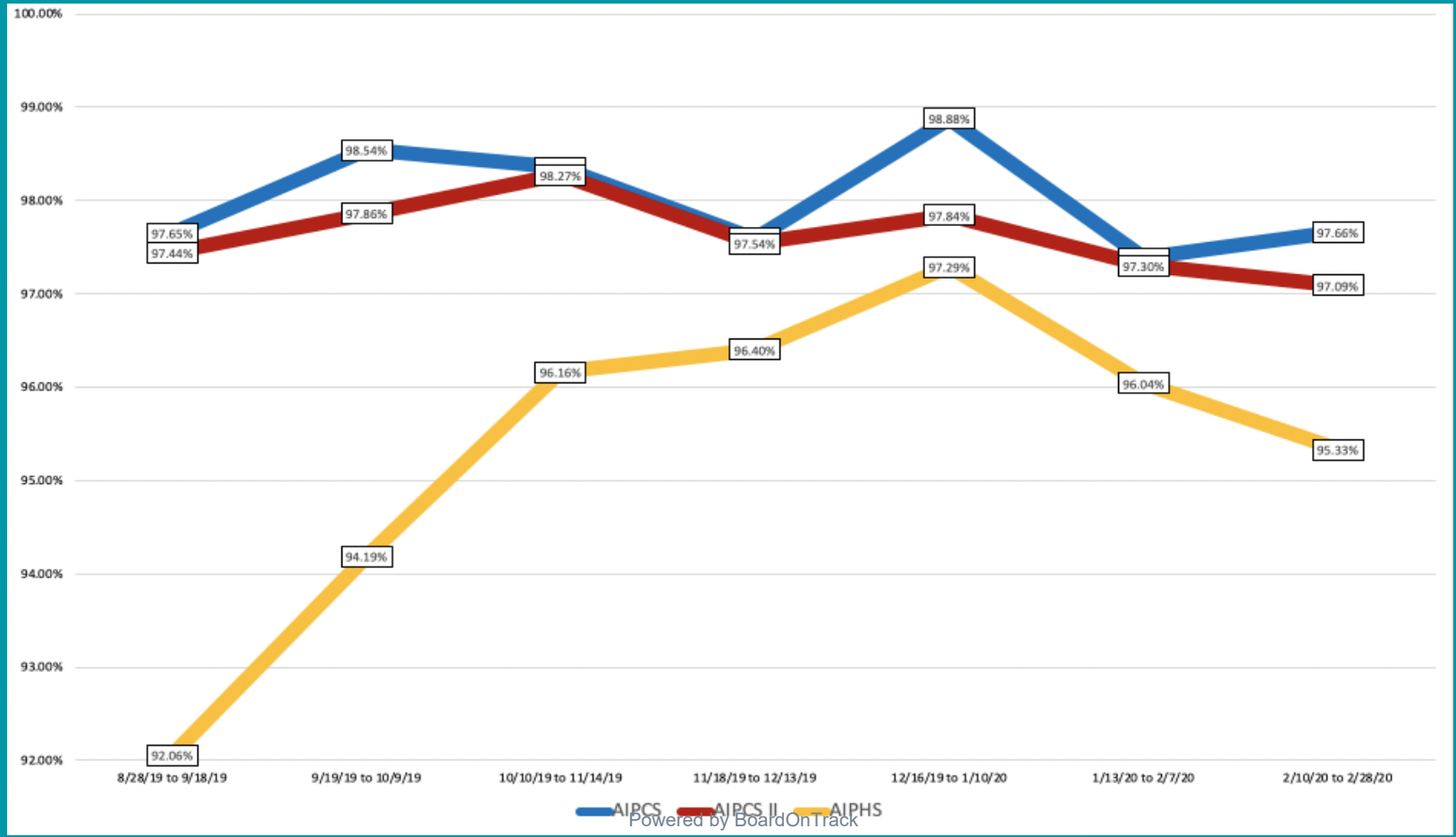
Average Daily Attendance (ADA) & Average Daily Attendance % (ADA%)

Dates	ADA	ADA %
8/28/19 to 9/18/19	385.31	92.06%
9/19/19 to 10/9/19	394.33	94.19%
10/10/19 to 11/14/19	403.12	96.16%
11/18/19 to 12/13/19	402.70	96.40%
12/16/19 to 1/10/20	403.25	97.29%
1/13/20 to 2/7/20	396.25	96.04%
2/10/20 to 2/28/20	390.86	95.33%

Average Daily Attendance (ADA) - Graph



Average Daily Attendance % (ADA%) - Graph



Reporting/Compliance/Operation Management

Currently working on the following reports:

- Completed California Longitudinal Pupil Achievement Data System (CALPADS) - Fall 2 - Due Date Originally March 20, 2020 - deadline extended to April 24, 2020.
- Completed SchoolMint enrollment registration packet 2020-2021 School year.
- Supporting parents with submitting documents for registrations through schoolmint.
- Data Management on our Student Information System, and other software platforms.
- Mass mailing to families regarding school closure
- Supporting school sites w/ virtual learning implementation (student emails, computer check out guidelines)
- Creating guidelines for telephone and fax access during school closure

AIMS Public Lottery

Public Lottery was held on Monday, March 9,2020. This year the public lottery was presented virtually through Facebook live.

URL:

AIMS Lottery: Accepted Students

American Indian Public Charter School II

K – 70 Students

1st – 2 Students

2nd – 9 Students

3rd – 4 Students

4th – 7 Students

5th – 2 Students

6th – 7 Students

7th – 20 Students

8th – 2 Students

American Indian Public Charter School

6th – 75 Students

7th – 15 Students

8th – 15 Students

American Indian Public High School

9th – 45 Students

District Lunch & Snack Program Update

- 12th Street Campus K-8th - 490 students.
- AIPHS has served 130 students daily.
- Lunch was served for 2 days during school closure due to COVID-19.

Free and Reduced Lunch Data:

AIPCS II Free- 377 Reduced- 115 Paid- 164
Free & Reduced= 75.58%

AIPCS Free- 136 Reduced- 42 Paid- 54
Free & Reduced= 77.38%

AIPHS Free- 249 Reduced- 69 Paid- 103
Free & Reduced= 71.95%



Facilities

12th Street

- Deep cleaning of the school in accordance with CDC guidelines
- Painting and touch ups
- Doing some maintenance to the building

Lakeview

- Deep cleaning of the school in accordance with CDC guidelines
- Pressure wash certain areas
- Doing light paint touch ups
- Doing some maintenance to the building

BACR After School Program

After School Education & Safety Program (ASES) - Grant Award

AIPCS: $177,381.64
AIPCS II: $177,381.64

ASES - Site Visit took place in December. The staff from ASES were impressed with what happening at our campus. Especially due to the lack of space.

