



AIMS K-12 College Prep Charter District

Regular Board Meeting

Date and Time

Tuesday May 19, 2020 at 6:30 PM PDT

Location

Zoom

Join Zoom Meeting <https://zoom.us/j/97928353215>

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. **Comments and questions should be entered into the chat feature of the Zoom meeting.**

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order			1 m
- Board President, Mrs. Toni Cook			

		Purpose	Presenter	Time
B.	Record Attendance and Guests	Vote	Toni Cook	2 m
	- Roll Call for the Directors of the Board, and opportunity for introduction of any guest presenters			
C.	Approve Minutes	Approve Minutes	Toni Cook	10 m
	March and April meeting minutes			
	Approve minutes for Regular Board Meeting on April 30, 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. <u>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).</u>			
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. <u>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).</u>			

II. Non-Action Items 7:05 PM

A.	President's Report	FYI	Board President T. Cook	5 m
B.	Superintendent's Report	FYI	Superintendent Woods-Cadiz	5 m

		Purpose	Presenter	Time
C.	AIMS K-12 Report Heads of School - Mr. Christopher Ahmad, Mr. Maurice Williams, Mr. Peter Holmquist	FYI	Heads of Schools and Division Heads	5 m
D.	English Language Dept. Report	FYI	Vanee Chand	5 m
E.	Education Coordinator, College Bound Kids Report	FYI	Matthew Gordan	5 m
F.	Operations Report - Data, Accountability, and Operations Director, Ms. Marisol Magana - Data, Accountability, and Operations Manager, Ms. Tiffany Tung	FYI	Operations	5 m
G.	HR Report	FYI	Delicia Moghadam	5 m
III. Action Items				7:40 PM
A.	Consent Calendar • Covid-19 Funding Options • Vent protection (Mesh) and light grounds maintenance • PSL- Star Reuter	Vote	Toni Cook	5 m
B.	Finance Committee 1. Covid-19 Reimbursement Stipend 2. Review Audit Trail 3. Personal Protective Equipment Purchase	Vote	Chris Edington	15 m
IV. Closed Session				8:00 PM
A.	Public Comment on Closed Session Items 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. <u>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).</u>	FYI		10 m

	Purpose	Presenter	Time
B. Recess to Closed Session	Discuss		10 m
Closed Session Items:			
1. Conference with Real Property Negotiations (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			8:25 PM
A. Adjourn Meeting	FYI		
B. NOTICES	FYI		
<p>The next regular meeting of the Board of Directors is scheduled to be held on June 16, 2020, at 6:30 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510)220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.</p>			
<p>I, Kellie Minor, hereby certify that I posted this agenda on the AIMS website at www.aims12.org, on May 15, 2020 at 5:45 PM.</p>			
<p>Certification of Posting</p>			

Coversheet

Approve Minutes

Section:

I. Opening Items

Item:

C. Approve Minutes

Purpose:

Approve Minutes

Submitted by:**Related Material:**

Minutes for Regular Board Meeting on April 30, 2020
March 31, 2020_Board Meeting_Minutes.docx

APPROVED



AIMS K-12 College Prep Charter District

Minutes

Regular Board Meeting

Date and Time

Thursday April 30, 2020 at 6:30 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/86219034019?pwd=dUFKbjF5dHVDVytYaEs0UEI1VXNZZz09>

Meeting ID: 862 1903 4019

Password: 004899

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. **Comments and questions should be entered into the chat feature of the Zoom meeting.**

Directors Present

A. Abuyen (remote), C. Edington (remote), C. Thompson (remote), D. Lang (remote), S. Leung (remote), T. Cook (remote)

Directors Absent

None

Guests Present

K. Ballentine (remote), K. Minor, M. Magana (remote), M. Woods-Cadiz (remote), T. Tung (remote)

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 Thursday Apr 30, 2020 at 6:38 PM.

B. Record Attendance and Guests

C. Adoption of Agenda

D. Lang made a motion to Approve the adoption of the agenda.

A. Abuyen seconded the motion.

Director Lang moved approval with the alteration of the Finance Committee Report to be changed to an attachment and with item #6 to be pulled from the consent calendar to become an action item; Director Abuyen seconded.

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

D. Public Comment on Non-Agenda Items

No comments or questions.

E. Public Comment on Agenda Items

No comments or questions.

II. Non-Action Items

A. President's Report

Board President, T. Cook provider her report.

B. Superintendent's Report

Superintendent Woods-Cadiz provided her report.

1. Work plan update
2. Distance learning report

C. AIMS K-12 Report

The heads of school and division heads provided their respective updates.

D. Operations Report

- Data, Accountability, and Operations Director, Ms. Marisol Magana

- Data, Accountability, and Operations Manager, Ms. Tiffany Tung

E. HR Report

HR Manager Delicia Moghadam provided her report

F. English Language Dept. Report

ELD Director Vannee Chand provided her report

G. Education Coordinator, College Bound Kids Report

CBK Coordinator Matthew Gordan provided his report.

III. Action Items

A. Consent Calendar

Item #6 – Letterman Jacket Purchase:

Director Edington moved approval with the below stated condition; Director Thompson seconded.

- Consent calendar, item #6: If total costs are to exceed the identified contingency fund, Head of High School, Mr. Maurice Williams will adjust the jackets details accordingly to cover the balance including shipping costs.

Action – Hearing no objections the motion was approved unanimously.

Consent Calendar:

Director Thompson moved approval; Director Edington seconded.

Action – Hearing no objections the motion was approved unanimously.

C. Thompson made a motion to Approve the consent calendar.

C. Edington seconded the motion.

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

B. Finance Committee Report

****(CHANGE TO ATTACHMENT AS NOTED IN ADOPTION OF AGENDA)***

Finance Committee - Report from the Finance Chairman

Today we discussed the application for a loan from East West Bank. It is apparent that our best chance for getting a loan is when we have the ability to repay the loan in comparison to other borrowers.

Our rationale for applying for and accepting the loan was based on the information we had at the time of application. Most of the information was obtained through the posted documentation and direct conversations or presentations from our lender and the loan program office. This is not speculation, instead, we are looking at the results in China and basing our strategy on successful implementation in China adapted for our local

regulations and customs. We believe our submitted documents provided our external back office provider for accounting and payroll services to be accurate and fulfill the request of the bank.

Current economic uncertainty extends through the 8 week time frame and beyond. It includes but is not limited to the following: Significant reduction in school attendance or some other factor which delays or reduces revenues. The expected decrease in our ability to raise future revenues from our external donors as the trajectory was determined by our Open House on {date}

The expected decrease in future grant funding which drive our key programs such as ESL, After School program, Saturday school, Summer Program, Food Program.

Additionally, we expect the following expenses to increase: Employee reimbursements for communication devices and online access Loss on International cruise Additional hardware needed to access online coursework. Additional expenses tracked in a separate GL account. While we do not have many alternative funding sources, we depend on the contributions of generosity and goodwill on the part of our vendors, authorizer, and members of the community for the continued success of AIMS.

C. Loan from East West Bank

D. Lang made a motion to Approve to start the loan application process.

S. Leung seconded the motion.

Action – Roll call vote; pass unanimously to accept application and loan from East West Bank with all documentation attached.

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

Roll Call

A. Abuyen Aye

S. Leung Aye

T. Cook Aye

C. Thompson Aye

D. Lang Aye

C. Edington Aye

IV. Closed Session

A. Public Comment on Closed Session Items

No comments or questions.

B. Recess to Closed Session

9:22 PM

C. Reconvene from Closed Session

9:49 PM

D.

Report from Closed Session

There were no actions to report from closed session.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:51 PM.

Respectfully Submitted,

D. Lang

B. NOTICES

Documents used during the meeting

- April.Bd.Meeting.Pres.Report.1.pdf
- Superintendent Board Report April 2020.pdf
- AIMS K12 Educational Continuity Plan - Spring 2020 (1).pdf
- AIMS Quarantine Tech Distribution (1).pptx
- Heads Revised April Board Report (1) (1).pptx
- OPS April Board Report (1) (1).pptx
- Covid 19 2020-Temporary Amendment of Job Positions (3).docx
- HR April Board Report (1) (1).pptx
- ELD April Board Report.pptx
- CBK April Board Report.pdf
- Amendment_AIMS-BACR__2_.docx
- Letterman Jackets purchase.pdf
- Please_DocuSign__COVID_19__Evaluation_Form-__1_.pdf
- Finance_Committee_Memo_Remote_Banking_Process__April_2020_board_meeting.docx
- Insurance_Memo_Directors_andOfficers__April_2020_board_meeting.docx
- Finance_Committee_Memo_Mail_Address_Request__April_2020_board_meeting.docx
- FISCAL_POLICY_UPDATE_Policy_203_Signature_Authority.docx
- SIGNEDAmerican Indian Paycheck-Protection-Program-Application 4-8-2020 (1).pdf
- Signed Final American Indian Model Schools PPP PROMISSORY NOTE Both.pdf
- PPA discussion calciulaions.xlsx



American Indian
Model Schools
A School At Work!

MINUTES TUESDAY, MARCH 31, 2020

I. Opening Items	6:35PM
A. Call the Meeting to Order	President, Toni Cook
B. Record Attendance and Guests	
• Present Directors: Cook, Leung, Edington, Thompson, Abuyen and Lang (Director Lang joined meeting at 6:40pm).	
Note: No guests were present.	
C. Approved Minutes	
• Discussion – Board Secretary, Kelli Minor, directed the Board's attention to the attachment of minutes for the following meetings:	
February 18, 2020	
Director Thompson moved approval; Director Abuyen seconded.	
Action – Hearing no objections the minutes were approved unanimously.	
D. Adoption of Agenda	
Director Thompson moved approval; Director Edington seconded.	
Action – Hearing no objections the agenda was approved unanimously.	
E. Public Comment on Non-Agenda Items – None	
F. Public Comment on Agenda Items – None	
II. Non-Action Items	
A. President's Report –	
• Board of Directors President, Cook provided her report.	
B. Superintendent's Report –	
• Superintendent Woods-Cadiz provided her report.	

C. Marketing and Communications update, Isaac Kos-Read –

- Mr. Kos-Read provided an update on marketing and communications.

D. AIMS K-12 Report – Heads of Schools and Division Heads

- The heads of school and division heads provided their respective updates.

E. Finance – 2nd Interim Report –CBO Ballentine

- Chief business officer, Ballentine provided an update.

F. Operations Report – Ms. Marisol/Ms. Tung

- Data, Accountability and Operations Director Magana and Manager Tung provided an update.

G. HR Report – Delicia Moghadam

- Ms. Moghadam provide an update.

H. English Language Department Report – Vanee Chand

- Ms. Chand provided an update.

I. Education Coordinator, College Bound Kids Report – Matthew Gordan

- Mr. Gordan provided an update.

III. Action Items

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.)

Director Edington moved approval with the removal of items (C) and (D); Director Thompson seconded.

Action – Hearing no objections the motion was approved unanimously.

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

Director Edington moved approval; Director Thompson seconded.

Action – Hearing no objections the motion was approved unanimously.

C. AIMS Educational Continuity Preparedness Plan Vote Maya Woods-Cadiz 5 m

Director Thompson moved approval; Director Lang seconded.

Action – Hearing no objections the motion was approved unanimously.

D. J13a Vote Maya Woods-Cadiz 10 m

Director Abuyen moved approval; Director Thompson seconded.

Action – Hearing no objections the motion was approved unanimously.

E. Measure G1 - Continuation of Application for 2020/21 School Year Vote Peter Holmquist 15 m

Director Lang moved approval; Director Edington seconded.

Action – Hearing no objections the motion was approved unanimously.

IV. Closed Session

A. Public Comment on Closed Session Items – None

B. Recess to Closed Session – 10:22 PM

C. Reconvene from Closed Session – 11:17 PM

There were no actions to report from closed session.

V. Adjourn

Director Abuyen moved adjournment; Director Thompson seconded.

Action – Hearing no objections the motion was approved unanimously.

Meeting adjourned on March 31, 2020 at 11:36pm.

Respectfully Submitted

Adrien Abuyen, Secretary

Coversheet

Superintendent's Report

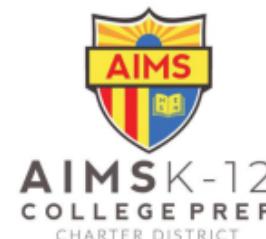
Section: II. Non-Action Items
Item: B. Superintendent's Report
Purpose: FYI
Submitted by:
Related Material: Superintendent_Board_Report_May_2020.pptx
Reopening Draft Plan.pdf

Superintendent Board Report

May 2020

Superintendent
Cadiz

Woods-



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**
- 4. Develops programmatic plans for continuous academic success**

Strategic Plan Progress

- **On-going virtual meetings with heads and dept. leads.**
- **Monthly meetings with Back Office Providers**
- **Held virtual planning sessions for site leaders**
- **Positive reserves and growth on fiscal reports**
- **Reopening Meetings**
- **Education Continuity Plan Disbursement**
- **Sp Ed Plan Review**
- **Draft Successin 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

- **January report given**
- **February report given**
- **March report given**
- **April report given**
- **May report given**
- **Finance Committee**
- **Facilities Committee**
- **Attendance at Board Meeting**
- **Monthly scheduled meeting with Board President**
- **Board Reports Review**
- **Self Evaluation**

Professional Development Criteria

Attendance at national and local virtual conferences and trainings

Completion or near completion of leadership succession plan document

Completion of Executive Leadership Training

Professional Development Progress

All attendance was virtual

- **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**
- **Participated in CCSA calls and conveenings**

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

- Monthly newsletter distributed to community, partners, and supporters
- Participated in the OUSD ACOE Renewal Policy Working Group
- Oakland Charter Leaders Renewal Policy Working Group
- 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
- Attended Enrole Oakland Stearing Committee
- Led AIMS Wellness meeting
- Published Article with FIA/Great Schools
- Led AIMS Teacher Appreciation Campaign
- Led AIMS Hiring Fair
- Attended AIMS Parent Training sponsored by Watch Me Grow (Jamelah Hanniff)

Leadership Progress Cont.

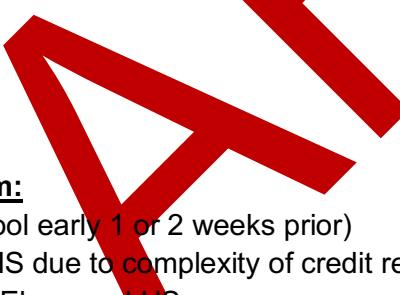
- Attended Mayor's state of the city
- Attended Governors May Revise
- Co-led Charter Leaders OUSD Board Election Engagement
- Attended AIMS Census Drive Meeting
- Attended California Charter Leaders of Color Conversation
- Attended Faith In the Bay Conversation
- Attended CTC Credentialing Training
- Attended OUSD Annual Site Visits



AIMS DRAFT PRELIMINARY RE-OPENING PLAN

MAY 2020

*****Not for publication and distribution.*****



Collection of Devices and Curriculum:

- Prior to June 19th (Ending school early 1 or 2 weeks prior)
- Instruction ends on the 9th for HS due to complexity of credit recovery, transcripts etc.
- Instruction ends on the 12th for Elem. and HS.
- Week of the 15th used for closing and collection.

Calendar 2020-2021:

Building Prep:

- Custodial cleaning and maintenance at least a month for prior 12th and Lakeview
- In May start ordering of cleaning supplies, equipment and materials
- Hold on bathroom renovation
- Revamp use of current building spaces

Summer:

- Dates (TBD) based on Plan A or B
- Virtual HS (July)
- Virtual MS - (July 7th - 24th)
- Virtual Elementary (July)

Boot Camp:

- Plan A - Aug 3rd - Aug 11 - School starts August 12th

- Plan B - Jul 27th - Aug 4th - School starts August 5th (Contingent on authorizer)

Full Instruction:

Logistics

- Masks for students and adults
- Washing Stations in Classroom
- Temperature check stations
- Increased cleaning Staff
- No full communal lunch
- Hand sanitizer stations
- Fogger Machines
- Backup spaces for students who have test+/symptoms - isolation room, hall or other spaces?
- Increased mail handling / front desk monitoring policies / phones / No clutter at front desk etc.
- Gloves
- Start increasing cleaning supply orders now
- Student data collection/ emergency contact etc. digital and paper.
- Shoe Covers and/or Disinfectant
- Hiring School Nurse at each site
- "Sneeze" guard barriers on desks
- Ongoing communications to families about how we are making sure students are safe. Internal or external communication.
- Disinfectant spray on entry to the building

Curriculum:

- Supt. meets with Heads
- Joint discussion later
- LCAP update

This document is being updated to ensure that we have the safest opening possible.