Submitted first semi-annual attendance report (July 1, 2019–December 31, 2019) for AIPCS and AIPCS II

Submitted Second quarter expenditure report (October 1, 2019–December 31, 2019) for AIPCS and AIPCS II



AIMS Wellness Committee

The district wellness committee provides a way to inform teachers, staff, students and families about the work the school is doing to improve the health, socio-emotional and academic success of its students. The school wellness committee is also a way to ensure that district level wellness policies are implemented at the school site level. CDE Department of Nutrition require that three meetings are held in a school year.





First Wellness Meeting: Wednesday, January 29, 2020

Second Wellness Meeting: Monday, February 24, 2020 Third Wellness Meeting: Wellness resources will be posted online due to school closure. CDE/State has approved this change.

Goals: AIMS TV posting video around nutrition with an Athlete. PD sharing out best ways to take care of yourself due to COVID-19 and signage.Parent Coordinator, holding workshop to discuss healthy eating habits, Saturday.

AIMS Wellness Committee

Signage posted throughout each school site to raise awareness around washing hands due to COVID-19.

Operations worked with Communications coordinator to create and post signage.







Coversheet

HR Report

Section: II. Non-Action Items
Item: G. HR Report
Purpose: FYI
Submitted by:
Related Material: HR_Report_03 31 2020 (1).pptx

HUMAN RESOURCES REPORT March 31, 2020

Current Vacancies:

- High School: Conceptual Physics
  Pre-Calculus

2019/2020 Recruitment

- **Recruitment Planning**

  AIMS Recruitment Fair (2) Cancelled

- **Recruitment Tools**

  Teacher Hiring Pool has been posted on edjoin 2/24/2020

  GetSelected: Recruitng Platform

  Zoom Meeting 3/30/2020

- **Recruitment Calendar**

2019/2020 Career Fairs

CAL East Bay
March 16, 2020. 4:00-4:30 pm Cancelled
Holy Names Spring Career Fair Cancelled
April 8, 2020 11am - 2pm
SJSU Late Spring 20 Job/Internship Fair Cancelled
April 14, 2020 12:00pm - 2pm
UC Berkeley 2020 Diversity Career & Internship Program Cancelled
March 11, 2020. 1pm - 4 pm

Oakland Career Fair - Oakland Radisson
March 11, 2020 11am - 2 pm Attended
May 7, 2020. 11am - 2pm TBD

EMPLOYEE NEW HIRE REPORT

Name	School	Hire Date	Position
Raines, Jasmine E.N.	HS	01/01/2020	Admin III
Diaz, Sunny T	HS	01/01/2020	PE Teacher
Haley, Kathleen L	HS	02/10/2020	AP English
Pang, Annie	HS	01/01/2020	Chemistry/Environmental Science
Stagg, Bryan Douglas	HS	12/16/2019	Geometry / Algebra I
Stevens, Sharla	HS	01/06/2020	AP Government
Huynh, Nathan	Elementary	01/31/2020	Instructional Aide 020
Truong, Justin K		01/21/2020	Student Tutors
Truong, Kimberly		01/21/2020	Student Tutors
Waqia, Saniyah Y		01/21/2020	Student Tutors
Yemane, Noah E		01/13/2020	Student Tutors
			Certificated - 5
			Classified - 6

EMPLOYEE TURNOVER REPORT

01/01/2020 - 02/29/2020

Name	School	Term/Resignation	Date	Position
Botros, Maged	HS	Termed	01/26/2020	Conceptual Physics
Chen, Haoyu	HS	Resignation	02/05/2020	Teacher
DeMarcky, Thomas J	HS	Termed	01/17/2020	Teacher
Eagle, Paul Revere	HS	Termed	01/02/2020	Dean of High School
Rodriguez, Maritza	MS	Resignation	12/15/2019	5th Grade teacher
Russ, Tareyton	HS	Termed	01/31/2020	Head of High School
Short, Mia	ELEMENTARY	Resignation	01/02/2020	Teacher

Resigned - 3

Termed - 4

Coversheet

English Language Dept. Report

Section: II. Non-Action Items
Item: H. English Language Dept. Report
Purpose: FYI
Submitted by:
Related Material: ELD Virtual Lesson .pptx

AIMS K-12

English Language Development

March 31, 2020

AIMS K-12 COLLEGE PREP CHARTER DISTRICT

Plans

1. Updates
2. Virtual Lessons will begin after Spring Break.
3. Attendance
4. Alternative Grading
5. Intervention
6. Troubleshoot Issues
7. Resources

Update

1. Communication Log
2. In contact with general ed teachers, parents and students
3. Audit of Technology
4. Attended Webinars

Virtual Lesson

1. Zoom platform will be used for our ELD virtual learning.
    a. Lessons can be recorded- 30-60 mins daily.
    b. Live Student interaction-breakout sessions
2. Lessons
    a. Teachers will preplesson one week prior, gather materials and place in Schoology.
    b. Create pacing guides until the end of the school year
        i. Breakdown of lessons, assignments, tests, etc.
3. Curriculum
    a. Link to Literacy (6-8), Edge (H.S)-Internet components
4. Blended Learning
    a. Rosetta Stone, Quill, Newsela, Learning Ally

Attendance

1. Take attendance when students log into zoom.
2. Give participation points
3. Monitor student assignments-notify parents of incomplete work.
4. Update gradebook weekly

Alternative grading

1. Possibly using Rubrics
2. Email submissions for assignments
3. Portfolio
4. Packets

Intervention

- ELD Staffs will communicate with General Ed teacher regarding students who need support.
- A spreadsheet will be create.
- ELD staff will join classrooms to support during breakout sessions.

Resources

1. Accommodations and Modifications
2. Alternative grading
3. Google translate

Coversheet

Education Coordinator, College Bound Kids Report

Section: II. Non-Action Items
Item: I. Education Coordinator, College Bound Kids Report
Purpose: FYI
Submitted by:
Related Material: CBK March Update.pdf

CBK Update

March 2020

Powered by BoardOnTrack

College Applications, Including But Not Limited To...