Coversheet

AIMS K-12 Report

Section: II. Non-Action Items
Item: C. AIMS K-12 Report
Purpose: FYI
Submitted by:
Related Material: Heads Revised May Board Report .pptx

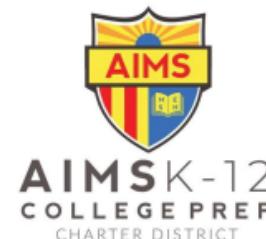
AIMS K-12 Board Report

Reporting Period May 2020

Head of School Maurice Williams Jr., AIMS College Prep High School

Head of Schools Peter Holmquist, AIMS College Prep Middle School

Head of School Christopher Ahmad, AIMS College Prep Elementary School



Elementary School Instructional Schedule

K-1: 8:45-3:00

Tutoring: 3:00-4:00

2-5: 8:30-3:30

Tutoring: 3:30-4:30

Elementary School Strategy for Staff Communication

- Weekly Staff Meetings
- Reminder Emails Daily
- Zoom Meetings

Elementary School Online Tools and Portals

- Zoom
- Seesaw
- Google Classroom

Elementary School Method for Monitoring Instruction

- Students must have their camera on when there is live instruction
- Students must turn in LIVEWORKSHEETS (liveworksheets.com)
- Administration frequently pops up in classes to observe

Elementary School Strategy for Communicating With Students and Parents

- Parentsquare
- Direct parent/student contact via email
- Calls from front desk staff daily
- Google Classroom Daily Updates

Elementary School Strategy for Addressing Concerns From Parents and Students

- Every parent was given the administrator's email address
- Tech help line via email
- Parents are able to write comments on Parentsquare
- Work cell phone given out to parents to contact me directly

The Wellness Practices That Elementary Students Are Encouraged to Employ To Promote Overall Mental and Physical Healthy Well-Being

- Brain Breaks
- Morning live meetups to connect with the teacher
- Zoom is kept on during lunch so students can eat with each other
- Wellness activities during PE
- Nutrition taught during PE

Elementary School Challenges/Concerns and Method for Resolution

- Accurate assessment and testing
- We have had some instances where older siblings or parents are helping their child with the work and giving them the answers
- students who are generally performing below grade level are excelling

-Solutions:

1. Meet with parents to show previous work from in-school instruction vs now
2. Having students take assessments and class in a room by themselves
3. Setting assessment time slots: 3 students at a time, live, and on camera. The teacher can easily monitor to see if they are cheating or not.

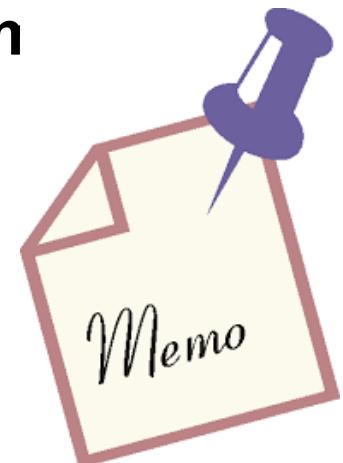
Middle School Instructional Schedule

**Example
6th grade
schedule**

		Monday		Tuesday		Wednesday		Thursday		Friday			
Example 6th grade schedule	Block 1 (90 min)	9:00 - 10:30	Yale (ELA)	Harvard (Math)	Yale (Math)	Harvard (ELA)	Yale (ELA)	Harvard (Math)	Yale (Math)	Harvard (ELA)	Yale (ELA & Hist Assessment & Evaluation)	Harvard (Math & Sci Assessment & Evaluation)	
		10:30 - 11:00	Break										
	Block 2 (90 min)	11:00 - 12:30	Yale P.E. (Sanchez)	Harvard P.E. (Tina)	Yale (Art)	Harvard (Music)	Yale P.E. (Sanchez)	Harvard P.E. (Tina)	Yale (Spanish)	Harvard (Mandarin)	Yale (Math & Sci Assessment & Evaluation)	Harvard (ELA & Hist Assessment & Evaluation)	
		12:30 - 1:30	Lunch										
	Block A (60 min)	1:30 - 2:30	Yale (Math)	Harvard (ELA)	Yale (ELA)	Harvard (Math)	Yale (Math)	Harvard (ELA)	Yale (ELA)	Harvard (Math)			
	Block B (60 min)	2:30 - 3:30	Yale Science	Harvard History	Yale History	Harvard Science	Yale Science	Howard History	Yale History	Harvard Science			

Middle School Strategy for Staff Communication

- **Weekly Professional Learning Community meetings (since August 2019)**
- **Weekly Memo - collection of information and announcements**
- **Group Emails as required beyond weekly memo**
- **Individual emails as need arises**
- **Responses to staff emails usually within 2 hours (often imm**



Middle School Method for Monitoring Instruction

- Weekly PLC interactions - grade level meetings
- Lesson Plan review
- Visitation of online classroom
- Request for and review of Zoom class recordings



Middle School Strategy for Communicating With Students and Parents

- Main conduit for communicating with students is Teaching staff
- Student emails are responded to the day they are received
- Weekly ParentSquare messages from Head of School to families (minimum)
- Social Media postings - Instagram, Twitter, Blog
- Progress Reports at scheduled times
- Phone calls and emails from staff for attendance
- Phone calls and emails from teachers for attendance, behavior and grades

Middle School Strategy for Addressing Concerns From Parents and Students

- Email responses within 24 hours (usually within 2 hours)
- Phone calls responded to within the day (usually within 2 hours)
- Teachers are immediately included, usually having immediate and relevant information about the situation
- Administrative staff triages content and topics to involve the appropriate administrator to ensure consistency
- Head of School is informed to ensure responsibility

The Wellness Practices That Middle School Students Are Encouraged to Employ To Promote Overall Mental and Physical Healthy Well-Being

- Teachers are encouraged to check in with every student every two weeks
- Teachers are encouraged to ask an emotional check-in question to begin the classroom interaction
- Teachers include “icebreaker” activities to build community, trust, and care in the classroom
- Administrators begin their meetings with faculty with a brief emotional check-in.
- Phone calls, zoom meetings, among staff interactions, often include this emotional check-in.
- SEL Counseling for individuals and groups

Middle School Challenges /Concerns and Method for Resolution

- Attendance procedures and accuracy
 - daily phone calls to students as soon as possible after attendance is taken
 - translation and clarification of any student needs with student and family
 - support with technology and other resources (internet, housing)
- Ongoing pressures of “**new**” **platform skills** in tension with **teaching skill** development
 - Weekly PLC meetings to practice and discuss strategies
 - Student and parent feedback
- Accuracy and fairness of grading through this online learning platform
 - Continue to strategize with teachers
 - Increase teacher skills in use of rubrics & assessment options

High School Instructional Schedule

Master Bell Schedule		
MONDAY / WEDNESDAY	TUESDAY / THURSDAY	FRIDAY
Homeroom	Homeroom	Homeroom
8:00-8:05	8:00-8:05	8:00-8:05
Period 1	Period 4	Period 1
8:05-10:10	8:05-10:10	8:05-8:50
Break A	Break A	Period 2
10:10-10:20	10:10-10:20	8:55-9:40
Period 2	Period 5	Break
10:20-12:25	10:20-12:25	9:40-9:50
Lunch	Lunch	Period 3
12:25-1:25	12:25-1:25	9:50-10:35
Period 3	Period 6	Period 4
1:25-3:30	1:25-3:30	10:40-11:25
Study Hall / Tutoring / Clubs / Detention	Study Hall / Tutoring / Clubs / Detention	Lunch
3:30-4:30	3:30-4:30	11:25-11:55
		Period 5
		11:55-12:40
		Period 6
		12:45-1:30

High School Strategy for Staff Communication

1. Slack On Campus Communication System
2. Schoology Group Communications
3. Email
4. Text / Phone Messages
5. Zoom Conferences
6. Weekly PDs and Staff Meetings
7. One on One Meetings As Needed
8. Daily Announcements from Head of School / Interim Academic Deans

High School Online Tools and Portals

1. Schoology Conferences
2. Zoom Conferences
3. Google Classroom
4. One Note
5. Adobe Creative Suite: Photoshop, Indesign, etc.
6. ALEKS
7. Rosetta Stone
8. Learning Ally
9. Acellus
10. Khan Academy

High School Method for Monitoring Instruction

1. Teacher / Student Breakout Rooms
2. Weekly Assessments
3. Daily Observations by Academic Deans and Head of School
4. Weekly Submission of Lesson Plans
5. Quarter 4 Pacing Guides Based off AP Testing Review and Course Standards

High School Strategy for Communicating With Students and Parents

1. Front Desk Attendance Clerk and All Staff make phone calls for absent, tardy, and students that are inactive from the computer for 10 mins or more.
2. Parentsquare communications as needed
3. Schoology Group Communication
4. Zoom Conference Parent Meetings
5. Weekly Grade Level Meetings Via Conferences

High School Strategy for Addressing Concerns From Parents and Students

1. Email highschool@aimsk12.org
2. Send Parentsquare Replies to postings
3. Email teachers and support staff as it pertains to concern type (Absence, Chromebook / Technology Request, Academics)
4. Staff Member Has Access to AIMS Cell Phone

The Wellness Practices That High School Students Are Encouraged to Employ To Promote Overall Mental and Physical Healthy Well-Being

- 1. AIMS HS SGA to plan virtual spirit week and other virtual engagements to increase social connections with students and friends**
- 2. AIMS HS Virtual Sports Banquet (Saturday, May 16, @ 6PM)**
 - a. <https://www.youtube.com/watch?v=cs3JIBRFc6c>**
- 3. AIMS Senior Signing Day Event (Thursday, May 21, @ 6PM)**
 - a. <https://youtu.be/gNmTbvv7nQ>**
- 4. Seniors receive letterman jackets as senior gift**
 - a. <https://youtu.be/BgNnxBnEo44>**

High School Challenges / Concerns and Method for Resolution

- 1. Students feeling overwhelmed with the amount of online assignments**
 - a. Class instruction was reduced to one hour per class**
 - b. Teachers can use the second hour of instruction provide tutoring or update grading for students**
 - c. Students can use the second hour to study for their AP exams**

Coversheet

English Language Dept. Report

Section: II. Non-Action Items
Item: D. English Language Dept. Report
Purpose: FYI
Submitted by:
Related Material: May Board Report.pptx

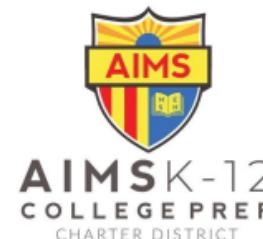
AIMS K-12

English Language

Development

Reporting Period May 2020

Vannee Chand, ELD Coordinator



The Technology-Based and On-line Tools Administrators, Faculty and Support Staff Employed to Support the Transition To Remote ELD Teaching and Learning.

Curriculum

- Elementary-Booknook; Intervention
- Middle School- Educeri
- High School-Edge

Blended Learning

- Newsela, Quill, Raz-Kids, Headsprouts, Rosetta Stone, Learning Ally

Platform

- Schoology
- Video Conferencing: Big Blue Dot (Schoology), Zoom, Google Hangout/Meet
- Google Docs, Google Translate

The Qualitative and Quantitative Strategies Employed to Ensure Transition To Remote ELD Teaching and Learning Is Effective

Modified Schedule

- Middle ELD teachers have pre-recorded their lesson for the week, posted their assignments/quizzes. This was to help with the confusion of attending their core classes.
 - Early April-70% of students were confused, not attending ELD or core classes and assignments were not completed.
 - April-May-96% of students are attending classes on a weekly basis, completing assignments.

Weekly Check ins

- Middle School ELD teachers check in with all their students individually on Mondays to make sure they understood the ELD lesson and assignments. Teachers also check in regarding their core classes.
 - 98% check in on a weekly basis.
- High School ELD teacher take time in the breakout session to check in with students.
 - 95% of students stay to socialize after assignments are completed
- ELD staff provide a weekly progress report to the teachers on students who receive ELD intervention.

Intervention/Tutoring

- ELL Intervention are offered to K-12 since the beginning of April.

Communication Log

- ELL Communication have been made to students, parents, teachers, and staff since the beginning of April.

The Quantitative and Qualitative Issues/Concerns and Resolutions That Emanated from The Documentation and On-Line Communication With Staff

Not being responsive

- Some teachers are not being responsive or checking in with ELD staff even with emails being sent out. Continuation of sending emails.
- Some teachers have responded with no support is needed for their class. Some have asked simple questions about certain programs that their ELs use and others have recommended some students for intervention.
 - About 40% of teachers have not emailed or responded any type of way regarding their English Learners.

Following Through

- Not all teachers are recommending English Learners for tutoring or extra support when failing multiple classes.
- ELD Coordinator have sent emails to remind teachers to complete the form. I have reminded ELD staffs to refer teachers to complete the form. I have informed head of schools for support.
 - 50% of Elementary and Middle School teachers have used the form.
 - 25-30% of High School teachers have asked for support.

Being Accountable

- Not modifying assignments, lessons, homework accordingly to English Learners level.
- ELD Coordinator have sent at least 3 emails that included pdfs of list of modifications and accommodations.
 - About 40% of teachers have reached out to ELD staffs on how to support their newcomers or recommended tutoring.
- Students are still being absent and not communicating ELD staffs or coordinator.
- ELD Coordinator progress monitor current grades and quarter grades for the last 3 weeks. Some students have 0 percent. ELD staffs and coordinator email teachers to check in about the students.
 - 10-15% of the time when we are able to contact the student, there have been some growth in participation.
 - ELD Staff continue to work with teachers and school site office admins on attendance.

Coversheet

Education Coordinator, College Bound Kids Report

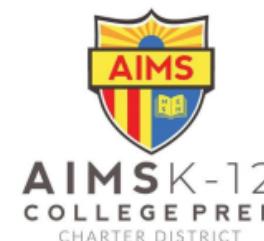
Section: II. Non-Action Items
Item: E. Education Coordinator, College Bound Kids Report
Purpose: FYI
Submitted by:
Related Material: CBK May Board Report (1) (1).pptx

AIMS K-12

College Bound Kids

Reporting Period May 2020

Matthew Gordan, College Bound Kids Coordinator



Established College Bound Priorities

(Overall priorities were discussed last month. The following priorities are immediate.)

***Oversee AP testing**

***Make sure Seniors are supported with community college registration**

***Senior Signing Day**

***Working with Juniors to prepare for college application season**

Established Daily/Weekly Schedule for Communicating With Seniors, Juniors

Daily

- *Established a log to coordinate individual check-ins via email/Schoology- followed up with phone calls to those who don't respond within 48 hours.
- *Operating open office hours during lunch, after-school, or essentially anytime for students to meet privately via a Schoology conference call or phone to provide more one-on-one assistance.
- *Daily interviews with Juniors after school involving Peer Forward team, going over college-related matters and preparing them for the application process.

Weekly

- *Established weekly Town Hall meetings on Schoology with varying topics. Most recently were multiple meetings with each grade level regarding the AP exams.

Number of Juniors and Seniors Contacted During The Reporting Period; and The Means of Communication

Seniors: Email/schoology: All 75 senior have been contacted via email at least weekly with an average number of email correspondence 6 times per week

Phone: Have consulted with 34 students via phone call.

Over 10 Zoom meetings with families.

Private one on one Schoology conference: 6 students have requested this

Juniors: All Juniors have been contacted directly by me in regards to college planning for next year and AP exam updates. So far 27 Juniors have had their interview.

Peer Leader Survey include: Questions to get them thinking about type of campus location they want, size of school, majors/career they're interested in, introducing the concept of loans, grants, scholarships, making them aware of private schools, etc.

Group emails: Seniors x 12, Juniors x 9, Freshmen/Sophomore x 9. Topics include college admissions, scholarships, AP/SAT updates, sending scores to colleges, Community College information, and other updates.