School	Applications	School	Applications	School	Applications
Berkeley	47	CSU-EB	18	USC	15
UCLA	45	CSU-SD	27	Stanford	13
UC San Diego	43	CSU-SJ	46	USF	13
Irvine	55	CSU-SF	35	Brown	6
Davis	53	CSU-SLO	23	Howard	3
Santa Barbara	41	CSU-LB	28	Harvard	5
Merced	12	CSU-Sonoma	6	Dartmouth	6
Riverside	25	CSU-Sac	8	Northeastern	6
Santa Cruz	44	CSU-LA	8	Columbia	4

FAFSA

*I instructed 74 students to complete the FAFSA based on their goal of graduating this year. All but six completed it, although five say they have (Cal Grants told me to check back with them next week for update). CA FAFSA completion rate: 43%, with TN the highest in nation with a 72% completion rate.

For reference, last year's numbers with comparable schools:

61/61 AIMS, 49/55 Golden State Prep, 53/53 Coliseum College Prep, 53/56 Lighthouse, 89/95 Oakland Charter

Admissions/College Visits…

*Students are finally beginning to receive bulk of CSU and some UC decisions. This will continue into final week of March, when private schools will also join the fray. Still compiling results from students…

*College visits are being planned for April 8th-23rd (not everyday of course). Colleges we will visit include Sonoma St., San Jose St., UC Davis, UC Santa Cruz, CSU East Bay, Laney College, Berkeley City College, and College of Alameda, who may come to us. All of this is subject to cancellation though. Some of the above schools have already shut down their organized tour services but will allow groups to self-tour (for now).

Misc.

*Feb 24th PSAT for 9th and 10th graders went off without a hitch. About 215 students took the exam.

*SAT was this past weekend. Many sites were closed. Not sure if CollegeBoard will reschedule students for free, but many need to reschedule either way.

*Continuing summer programming push, including essay writing and letters of recommendation.

Online Learning

*Learning how to utilize online classroom and have workshops/announcements, like a financial aid workshop and Junior Q/A.

*Curating a list of virtual tours of colleges for Seniors.

*Ensuring teachers and students take advantage of College Board's online AP tools to better prepare for AP exams.

Coversheet

Consent Calendar

Section: III. Action Items
Item: A. Consent Calendar
Purpose: Vote
Submitted by:
Related Material:
Charter_School_Independent_Auditor_Selection_Form_19-20__AIPCS_II_.docx
Charter_School_Independent_Auditor_Selection_Form_19-20__AIPCS_.docx
Charter_School_Independent_Auditor_Selection_Form_19-20__AIPHS_.docx
RESOLUTION_OF_THE_BOARD_OF_EDUCATION_OF_THE_AMERICAN_INDIAN_MODEL_SCHOOLS__1_.docx

ALAMEDA COUNTY
OFFICE OF EDUCATION
L. Karen Monroe, Superintendent

Oakland Unified School District

Independent Auditor Selection Form
Fiscal Year 2019/20

American Indian Public Charter II Charter School CDS Code #: **01-61259-0114363**

Each year the State Controller's Office confirms that the county offices of education, school districts, charter schools and certain joint powers entities have arranged for their annual audits.

Please complete the following for the above charter school:

Audit Firm: Eide Bailly

Address: 10681 Foothill Blvd., Ste 300

Rancho Cucamonga, CA 91730

Telephone Number: 909-466-4410

2019/20 Fiscal Year Audit Fee $ 30,200

If a multiple year contract, please state the fiscal years covered and fee for each year:

Fiscal Year	2020/2021	Fee $	30,500
Fiscal Year	2021/2022	Fee $	30,500
Fiscal Year		Fee $	

Date of Charter School Governing Board Approval: March 24, 2020

☐ The District has verified that this firm is authorized to conduct school audits by confirming this firm's name appears on the Certified Public Accountants Directory Service (i.e. CPADS) for Local Education Audits list. http://cpads.sco.ca.gov/

Katema Ballentine
Authorized Charter Representative (Print Name)

Charter Representative's Signature Date

Sponsoring District Representative's Signature Date

Charter Schools: Please complete and return to your sponsoring district representative listed below.
Please return to: **Minh Co** By (date): **March 18, 2020**
Districts: Please complete highlighted areas before sending to the charter. After reviewing and signing, return to ACOE.

PLEASE RETURN BY APRIL 1, 2020 TO SHANNON DOE, DISTRICT BUSINESS & ADVISORY SERVICES, ROOM 348.

ALAMEDA COUNTY
OFFICE OF EDUCATION
L. Karen Monroe, Superintendent

Oakland Unified School District

Independent Auditor Selection Form
Fiscal Year 2019/20

American Indian Public Charter Charter School CDS Code #: **01-61259-6113807**

Each year the State Controller's Office confirms that the county offices of education, school districts, charter schools and certain joint powers entities have arranged for their annual audits.

Please complete the following for the above charter school:

Audit Firm: Eide Bailly

Address: 10681 Foothill Blvd., Ste 300

Rancho Cucamonga, CA 91730

Telephone Number: 909-466-4410

2019/20 Fiscal Year Audit Fee $ 30,200

If a multiple year contract, please state the fiscal years covered and fee for each year:

Fiscal Year	2020/2021	Fee $	30,500
Fiscal Year	2021/2022	Fee $	30,500
Fiscal Year		Fee $	

Date of Charter School Governing Board Approval: March 24, 2020

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Katema Ballentine
Authorized Charter Representative (Print Name)

Charter Representative's Signature Date

Sponsoring District Representative's Signature Date

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ALAMEDA COUNTY
OFFICE OF EDUCATION
L. Karen Monroe, Superintendent

Oakland Unified School District

Independent Auditor Selection Form
Fiscal Year 2019/20

American Indian Public High School Charter School CDS Code #: **01-61259-0111856**

Each year the State Controller's Office confirms that the county offices of education, school districts, charter schools and certain joint powers entities have arranged for their annual audits.