Qualitative and Quantitative Results for Admissions

Berkeley: 6/47	Irvine: 18/55	Merced: 12/13	Riverside: 21/25	UCSD: 16/43	UCSC: 24/44	UCSB: 12/41	UCLA: 7/54
Davis: 24/53	SFSU: 33/35	East Bay: 16/18	SJSU: 36/46	SDSU: 19/27	CSULB: 19/28	SLO: 11/23	CSULA: 8/8
Bakersfield: 4/4	Fullerton: 3/3	CSU Pomona: 6/6	San Marcos: 2/2	Sacramento: 5/8	Fresno: 3/4	Chico: 5/5	CSUMB: 3/4
Northridge: 1/1	Stanislaus: 2/2	Dillard: 10	Charles Drew: 3	Tuskegee: 4	Benedict: 10	Morgan State: 3	Wiley: 4
Harris-Stowe: 3	AL A&M: 4	Morehouse: 1	Clark: 1	Howard: 1	Paul Quinn: 4	Grambling: 2	USF: 7
USC: 3/15	Rochester Inst.	Michigan State	Seattle U	Middlebury	U of Portland	Case Western	Dominican
Wesleyan: 2	Otis School Art	Oregon	Denver U	Boston College	U of Arizona	Villanova	Arizona State
Puget Sound: 2	Drexel	Purdue	Lehigh	Boston U	Pepperdine	U of Oklahoma	Concordia Irvine
	Whittier	Ohio State	Colby	Claremont	NYU	St. Mary's	Gonzaga

Chart Key: School: acceptances/applicants

Waitlists include, but not limited to: 5 at UC Davis, 3 at Berkeley, 2 at Irvine, UCLA, Emory, and CSU SJ, and 1 at: Wesleyan, NYU, Brandeis, Johns Hopkins, Northeastern, Stanford, Princeton, Pomona College, UPenn, Middlebury, UCSD, CSUMB, CSULB, Williams, Claremont, Case Western, Amherst, Denison, Davidson, Grinnell, Bowdoin, Carleton, Fordham, and Harvard.

*While Merced remained the same, all other UCs saw increases in acceptances, including all-time high from UCLA (previous high was 3)

*Almost all CSUs increased as well with the exceptions being Pomona, Sacramento, and Fullerton

*USC and USF increased by 2, Wesleyan and Puget Sound by 1

*Overall HBCU acceptances are slightly down, but I attribute that to inconsistent reporting by students

Waitlist Acceptances Update So Far: UC Davis x 3, UC Berkeley x 2, UC San Diego, UC Santa Cruz

Qualitative and Quantitative Results for FAFSA Completion

*69 students completed the FAFSA

*4 did not

*2 families declined to complete it

*Held two FAFSA workshops in order to complete this task, supplied copious amount of aides and instructions— in written form, list form, and video form— to complete this task, phoned home to remind about this, emailed the students directly several times to finish this, spoke face-to-face with students several times about this...

*Before this year I believe only one student since I've been counselor has failed to complete FAFSA.

Qualitative and Quantitative Results for Response to Student Inquiry

Recent Reporting period:

- *Over 350 individual email/Schoology messages to students this reporting period
- *Average of 25 individual students contacted per day via online this reporting period
- *Every Senior is contacted individually at least once a week asking for update and/or reminding them of my presence

Inquiry Topics:

- *AP Exam information (vast majority this period)
- *Acellus/Credit Recovery
- *College admissions
- *Scholarships

Scholarship Results

In this current school year, 2020, our students have earned at least \$284K in private scholarships (more results are pending) from CAP Bay Area, Posse, and East Bay College Fund.

From 2016-2019, our students earned over \$1.44M in private scholarships.

The current 5 year total is **at least** \$1.72M in private scholarships.

*Note: I have historically tracked outside scholarships that students receive. While I'm not confident every student has alerted me to their smaller scholarships, I am confident I am fully aware of all sizable awards our students have received. These scholarships include, but are not limited to: Posse Scholarship, Questbridge, East Bay College Fund (now under the umbrella of Oakland Promise but available to all students), CAP Bay Area (Making Waves scholarship), Wa Sung Foundation, and others.

In terms of university-offered scholarships to prospective students, I am unprepared to provide this request for this year. I instruct all the students to formally reject a school when they officially cross them off their list. This is done to expedite the waitlist process for schools and the waitlist status of other students. Thus, when a student rejects a school, they lose access to their portal, which provides the scholarship figures. **Moving forward, knowing this is a request, I will definitely install a system to track all of these scholarship offers furnished by the colleges and universities.**

Next year, moving college planning back into the classroom, will allow me to again make scholarships part of the Senior curriculum, boosting the number of applications sent out, not to mention better track results, both private and from universities.

Coversheet

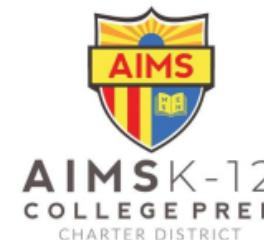
Operations Report

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

AIMS K-12 Operations

Reporting Period May 2020

Marisol Magana, Operations Director
Tiffany Tung, Operations Manager



The established Technological Plan for Determining Daily Attendance K-12

- Attendance spreadsheet were created for each division AIPCS II (K-5), AIPCS II (6th-8th), AIPCS (6th-8th), AIPHS (9th-12th). The attendance sheet has student's last name and first name. The spreadsheet includes dates from April 6, 2020 to June 19, 2020.
- The attendance sheet has pre-filled codes of A (Absent), T (Tardy), P (Present).
- The attendance sheet has formulas to calculate how many students were present/tardy and absent.
- Attendance spreadsheet was shared with teachers.
- Attendance is taken by homeroom teacher (Elementary), designated teacher(Middle School) or by the 1st or 4th period teacher for high school.
- We are using google spreadsheets which allows for multiple collaborators to view the spreadsheet.

ADA Attendance Results for Elementary, Middle, and High for April/May

	April 4/6-4/30 18 School Days	May 5/4 - 5/13 - 8 School Days
Elementary (AIPCS II - K-5 - 444)	ADA% = 95.55% ADA= 424.28	ADA% = 96.95% ADA = 430.50
Middle (AIPCS 235 + AIPCS II 205 = 440)	ADA% = 80.72% ADA= 356.05%	ADA% = 86.53% ADA = 380.75
High School (AIPHS - 411)	ADA% = 93.59% ADA= 384.65	ADA% = 97.01% ADA = 397.75

The Documentation Employed to Determine the Qualitative and Quantitative Effectiveness of The Plan Employed to Determine Daily Attendance K-12

- **Setting the Direction:** We are using a spreadsheet that has embedded formulas that automatically calculates absences and the number that are present or tardy. By having embedded formulas we are eliminating staff calculation errors which allows 100% accuracy.
- **Effectiveness and Daily Accountability:** Admin staff checks that teachers are submitting attendance on time if they do not they email the teachers in the morning to ensure that they complete their attendance in a timely matter.
- **Self Assess and Analyze Data:** If a student is marked absent - parents are called to determine why that student is absent - we have had instances that students have joined classes after their parents are called in the morning. The student that joins late is marked as tardy. This allows administrative staff determine which students are chronically absent, absent and or truant.
- **Outcome & Goal:** to reduce chronic absent students during this time of virtual learning, educate students/families on the importance of attendance and supporting families w/ potential barriers to daily school attendance.

Describe the Issues/Concerns and Resolution That Emanated From The Documentation and Online Communication

Issues/Concerns:

1. Teachers not submitting attendance on time
2. Students having issues with login into their virtual class
3. Families having barriers around internet connectivity
4. Students are having a lack of emotion to get up and join class

Resolution/Action Plan Addressing Concerns:

1. Administrative assistance will send daily emails reminding teachers to take attendance and importance of having this record.
2. Staff is supporting with issues regarding students not being able to login.
3. Providing resources to families around free internet access and other resources that may be needed.
4. Script was created for administrative staff in an effort to address chronic absenteeism and current absences. Script outlines different scenarios a guide for staff of what can be said if families are still having internet connectivity issues and or not being able to get their children online for classes that are feeling a lack of motivation to join class.

Coversheet

HR Report

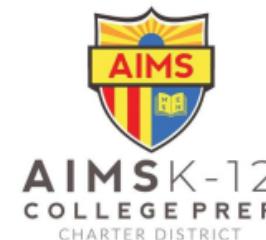
Section: II. Non-Action Items
Item: G. HR Report
Purpose: FYI
Submitted by:
Related Material: HR May Board Report (1) (1).pptx

AIMS K-12

Human Resources

Reporting Period May 2020

Delicia Moghadam, HR Manager



The Wellness Practices That Administrators, Teachers, and Support Staff Are Encouraged To Employ To Promote Overall Mental and Physical Healthy Well-Being

The Wellness Page was created and published on AIMS website posted on 3 different links. The purpose was to provide ALL Staff information and reference to help support Mental and Physical Health.

EMPLOYEE HEALTH & WELLNESS

[Staying connected with students during COVID-19: practical guidance for teachers](#)

[10 ways to take care of yourself during coronavirus](#)

VIDEOS

[Healthy Recipes from Dr. Maring](#)

[COVID-19 Home Exercise Videos](#)

[More Exercise Videos from Kaiser](#)

[Home Exercises for Kids](#)

DOCUMENTS

[AIMS Human Resources Communication](#)

[Help, when you need it most](#)

[About E-visit, telephone, and video appointments from Kaiser](#)

[Kaiser Wellness Resources](#)

[Health classes & programs](#)

Contents available on <https://www.aimsk12.org/covid19-update>

Standalone page: <https://www.aimsk12.org/employe-wellness>

The standalone page linked to <https://www.aimsk12.org/humanresources>

The documentation that is employed to assess the effectiveness of the practices employed

All Teachers and Staff were sent a Coronavirus Prevention and Preparation Memo. The memo is a Official communication to confirm that each Employee has confirmed and will adhere to the requirements for the Coronavirus. They were required to sign the memo and return to HR. The Teachers and staff were sent the information below. The information is posted on under the Covid19 update on AIMS.org.

- ◆ AIMS COVID-19 Human Resources Q&A and FAQ's

Information about pay, work assignment, communication, tracking hours and if a teacher/staff tests positive for Coronavirus.

- ◆ UMUM Employee Assistance Program (EAP) information emailed to Staff

Work/Life balance to help lead a happier and productive life at home at work. Professional Counseling online/phone support.

- ◆ Kaiser Center of Disease Control Coronavirus 2019 (COVID 19)

Way to prevent illness to avoid being exposed to the virus, how to protect yourself per CDC.

The Issues/Concerns and Resolutions That Emanated From The Documentation and On-Line Communication.

- ◆ **Issues** – Most issues were Technical involving work. Setting up to work from home and not having the office essentials and access to their classrooms. Swipe Clock was a problem; Staff were having issues trying to access Swipe clock.
- ◆ **Concerns** – Benefits and Pay, the staff were concerned about how and if they would continue receiving wages and their benefits. There were concerns about how they were going to juggle with virtual teaching for students as well as their own school aged children, if applicable. There are concerns with Staff/Teachers mental well being due to the COVID 19 stay at home order and juggling work and family life.
- ◆ **Resolutions** - Communication and information. A AIMS COVID-19 Human Resources Q&A and FAQ's Information was sent out to all AIMS. The Q & A portion gave information about pay, work, swipe clock, and communication. Signed Telecommuting Checklist to ensure teachers and staff were provided with the their need for remote work. Health and Wellness Page added to aimsk12.org.
- ◆ On-line communications – Email, Zoom meetings and phone

All Full-Time, Part Time, Hourly Positions That Have Been Either Temporarily and/or Permanently Eliminated

- ◆ Refer to the AIMS K12 Temporary Amendment of Job Positions.
Leadership, Certificated, Classified job positions, new duties for Virtual work.
- ◆ Reduction, the below positons and Contracted positons have been furloughed until further notice
 - Cafeteria Staff, Sports Coaches and Interns
 - Contracted Position Reduction: Custodial and Maintenance,
 - Security Guards and Food delivery
- ◆ All Positions at the schools are still being discussed.

AIPCS : IAI Positions will be closed

AIPCS II: To be determined

AIPHS: To be determined

Full Time and/or Instructional and Classified Vacancies

- ◆ Vacancies: 2020-2021 School Year
 - AIPHS: AP Government, Conceptual Physics, Pre-Calculus, ELD, ELA 10, Chemistry, Geometry
Instructional Aid
 - AIPCS II: ELA (6th, 7th, 8th), Math (6th, 7th, 8th)
Instruction Aid (2)
 - AIPCS: Grades (2nd, 3rd, 4th, 5th)

Part Time/Hourly instructional and Classified Vacancies

- ◆ Board of Secretary: Part time.
- ◆ 2020-2021 School year vacancies
 - Elementary
 - Middle
 - High School: Front Desk clerk

On-Line Recruitment Strategies

◆ AIMS K-12 VITURAL FAIR 2020:

May 12, 2020, Invited Universities, Colleges, Community Colleges below and posted in EdJoin. Teachers were invited who were seeking employment. The Heads of School spoke and then presented the CCSA Video. Diablo Valley College Head of Education was in attendance. After the presentation the interested teachers were able to book an appointment for an online interview from 10:40 am -5pm.

- ◆ Post Teacher Positions on the following Online sites: - Indeed – EdJoin - LinkedIn
- ◆ Emailed Information, vacancies, Flyers, Bragato & Hart Vision Award video, Brochure to Head of Education and Deans to:
 - Community Colleges: Alameda, Chabot, Merritt, Laney, Diablo Valley
 - Department of Education Universities/Colleges: UC Berkeley, UC Davis, UC Santa Cruz, Santa Clara University, SF State, East Bay State University, St. Mary's College, Sacramento State University
- ◆ Handshake: Virtual Recruitment Fairs: Currently registering
- ◆ Recruiting Services: SWING - Local Wise - Get Selected (New)

Recruitment Results

- ◆ AIMS Virtual Fair, there were three that interviewed and recommended for a 2nd interview with the Superintendent.
- ◆ EdJoin, we are continuing to get applicants and have offered a position for a Spanish Teacher
- ◆ Select, we are reaching out to potential teachers for Middle School.

Note: The majority of the Teachers/Staff that AIMS have hired for the 2019-2020 school year were from Swing, Local wise and EdJoin.

Qualitative and Quantitative Documentation Rubric That Is Employed To Assess the Effectiveness of The Practices/Strategies Employed

The current quantitative documentation for collecting data for employee used at this time is PayBridge's reports tool. Information obtained for percentages for employee turnovers, new hires, and retention.

Human Resources Challenges /Concerns and Method for Resolution

- ◆ Recruiting qualified teachers to fill the open vacancies for 2020-21
- ◆ Hiring a potential candidate and their FTE is split between Classified and Certificated

Recruitment for Teachers: Should start early January and Job fairs at Universities and Colleges, scheduled by the end of January. It is important to put AIMS out there as much as possible throughout the school year. We are behind with recruiting given the situation with the Coronavirus.

The hiring process protocol needs to be communicated clearer to hiring managers, so that follow through from the request to hire, to on boarding the candidate goes smoother.

Coversheet

Consent Calendar

Section: III. Action Items
Item: A. Consent Calendar
Purpose: Vote
Submitted by:
Related Material: Covid-19 Ecomonic Relief Listing.docx
vent pic 2.jpg
171 12th St Oakland SEWER ESTIMATE .pdf
Vent pic.jpg

A. There are four loans available for businesses under 500 employees

1. Paycheck Protection Program (PPP)

The Paycheck Protection Program is a **loan** designed to provide a direct incentive for small businesses to keep their workers on the payroll. SBA will forgive **loans** if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities.

2. SBA 7(a) Loan

An SBA 504 loan is commercial real estate financing for owner-occupied properties. On the other hand, SBA 7a loans can be used to buy a business or obtain working capital. The maximum loan for an SBA 7a loan amount is \$5 million. A 504 loan's interest rate is fixed, and no outside collateral is required.

3. SBA Express Loans

SBA Express loans are a simple way to receive expedited, amortized government-guaranteed financing for your small business. Entrepreneurs can be granted up to \$350,000 of capital in the form of either a term loan or line of credit. Once received, this capital may be used for various business purposes.

4. Economic Injury Disaster Loan (EIDL)

The Economic Injury Disaster Loan Program (EIDL) can provide up to \$2 million of financial assistance (actual loan amounts are based on amount of economic injury) to small businesses or private, non-profit organizations that suffer substantial economic injury as a result of the declared disaster, regardless of whether the applicant sustained physical damage.

An EIDL can help you meet necessary financial obligations that your business or private, non-profit organization could have met had the disaster not occurred. It provides relief from economic injury caused directly by the disaster and permits you to maintain a reasonable working capital position during the period affected by the disaster. EIDLs do not replace lost sales or revenue.

B. Government Grants

1. EIDL of \$10000.00 you pay zero tax on it.
2. PPP eight weeks of payroll.
3. Unemployment plus \$600.00 (Individuals)
4. \$1200 per taxpayer plus \$500 per child. (Individuals)

C. Tax benefits

1. IRA/401(k) Now you can withdraw \$100,000 without paying any penalty and pay taxes on it in the next 3 years. You can withdraw \$100,000 from your 401k as a hardship loan.
2. Net Operating Loss (NOL) for 2018/2019 and 2020 can be carried back for 5 years.
3. Qualified Improved property (QIP) can be taken as a bonus deduction.
4. Interest deduction has been increased from 30% to 50%
5. Loss Limit for 2018, 2019, and 2020 the excess business **loss** limitation has **been** suspended. It appears that affected taxpayers must amend their 2018 return or 2019 returns to claim the higher **loss**.