Please complete the following for the above charter school:

Audit Firm: Eide Bailly

Address: 10681 Foothill Blvd., Ste 300

Rancho Cucamonga, CA 91730

Telephone Number: 909-466-4410

2019/20 Fiscal Year Audit Fee $ 30,200

If a multiple year contract, please state the fiscal years covered and fee for each year:

Fiscal Year	2020/2021	Fee $	30,500
Fiscal Year	2021/2022	Fee $	30,500
Fiscal Year		Fee $	

Date of Charter School Governing Board Approval: March 24, 2020

☐ The District has verified that this firm is authorized to conduct school audits by confirming this firm's name appears on the Certified Public Accountants Directory Service (i.e. CPADS) for Local Education Audits list. http://cpads.sco.ca.gov/

Katema Ballentine
Authorized Charter Representative (Print Name)

Charter Representative's Signature Date

Sponsoring District Representative's Signature Date

Charter Schools: Please complete and return to your sponsoring district representative listed below.
Please return to: **Minh Co** By (date): **March 18, 2020**
Districts: Please complete highlighted areas before sending to the charter. After reviewing and signing, return to ACOE.

PLEASE RETURN BY APRIL 1, 2020 TO SHANNON DOE, DISTRICT BUSINESS & ADVISORY SERVICES, ROOM 348.

RESOLUTION OF THE BOARD OF EDUCATION OF THE AMERICAN INDIAN MODEL SCHOOLS

Declaring District Personal Property Obsolete, Surplus and Authorizing Disposition Thereof

WHEREAS, the Board of Trustees of American Indian Model Schools has received from the Superintendent of Schools a list of AIMS personal property –i.e., electronic equipment (e-waste), furniture and listed in Exhibit "A" deemed no longer required for school purposes, or that should be disposed of for the purpose of replacement, or that is unsatisfactory or not suitable for school use, collected from or at listed sites; and

WHEREAS, the Superintendent recommends that the Board declare said AIMS personal property listed in Exhibit "A" to be obsolete, surplus and for items to be disposed of pursuant to applicable law,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of American Indian Model Schools hereby declares said AIMS personal property listed, presented and approved by the Finance Committee to no longer be required for school purposes, or should be disposed of for the purpose of replacement, or is unsatisfactory or not suitable for school use; and,

BE IT FURTHER RESOLVED that the Board of Trustee authorizes and directs the Superintendent or designee to dispose of each item of the AIMS personal property approved by the Finance Committee and/or by sale, donation to a charitable organization or disposition in the local public dump upon compliance with the provisions of Education Code Sections 17545 and 17546, respectively. PASSED AND ADOPTED by the Board of Trustees the American Indian Model Schools, this 11th day of March, 2020, by the following vote:

AYE:

NAY:

ABSTAIN:

RECUSED:

ABSENT:

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted, at a Special Board Meeting of the Governing Board of the American Indian Model Schools held on March 11, 2020.

EXHIBIT A

450 Student Combo Desk/ Tables from Classrooms

25 Teacher Desk from Classrooms

25 Student Individual Desk from Classrooms

Coversheet

Finance Committee Action Items

Section: III. Action Items
Item: B. Finance Committee Action Items
Purpose: Vote
Submitted by:
Related Material: Updated with recs 2019-2020 Pre-approved Vendor List.xlsx
American_Indian_Model_Schools_Final_Checklist.docx
health-officer-order-shelter-in-place-20200316.pdf
MEMO for Vendor Review.docx
AIMS General Letterhead Continuation of Service.docx
AIMS General letterhead Suspension of Services.docx
AIMS General letterhead Amendment of Services.docx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

Updated with recs 2019-2020 Pre-approved Vendor List.xlsx

American Indian Model Schools

2019-2020 Fiscal Year

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- [ ] **Fiscal Monthly Close Update**
- [ ] **Monthly Cash Flow Statement**
- [ ] **New Fiscal Procedure/Policy Review**
- [ ] **Special Program Funding Update:**
  Federal Funding
  Measure G1
  ASES: Afterschool School Education and Safety
  Nutrition Services
- [ ] **Scheduled Fiscal Reporting**
- [ ] **LCAP Advisory Committee Input/Request(s)**
- [ ] **School Site Meetings Input/Request(s)**

Out of State/Country Travel *(Per Board Policy)*

ORDER OF THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA DIRECTING ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO PROVIDE OR RECEIVE CERTAIN ESSENTIAL SERVICES OR ENGAGE IN CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR ESSENTIAL BUSINESSES AND GOVERNMENTAL SERVICES; EXEMPTING INDIVIDUALS EXPERIENCING HOMELESSNESS FROM THE SHELTER IN PLACE ORDER BUT URGING THEM TO FIND SHELTER AND GOVERNMENT AGENCIES TO PROVIDE IT; DIRECTING ALL BUSINESSES AND GOVERNMENTAL AGENCIES TO CEASE NON-ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN THE COUNTY; PROHIBITING ALL NON-ESSENTIAL GATHERINGS OF ANY NUMBER OF INDIVIDUALS; AND ORDERING CESSATION OF ALL NON-ESSENTIAL TRAVEL

DATE OF ORDER: MARCH 16, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA ("HEALTH OFFICER") ORDERS:

1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 10 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.

2. All individuals currently living within the County of Alameda (the "County") are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 10. Individuals

experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).

3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 10 below, including, but not limited to, when any customers are standing in line.

4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 10. Nothing in this Order prohibits the gathering of members of a household or living unit.

5. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 10, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.

6. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus. Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By

reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the County.

7. This Order also is issued in light of the existence of 15 cases of COVID-19 in the County, as well as at least 258 confirmed cases and at least three deaths in the seven Bay Area jurisdictions jointly issuing this Order, as of 5 p.m. on March 15, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Health Officer will re-evaluate it as further data becomes available.

8. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the Declarations of Local Health Emergency issued by the Health Officer on March 1 and 5, the March 10, 2020 Resolution of the Board of Supervisors of the County of Alameda Ratifying the Declarations of Local Health Emergency, and Governor Newsom's March 12, 2020 Executive Order N-25-20.

9. This Order comes after the release of substantial guidance from the County Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.