PROPOSAL/CONTRACT

STAR ROOTER & PLUMBING, INC.
LIC.#884481; C36/42; INSURED & BONDED
P.O. BOX 490
SAN LORENZO, CA. 94580
TEL:(510) 481-1555 FAX:(510) 481-1741
TECH. JOE RAMOS 510-851-2469
joe@starrooter.com www.starrooter.com



5-11-20

JOBSITE ADDRESS:

Print owners name: **TIFFANY TUNG- OPERATIONS
MANAGER
171 12th St
Oakland, CA 94607**

Job Description

ESTIMATE TO REPLACE MAIN SEWER LATERAL FROM WHERE THE MAIN EXISTS THE FOUNDATION, TO THE CITY MAIN. BY TRENCHLESS METHOD. USING SDR-17 4 INCH. ABOUT 50 FT. WE HAVE TO DIG UP 2 HOLES. THE FIRST HOLE CLOSES TO THE BUILDING, TO INSTALL A 2WAY CLEAN OUT. WE HAVE TO BREAK ASPHALT . STAR ROOTER ITS RESPONSIBLE TO PUT BACK . TO PULL PERMITS, PASS INSPECTION, BACK FILL AND CLEAN UP TO CITY STANDARDS. TO PROVIDE A 20 YEAR EBMUD CERTIFICATE OF COMPLIANCE.

-PERMITS: \$1,000

-PARTS AND MATERIAL: \$2,000

-2 TO 3 DAYS LABOR:\$8,500

-ADMINISTRATION FEES, CAR USE, EQUIPMENT USE.\$ 2,000

WARRANTY: 3 YEARS ON PARTS AND LABOR

TOTAL COST PARTS AND LABOR:\$13,500

IF WYE CONNECTION IS BROKEN ADDITIONAL WILL APPLY.\$500

If lateral is encased in concrete or ductile iron there will be an extra charge. Contractor will not be responsible for any lost of vegetations, plants, trees or landscaping damaged by pipe pull or construction project. Contractor will not repair or replace any of these items. Concrete and landscaping may not be a perfect match to existing. Star rooter is not responsible for any lost or damage vegetation.

WATER WILL BE TURN OFF BETWEEN 7:30 AM AND 5:00 PM THE DAY OF THE JOB.

PLEASE SIGN AND RETURN:

X _____ DATE: _____ 100% due upon sewer installation By signing this contract you accepting prices, specifications and conditions.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. any alteration or deviation from above specifications involving extra costs will be executed only upon verbal or written orders, and will become an extra charge over or above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Star rooter owner to carry necessary insurance. On workers are fully cover by workmen's.

compensation insurance. Inspector overtime inspections not cover in the regular permits.

NOTICE

"UNDER THE MECHANICS LIEN LAW (CALIFORNIA CODE OF CIVIL PROCEDURE SECTION 1181 ET SEQ) ANY CONTRACTOR, SUBCONTRACTOR, LABORER, SUPPLIER OR OTHER PERSON WHO HELPS TO IMPROVE YOUR PROPERTY BUT IS NOT PAID FOR HIS WORK OR SUPPLIER, HAS THE RIGHT TO ENFORCE A CLAIM AGAINST YOUR PROPERTY. THIS MEAN THAT AFTER A COURT HEARING, YOUR PROPERTY COULD BE SOLD BY A COURT OFFICER AND PROCEEDS OF THE SALE USED TO SATISFY THE

INDEBTEDNESS. THIS CAN HAPPEN EVEN IF YOU HAVE PAID YOUR OWN CONTRACTOR IN FULL, IF THE SUBCONTRACTOR, LABORER, OR SUPPLIER REMAINS UNPAID."

2% PENALTY PER MONTH WILL BE CHARGED ON UNPAID BALANCE

(We will start this job immediately due to initializing will waive your right to cancel)



Coversheet

Finance Committee

Section:

III. Action Items

Item:

B. Finance Committee

Purpose:

Vote

Submitted by:**Related Material:**

PPP Audit Checklist (1).docx

Preliminary PPP Audit Expense Detail (1).docx

PPE.docx

2020-2021 PPE Mask Quotation Proposal .docx

Home Operation Monthly Stipend.docx

AIMS PPP PROGRAM AUDIT CHECKLIST

<u>Expense Verification</u>	<u>Responding Party</u>	<u>Status</u>	<u>Due Date</u>	<u>Notes</u>
Documentation including a breakdown of allowable usages: salaries, wages, health and welfare, retirement benefits, employer paid state/local taxes (exclude amount above \$100K pro rata)	CSMC	75% Complete	15-May	Delineating cost from May payroll run that occur during the 8 weeks
Documentation of School Based Federal Funding expenditures	AIMS	Submitted	15-May	
Record separate billing of mortgage interest payment for time period in question	BANK	Awaiting Response	15-May	Requested by AIMS April 30
Statement outlining existing loan covenant restrictions	BANK	Awaiting Response	15-May	Requested by AIMS April 30
Rent Invoices from Regus for time period in question	LANDLORD	95% (awaiting May bill)	15-May	Awaiting May bill

Preliminary Expenses

Salaries and Benefits March 16 - April 30	1,173,522.61
Mortgage Interest	\$ 60,280
Rent	\$ 21,783
Utilities	6239
Preliminary Expense Total	1,261,823.76

*Salaries and benefits have not be delineated by Program details

**Mortgage Interest are based on projected calculation (waiting confirmation on numbers)

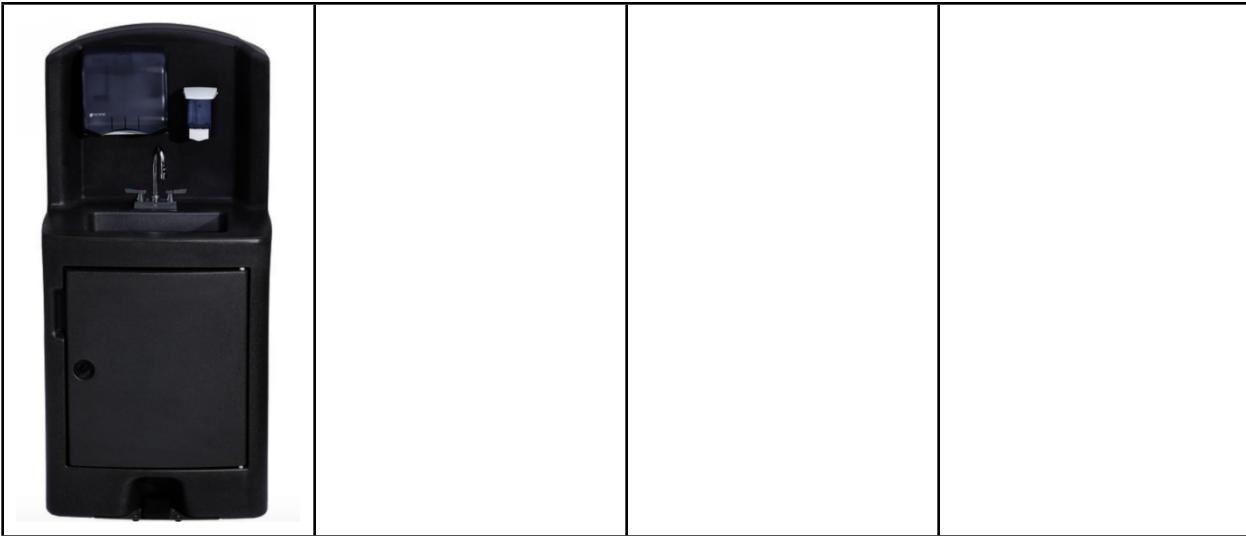
***Rent is a projection based on contracted cost