10. Definitions and Exemptions.

    a. For purposes of this Order, individuals may leave their residence only to perform any of the following "Essential Activities." But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
        i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies they need to work from home.
        ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.

iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running.
iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
v. To care for a family member or pet in another household.

b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any "Healthcare Operations" including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. "Healthcare Operations" also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. "Healthcare Operations" does not include fitness and exercise gyms and similar facilities.

c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of "Essential Infrastructure," including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.

d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing "Essential Governmental Functions," as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.

e. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.

f. For the purposes of this Order, "Essential Businesses" means:
   i. Healthcare Operations and Essential Infrastructure;
   ii. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
   iii. Food cultivation, including farming, livestock, and fishing;
   iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
   v. Newspapers, television, radio, and other media services;
   vi. Gas stations and auto-supply, auto-repair, and related facilities;
   vii. Banks and related financial institutions;
   viii. Hardware stores;
   ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
   x. Businesses providing mailing and shipping services, including post office boxes;
   xi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
   xii. Laundromats, drycleaners, and laundry service providers;
   xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
   xiv. Businesses that supply products needed for people to work from home;
   xv. Businesses that supply other essential businesses with the support or supplies necessary to operate;
   xvi. Businesses that ship or deliver groceries, food, goods or services directly to residences;

xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
xviii. Home-based care for seniors, adults, or children;
xix. Residential facilities and shelters for seniors, adults, and children;
xx. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
xxi. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
    1. Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same 12 or fewer children are in the same group each day).
    2. Children shall not change from one group to another.
    3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
    4. Childcare providers shall remain solely with one group of children.

g. For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
    i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
    ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

h. For the purposes of this Order, "Essential Travel" includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
    i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
    ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
    iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
    iv. Travel to return to a place of residence from outside the jurisdiction.
    v. Travel required by law enforcement or court order.
    vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.

i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.

j. For purposes of this Order, "Social Distancing Requirements" includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

11. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.

12. This Order shall become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.

13. Copies of this Order shall promptly be: (1) made available at the County Administration Building at 1225 Oak Street, Oakland, California 94612; (2) posted on the County Public Health Department's website (acphd.org); and (3) provided to any member of the public requesting a copy of this Order.

14. If any provision of this Order to the application thereof to any person or circumstance is held to be invalid, the reminder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:



Dr. Erica Pan
Interim Health Officer of the County of Alameda

Dated: March 16, 2020

MEMORANDUM

TO: Board of Directors
FROM: Katema Ballentine, Business Office
Finance Committee, AIMS K12
DATE: March 31, 2020
SUBJECT: CORVID-19 Response: Vendor Continuation, Amendment or Suspension

Finance Committee - Special Meeting March 27, 2020
Purpose of the meeting was to review the orders of both the Governor and Health Officer for the State of California (see attached). Based on these guidelines, we need a recommendation to the Board of Directors to continue, amend or suspend for all identified vendors or external payees.

Outcome:
We are recommending to suspend 15 vendor contracts due to COVID 19 and the changes in operations which are required per the attached orders from the State of California and the guidance of Alameda County.

We are recommending amendments to 15 of our vendor contracts. This includes but is not limited to the equipment maintenance, facility maintenance and other services which are not determined as essential by the orders attached. In most cases we are requesting a reduction in service level or an extension of the service term to include the services which would have been provided if there was no interruption in schedule.

We are requesting that 53 vendors continue services. This includes essential services (utilities, healthcare, government agencies, etc.) determined by the State of California and Alameda County. This also includes services which are not considered essential by the State or County, but are essential to AIMSK12 in providing education during the shelter in place order. We are requesting these vendors inform us prior to any changes in status of their services.

American Indian Model Schools
A School at Work!

AIPCS I & II
Downtown Oakland Campus
171 12th Street
Oakland, CA 94607
Phone: 510.893.8701
Fax: 510.893.0345
Website: aimschools.org

AIPHS
Lakeview Campus
746 Grand Avenue
Oakland, CA 94610
Phone: 510.893.8701
Fax: 510.893.0345
Website: aimschools.org

NOTICE TO CONTINUE, REDUCE, OR SUSPEND SERVICES

Date

Vendor

[Address]

[City, State Zip]

Dear [Vendor]:

This is an important notice about your services. In response to the recent legislative action, American Indian Model Schools has defined the Essential Operating Services in accordance to the guidelines in **Section 10, Item (g)** by California Department of Health.

> **g.)** For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations: i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions. ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

American Indian Model Schools recognizes the services you provide meet the qualifications of Shelter in Place Order issued by Alameda County Health Officer on March 16th, 2020, and would like to inform you of our intent to continue services with your company.

If you intend to change the operation in which your company will provide current and/or future services, please notify us in writing and forward to the following address:

American Indian Model Schools
Mrs. Katema Ballentine
4100 Redwood Rd, STE 161
Oakland, CA 94619

Thank you,

_____
Toni Cook, Board President

American Indian Model Schools
A School at Work!

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Fax: 510.893.0345
Website: aimschools.org

NOTICE TO CONTINUE, REDUCE, OR SUSPEND SERVICES

March 31, 2020

Vendor

[Address]

[City, State Zip]

Dear [Vendor]:

This is an important notice about your services. In response to the recent legislative action, American Indian Model Schools has defined the Essential Operating Services in accordance to the guidelines in **Section 10, Item (g)** by California Department of Health.

> **g.)** For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations: i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions. ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

Though we realize that the services you provide are essential to the maintenance of our organization, as of March 31, 2020, we would like to suspend services until further notice to comply with the guidelines in the Declaration of State of Emergency Executive Order N-33-20.

If you intend to change the operation in which your company will provide current and/or future services, please notify us in writing and forward to the following address:

American Indian Model Schools
Mrs. Katema Ballentine
4100 Redwood Rd, STE 161
Oakland, CA 94619

Thank you,

_____
Toni Cook, Board President

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A School at Work!

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NOTICE TO CONTINUE, REDUCE, OR SUSPEND SERVICES

March 31, 2020
Vendor
[Address]
[City, State Zip]

Dear [Vendor]:

This is an important notice about your services. In response to the recent legislative action, American Indian Model Schools has defined the Essential Operating Services as outlined in **Section 10, Item (g)** by California Department of Health.

> **g.)** For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations: i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions. ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

Though we realize that the services you provide are essential to the maintenance of our organization, as of March 31, 2020, we would like to amend our services until further notice. In order to comply with the guidelines in the Declaration of State of Emergency Executive Order N-33-20 we would like to amend the following service(s).

☐ Reduction of Service Level
- ☐ Reduction in Work Hours _____ to _____
- ☐ _____ Days/Week

☐ Weekly
☐ Monthly

☐ Extension of Service Term: _____
(Based on compliancy with ordinance. If services which would have been provided if there was no interruption in schedule/services

If you intend to change the operation in which your company will provide current and/or future services, please notify us in writing and forward to the following address:

American Indian Model Schools / Mrs. Katema Ballentine / 4100 Redwood Rd, STE 161, Oakland, CA 94619

Thank you,

American Indian Model Schools
A School at Work!

Toni Cook, Board President

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Website: aimschools.org

Coversheet

AIMS Educational Continuity Preparedness Plan

Section: III. Action Items
Item: C. AIMS Educational Continuity Preparedness Plan
Purpose: Vote
Submitted by:
Related Material: AIMS Educational Continuity Preparedness Plan Draft 3.28.2020.docx.pdf

AIMS K-12 College Prep Charter District

Educational Continuity Preparedness Plan

(Draft 3/31/2020-Final 4/7/2020)

March 2020

AIMS K-12 College Prep Charter District Educational Continuity Preparedness Plan

AIMS Mission is one of academic excellence for all students. This plan outlines the way in which we bring this mission to life and demonstrates our commitment to excellence.

In response to the shift in educational modality given the Covid 19 Quarantine, we have created the “Educational Continuity Preparedness Plan”.This plan will also be used in the event of any other disruption to traditional classrooms learning District-wide. The plan provides guidance to ensure we can involve students in relevant and engaging learning that fosters creativity and imagination, and that helps students gain and retain skills that are grade-level appropriate. Designing systems that provide meaningful engagement in the learning process through both virtual and non-virtual resources enables AIMS to ensure student learning is continuous and ongoing outside of the four walls of a classroom.

AIMS is prepared for a number of closure scenarios. Please refer to the chart below to explore each plan.

Plan	Description
Level I Foundational Preparedness	Initial assessments of preparedness in the event of classroom cancellations.
Level II Short Term Preparedness	In the event of a two to three-week district closure, the plan of continued learning for students to access learning activities both digitally amid non-digitally. These activities will reinforce the current grade-level skills.
Level III Long Term Preparedness	In the event of a one-month or longer district closure, the plan of continued learning for students to access learning activities both digitally and non-digitally. These activities will shift from the maintenance of concepts (review) to continued and expanded learning.

Level I - Foundational Preparedness

Site Level	**Family contact information** ***School Office Staff / Parent Coordinator / Communications and Marketing*** ● Ensure that the site has accurate contact information (email and phone number) for families in Powerschool **Family Wifi and Technology Availability** ***Classroom Teacher*** ● Verify whether each student has access to WiFi and technology outside of school **Teacher Curriculum Accounts** ***Classroom Teacher*** ● Teachers check all curriculum accounts/Google Single Sign-On capabilities to ensure access is in working order. **Student Curriculum Accounts** ***Classroom Teacher*** ● Verify that each student can access their online Google/curriculum accounts ● Push out notification to families with the student username and password information **Lesson Plans** ***Classroom Teachers / Site Administrators*** ● Create 2 weeks worth of non-digital lesson plans that can be used sans a teacher ● Create 2 weeks worth of lessons plans that include scheduled, digital access to a teacher ● Create a space for lesson plans to live until needed
District Level	**Employee Contact Information** ***HR / Finance*** ● Verify that employee contact information is accurate ○ Create process to verify if not in place **Technology Availability** ***Operations / Technology Department*** ● Perform audit on the number of devices that can be deployed at a central location in the event a family needs access and a device can be checked out ○ Create a check out procedure if not in place ● Perform audit to ensure that all teacher devices are equipped with a camera in the event that virtual teaching/learning is an option

Powered by BoardOnTrack

District Level

WiFi capabilities

Operations / Technology Department

- Identify WiFi access options for families who do not have service
    - Deploy access points for families with no service
- Deduce whether there is a need to provide teachers remote WiFi access points to ensure the potential for virtual teaching/learning without infringing on personal WiFi accounts for access

Attendance Process

Operations / Registrar

- Identify a process by which attendance can be taken on a daily
    - Determine amount of time that is deemed “attended” for the day

Communication

Superintendent / Heads / Communications and Marketing

- Outline communication structure for information and updates

IEP and 504 Support

Special Education

- Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)
- Design plan to utilize Service Tracker to capture specialized academic instruction
- Create a Prior Written Notice (PWN) for families of students with IEP’s to notify them of any modification of service delivery due to emergency (as advised by district attorney)

Foster Youth / Homeless

Operations / Heads / Parent Coordinator

- Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)

Curriculum

Superintendent / Heads / Heads of Academics / Spec. Ed. / Language Development / CBK / Communications and Marketing

- Create “how-to’s” for:
    - Zoom - teachers can conduct live, virtual classroom instruction
    - Accessing curriculum online - teacher and student access
    - Assigning curriculum to students Virtually- teacher access
- Create guidance for teachers on lesson plan resources

District Level

Independent Study

Superintendent / Heads / Heads of Academics / Registrar / Operations

- Conduct audit of Independent Study process

District Level	● Design clear communication and resource for Independent Study requests ● Create a virtual support team in the event all departments are closed ○ Identify departments leads ○ Create a schedule of “on call” support ○ Create an online page for all stakeholders to use as the “updates and access” page ● Centralized Resource Center ○ Consider an out of district location to deploy technology and materials, as needed

Curriculum Access & Availability

	Curriculum Access & Availability
Elementary	(To be completed by the Head) Curriculum Access & Availability - **Elementary**
Middle School	(To be completed by the Head) Curriculum Access & Availability - **Middle School**
High School	(To be completed by the Head) Curriculum Access & Availability - **High School**

Curriculum Support Links for Educations

English Language Arts

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Middle School

Grade 6-8

- Link 1
- Link 2

High School

Grade 9-12

- **Learning Ally** - learningally.org/
- **[AP] AP Test Prep Book** - AP Course and Exam Description
- **Acellus** (Credit Recovery): https://www.acellus.com/

ELD Support

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Grade 6-8

- Link 1
- Link 2

Grade 9-12

- **Rosetta Stone**: www.rosettastone.com/
- **Quill**: https://www.quill.org/
- **newsela**: https://newsela.com/
- **LearningAlly**: https://learningally.org/

SpEd Support

Grade K-2

- Link 1
- Link 2

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Grade 3-5

- Link 1
- Link 2

Grade 6-8

- Link 1
- Link 2

Grade K-12

- **texthelp**: https://www.texthelp.com/en-us/sectors/education/
  Google Read & Write. Assists with reading and simplifying any online work
- **LearningAlly**: https://learningally.org/
  For audio books
- **Study.com**: https://study.com/
  Very helpful for breaking down novels chapter by chapter. Helps students understand the big ideas.

Curriculum Support Links for Educations - **English Language Arts**

Math

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Curriculum Support Links for Educations - **Math**

Middle School

Grade 6-8

- Link 1
- Link 2

Curriculum Support Links for Educations - **Math**

High School

Grade 9-12

- **[AP] AP Test Prep Book** - AP Course and Exam Description
- **[NON-AP] ALEKS:** www.aleks.com
- **Khan Academy**: khanacademy.com
- **Acellus** (Credit Recovery): https://www.acellus.com/

Curriculum Support Links for Educations - **Math**

ELD Support

Grade K-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **Math**

SpEd Support

Grade K-12

- **study.com**: study.com
- **Khan Academy**: khanacademy.com

Curriculum Support Links for Educations - **Math**

History

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Curriculum Support Links for Educations - **History**

Middle School

Grade 6-8

- Link 1
- Link 2

Curriculum Support Links for Educations - **History**

High School

Grade 9-12

- **[AP] AP Test Prep Book** - AP Course and Exam Description
- **[AP] Khan Academy**: khanacademy.com
- **Acellus** (Credit Recovery): https://www.acellus.com/

Curriculum Support Links for Educations - **History**

ELD Support

Grade K-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **History**

SpEd Support

Grade K-12

- **texthelp**: https://www.texthelp.com/en-us/sectors/education/
  Google Read & Write. Assists with reading and simplifying any online work
- **LearningAlly**: https://learningally.org/
  For audio books
- **Study.com**: https://study.com/
  Very helpful for breaking down novels chapter by chapter. Helps students understand the big ideas.

Curriculum Support Links for Educations - **History**

Social Studies

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Curriculum Support Links for Educations - **Social Studies**

Middle School

Grade 6-8

- Link 1
- Link 2

Curriculum Support Links for Educations - **Social Studies**

High School

Grade 9-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **Social Studies**

ELD Support

Grade K-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **Social Studies**

SpEd Support

Grade K-12

- **texthelp**: https://www.texthelp.com/en-us/sectors/education/
  Google Read & Write. Assists with reading and simplifying any online work
- **LearningAlly**: https://learningally.org/
  For audio books
- **Study.com**: https://study.com/
  Very helpful for breaking down novels chapter by chapter. Helps students understand the big ideas.

Curriculum Support Links for Educations - **Social Studies**

Science

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Curriculum Support Links for Educations - **Science**

Middle School

Grade 6-8

- Link 1
- Link 2

Curriculum Support Links for Educations - **Science**

High School

Grade 9-12

- **[AP] AP Test Prep Book** - AP Course and Exam Description
- **[AP] ALEKS:** www.aleks.com
- **Acellus** (Credit Recovery): https://www.acellus.com/

Curriculum Support Links for Educations - **Science**

ELD Support

Grade K-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **Science**

SpEd Support

Grade K-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **Science**

World Language

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Curriculum Support Links for Educations - **World Language**

Middle School

Grade 6-8

- Link 1
- Link 2

Curriculum Support Links for Educations - **World Language**

High School

Grade 9-12

- [AP & NON-AP Mandarin] - **Rosetta Stone**: www.rosettastone.com/
- [AP & NON-AP Spanish] - **Rosetta Stone**: www.rosettastone.com/
- **Acellus** (Credit Recovery): https://www.acellus.com/

Curriculum Support Links for Educations - **World Language**

ELD Support

Grade K-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **World Language**

SpEd Support

Grade K-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **World Language**

Visual & Performing Arts

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Curriculum Support Links for Educations - **Visual & Performing Arts**

Middle School

Grade 6-8

- Link 1
- Link 2

Curriculum Support Links for Educations - **Visual & Performing Arts**

High School

Grade 9-12

- [AP ART] - **Photoshop**
- [AP Guitar] - **AP Test Prep Book** - AP Course and Exam Description

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Curriculum Support Links for Educations - **Visual & Performing Arts**

Physical Education

Elementary School

Grade K-2

- Link 1
- Link 2

Grade 3-5

- Link 1
- Link 2

Curriculum Support Links for Educations - **Physical Education**

Middle School

Grade 6-8

- Link 1
- Link 2

Curriculum Support Links for Educations - **Physical Education**

High School

Grade 9-12

- Link 1
- Link 2

Curriculum Support Links for Educations - **Physical Education**

Level II - Short Term Preparedness

Site Level	**Lesson Plans** ***Classroom Teachers / Heads / HOA*** ● Create 3 weeks worth of lessons plans that include scheduled, digital access to a teacher ● Create 3 weeks worth of non-digital lesson plans that can be used sans a teacher ● Create a space for lesson plans to live until needed
District Level	**Communication** ***Communications and Marketing / Technology / Operations / Heads*** ● Deploy online page for all stakeholders to use as the "updates and access" page ● Deploy attendance documentation protocol ● Open access to local public education station ● Resources for Digital Teaching/Learning - Curriculum/SpEd/Language Development ○ Provide teachers with a resource for planning for digital learning (Heads send to Communications and Marketing so that link can be created) ■ Daily lesson plan support for teachers ■ K-8 - Lesson Planning templates ■ 9-12 - Lesson Planning templates ■ Provide a Login guide for students ■ Provide a Login guide for teachers ■ Provide a best practices guide

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Level III - Long Term Preparedness

Site Level	**Lesson Plans** ***Teachers*** ● Plan lessons to deliver virtually ● Post assignments and resources such as recordings needed for assignments ● Administer content-based assessments ○ CFU, Formative, Summative ■ Consider project-based or performance-based ● Ongoing and timely grading and feedback to students on ( ) ● Be available to communicate with families about students' progress ***Head of Academics*** ● Daily check-ins with teachers from assigned sites to provide support in planning, prepping, etc. ● Support classrooms with new teachers and temporary teachers (long term substitutes)
District Level	**Communication** ***Communications and Marketing / Technology / Operations / Heads*** ● Deploy plan for centralized resources center ○ Technology ○ Materials ● Deploy online page for all stakeholders to use as the "updates and access" page ● Deploy attendance documentation protocol ● Deploy Independent Study Protocols ● Resources for Digital Teaching/Learning - Curriculum/SpEd/Language Development ○ Provide teachers with a resource for planning for digital learning (Heads send to Communications and Marketing so that link can be created) ■ Daily lesson plan support for teachers ■ K-8 - Lesson Planning templates ■ 9-12 - Lesson Planning templates ■ Provide a Login guide for students ■ Provide a Login guide for teachers ■ Provide a best practices guide



AIMS K-12
COLLEGE PREP
CHARTER DISTRICT

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Coversheet

J13a

Section: III. Action Items
Item: D. J13a
Purpose: Vote
Submitted by:
Related Material: j13a.pdf

REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS

Form J-13A

(Revised December 2017)

California Department of Education

School Fiscal Services Division
Website: https://www.cde.ca.gov/fg/
Telephone: 916-324-4541
Email: attendanceaccounting@cde.ca.gov

Form J-13A Instructions

Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* (*EC*) Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *California Code of Regulations* (*CCR*), Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC* Section 46391.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the local educational agency's (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

How to file:

The Form J-13A is available at https://www.cde.ca.gov/fg/aa/pa/j13a.asp. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

Where to file:

Mail the entire original Form J-13A to:

School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
  - Declaration of a State of Emergency
  - News articles
  - E-mails
  - Invoices

Form J-13A Instructions

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

SECTION A: REQUEST INFORMATION

Refer to the California School Directory at https://www.cde.ca.gov/schooldirectory/ for information needed to complete this section.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
  - Number and street
  - County name
  - City
  - State
  - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
  - Name
  - Title
  - Phone number
  - E-mail address

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code.

C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
   - Charter School
   - Community Day
   - Continuation School
   - County Community
   - Juvenile Court School

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- Opportunity School
- Special Education
- Traditional

D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note “all schools” at the top of the calendar.

E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.

F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.

G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.

H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.

I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5, 2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to *EC* Section 46392. If the request does not include any credits for a material decrease in attendance, select the “Not Applicable” box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of "normal" attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the "material decrease" of attendance. According to *CCR*, Title 5, Section 428, “normal” attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to *EC* Section 46392, the 90 percent threshold may be waived when the Governor has declared a “State of Emergency.” A copy of the Governor’s declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

Form J-13A Instructions

amount. The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each school requesting attendance credit on a separate line. Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code

C. "Normal" Attendance – Provide the ADA for the school month of October or May of the same school year.

   A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (*EC* Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.

D. Dates Used for Determining "Normal" Attendance – Enter the date range of the school month used to provide the ADA in Column C.

E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**

F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.

G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance (Column F) divided by the "Normal" Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the "Normal" Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

   If the request is approved, CDE's approval letter will include the total net increase of apportionment days, which may differ from the amount shown. The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than five lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code.

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C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.

E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**

F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.

G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown. The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
  - Witnessed date
  - Name
  - Signature
  - Title
  - County name

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

Form J-13A Instructions

a school district, COE or State Board of Education. If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit. Include the contact person's name, title, phone number and e-mail address.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at https://www.cde.ca.gov/fg/aa/pa/j13a.asp for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME:	COUNTY CODE:	DISTRICT CODE:	CHARTER NUMBER (IF APPLICABLE):

LEA SUPERINTENDENT OR ADMINISTRATOR NAME:	FISCAL YEAR:

ADDRESS:	COUNTY NAME:

CITY:	STATE:	ZIP CODE:

CONTACT NAME:	TITLE:	PHONE:	E-MAIL:

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

☐ SCHOOL DISTRICT	☐ COUNTY OFFICE OF EDUCATION (COE)	☐ CHARTER SCHOOL
Choose one of the following: ☐ All district school sites ☐ Select district school sites	Choose one of the following: ☐ All COE school sites ☐ Select COE school sites	

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

☐ SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☐ MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☐ LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

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FORM J-13A, REVISED DECEMBER 2017

SECTION B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No

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SECTION C: MATERIAL DECREASE

☐ Not Applicable (Proceed to Section D)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
	Total:	0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
	Total:	0.00			0.00		0.00

**Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.*

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SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☐ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

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SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of _____, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names	Board Members Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ _____ Title: _____ of _____ County, California
(Name) (Signature)

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ _____ Authorizing LEA Name: _____
(Name) (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ _____
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ _____ Title: _____ of _____ County, California
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

PRINT FORM

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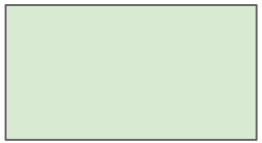
Coversheet

Measure G1 - Continuation of Application for 2020/21 School Year

Section: III. Action Items
Item: E. Measure G1 - Continuation of Application for 2020/21 School Year
Purpose: Vote
Submitted by:
Related Material: Measure G1-2017-2021.pptx

Measure G1

AIMS K-12 College Prep - 1 & 2
2017-2021


AIMS K-12 - Middle School

- **Objective:**
  - **Renew the Measure G1 grant funding**
- **Why?**
  - **Required by the grant to have Board action in the yearly application**

AIMS K-12 - Middle School

What did we say we would do?



- **MUSIC -** We have a music teacher!
- We have violins, flutes, saxophones, drums, and more!

Staffing for Visual and Performing Arts, purchase of musical instruments

AIMS K-12 - Middle School



- **ART** - We have two teachers who each share their love of art and art skills.
- We have supplies for art classes, both digital and on paper.

Purchase of computers and software for graphic arts, art supplies

AIMS K-12 - Middle School

- **Positive Behavior Intervention and Supports** (PBIS) is now part of our multi-tiered system of supports (mtss)
- **Restorative Justice** remains a big part of our high support model of supporting students, especially RJ Saturday School.
- Soon we will add screen monitoring software to protect students from wandering off key web sites into the WWW.



AIMS K-12 - Middle School

- We have accomplished all the things we have said we would do with the grant this year.
- Delivery of some of the skills and services, as well as funding the positions are still ongoing.

We look forward to seeing our students demonstrating cultural awareness and content knowledge of core subjects through arts in visual presentations.

Students will show positive outcomes by putting on music recitals as well as recognizing and connecting native competencies, or background (cultural origins) knowledge in the arts.

Specific, grade appropriate Visual and Performing Arts standards will also be assessed.

AIMS K-12 - Middle School

- The only change to the application for Measure G1 grant money this coming year will be:
  - the intention to use the grant to pay the salary of the music teacher!
- The rest of the grant monies will be used in the same way as this year.
- Thank you!