****Utility cost are activitly being captured

Portable Hand Washing

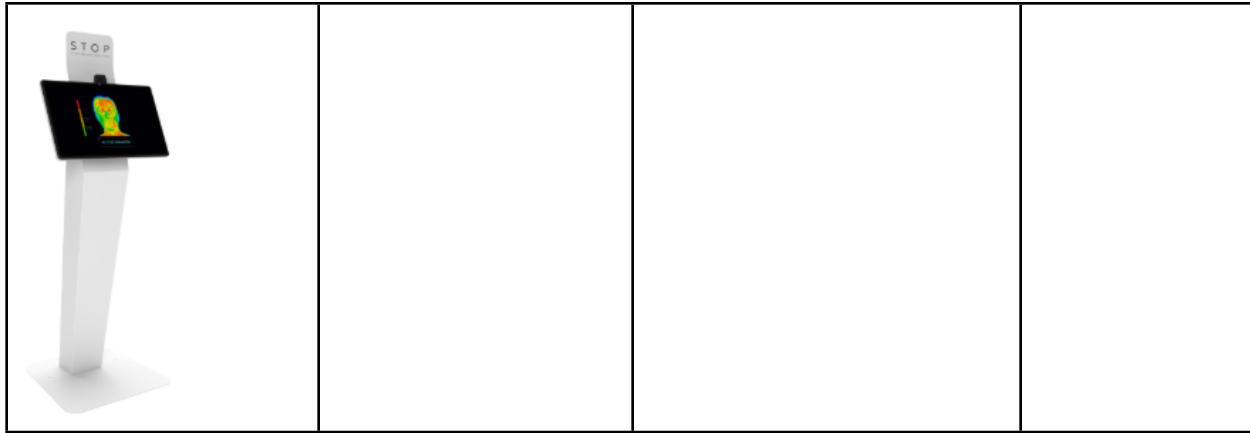
Product	Company (Bids)	Cost Ea.	Total (# of)
	Portable Handwashing	Low - \$998.00	58
		Medium - \$1126.67	
		High - \$1938.93	
	Sustainable Supply	Low - \$833.33	58
		Medium - \$1126.67	

		High - \$1,455.63	
	Webstaurant	Low - \$302.49 Medium - \$1238 High - \$1992.00	58



Thermometer Kiosk

Product	Company (3 Bids)	Cost Ea.	Total
	22Miles	<p>Low: \$900 hardware would need to purchase own tablet (Windows)</p> <p>Median: \$2500 unit</p> <p>High: \$2600 annual: \$480 per unit</p>	20
	Lamasa Tech	<p>Low: \$2340 Wall Mount</p> <p>Medium: \$2460 Desktop</p> <p>High: Floor stand \$2720</p>	20
	Olea Kiosk Inc.	<p>\$2758</p> <p>\$2798</p>	20



Disinfecting Machines

Product	Company (3 Bids)	Cost Ea.	Total
	Wash IQ	Low \$1408.60	10 \$25,900
		Medium \$2101.17	
		High \$2,590.00	
	Clorox 360	\$3999	10 \$39,999

 	Halosil International	\$10,000	10 \$100,000-\$132,500
---	-----------------------	----------	---------------------------

Hand Sanitizer

Product	Company (3 Bids)	Cost Ea.	Total
---------	-------------------	----------	-------

	Central Sanitary Supply	\$28.13 per gallon	275 \$7735.75
	Bulk Apothecary	\$39.95 1 gallon	275 \$9,685.83
	Clean Pro Supply	\$45.00	275 \$12375



AIMS K-12 College Prep Charter District
PPE (Personal protective equipment) Mask for
All AIMS Students and Employee Proposal

About the Number of Masks

Projected Enrollment and Hiring Numbers in School Year 2020-2021				Number of Masks to Order by Age Group									
Grade	AIPCS I	AIPCS II	AIPHS	Age Group	Head count	# of Masks (6 masks /person)	# of Masks Added to Round-up	# of mask Round-up					
K		71		5-7	211	1266	34	1300					
1		71											
2		69											
3		72		8-10	225	1350	50	1400					
4		71											
5		82											
6	75	76		11-14	467	2814	36	2850					
7	82	73											
8	83	80											
9			128	15-17	359	2154	46	2200					
10			123										
11			108										
12			81	>18	231	1386	64	1450					
Employee	130												
Spare	20												
							Total # of Mask to Order	9200					

Vendors Comparison

Vendors	 DISCOUNTMUGS®	 Epromos	 signs.com	 BOATHOUSE ELITE PERFORMANCE OUTERWEAR
	Discount Mugs	E Promos	Signs	Boat House
Material	PolyBlend	Polyester (outer layer) and Cotton (inner layer)	Polyester Fabric	Polyester
# of layers	Unknown	4-Ply	2-Ply	2-Ply
Style	Earloop	Earloop	Fabric Straps	Earloop
Sizes	1 Adult Size	1 Adult Size	Adult & Youth	May offer more sizes
Washable/Reusable	Yes	Yes	Yes	Yes
Customizable	Front side limited area and colors	Front side full custom	Front side full custom	Front and back side full custom
Manufactured in	Unknown	Unknown	Unknown	PA, USA
Set-up Fee	Free	\$55	Unknown	Free
Price / Piece (For 10,000 pcs)	\$6.50	\$4.50	\$11.50	\$10.00
Estimated Cost for 10,000 pcs (shipping excluded)	\$65,000.00	\$45,055	\$115,000.00	\$100,000.00
Update		-May (or may not) offer different sizes	-No samples -Will not meet our preferred delivery date: July 15th - can only produce 500 masks/day	Able to develop new sizes for us

References:

DISCOUNTMUGS®

What are you looking for?

Click to Chat Now or call 1-800-579-7152 Your Cart 

Masks & Sanitizers Clothing & Accessories Bags & Backpacks Drinkware & Can Coolers Glassware & Barware Pens, Pencils & Highlighters Office Tech & Mobile Home, Auto & Wellness Sports & Outdoors Events & Occasions New Arrivals

Wellness Safety Products » Face Masks » SLMSRP12

Polyblend Athletic Masks

[More Images](#)



1 Choose Product Color



2 Select Print Method

Full Color **Blank**

Use this method for full color photos or artwork using over 4 colors of ink or gradient designs.
100% color matching for full color processes not guaranteed.

Qty	30+	120+	500+	1000+	10000+
Full Color	\$9.28	\$8.00	\$7.84	\$7.71	\$6.40
Save	-	14%	16%	17%	31%

 43 People are currently viewing this item.

START DESIGNING NOW

Use our amazingly easy Design Lab

3 Select Quantity & Print Options

How many would you like? x \$6.40 ea.

Where do you want it printed?

SAVE \$50 ? **Product Price: \$64,000.00** [View Charges](#)

4 Select Delivery Date

Ship to State

Estimated Delivery Date (Ground - \$186.00)

Grand Total: **\$64,136.00**



DISCOUNTMUGS®

What are you looking for?

Masks & Sanitizers Clothing & Accessories Bags & Backpacks Drinkware & Can Coolers Glassware & Barware Pens, Pencils & Highlighters Office Tech & Mobile

Design Lab Item # SLMSRP12 : Polyblend Athletic Masks

PRODUCT COLOR:





PPE (Personal protective equipment) Mask for All AIMS Students and Employee Proposal - May 14, 2020 - Page 3

ePromos

All | Search Products Search

Sign In or Register Your Account 0 CART 1

Shop All Products | Bags | Technology | Drinkware | Apparel | Pens | Office & Desktop | Top 100 | Deals

Hand Sanitizers | Masks | Healthcare

Home / Health & Safety / Full Color 4-Ply Polyester Custom Face Mask

Full Color 4-Ply Polyester Custom Face Mask

Item:10011642 SALE



Select Product Color: White +

Quantity: Min. 250

\$4.45 ea.	100	Save \$50 with ePromos ?				
Quantity	250+	500+	750+	1000+	1500+	3000+
Save	6.00%	14.00%	18.00%	23.00%	28.00%	33.00%
Price	\$6.65	\$5.99	\$5.75	\$5.45	\$5.15	\$4.59
Sale	\$6.25	\$5.75	\$5.45	\$5.15	\$4.79	\$4.45

10000 X \$4.45 ea: \$44,500.00
Setup Charge: ? \$55.00

CUSTOMIZE >

Product Total: \$44,555.00

You save \$22,000.00 over minimum quantity pricing

FREE SAMPLE >

Add to Cart

Standard Production Time: 40 business days

ePromos easy! [FIND OUT HOW IT WORKS >](#)

signs.com Price Match Guarantee, 100% Satisfaction Guarantee My Account (Sign In) Support  

Banners Rigid Signs Flags Decals Events & Tradeshows Small Format Photo & Home Decor Signs by Use More Signs

COVID-19 / Coronavirus Resources - We're trying to help flatten the curve! Check out our [free printable templates](#), [custom signage and resources](#), and [custom face masks](#)!

Custom Face Masks

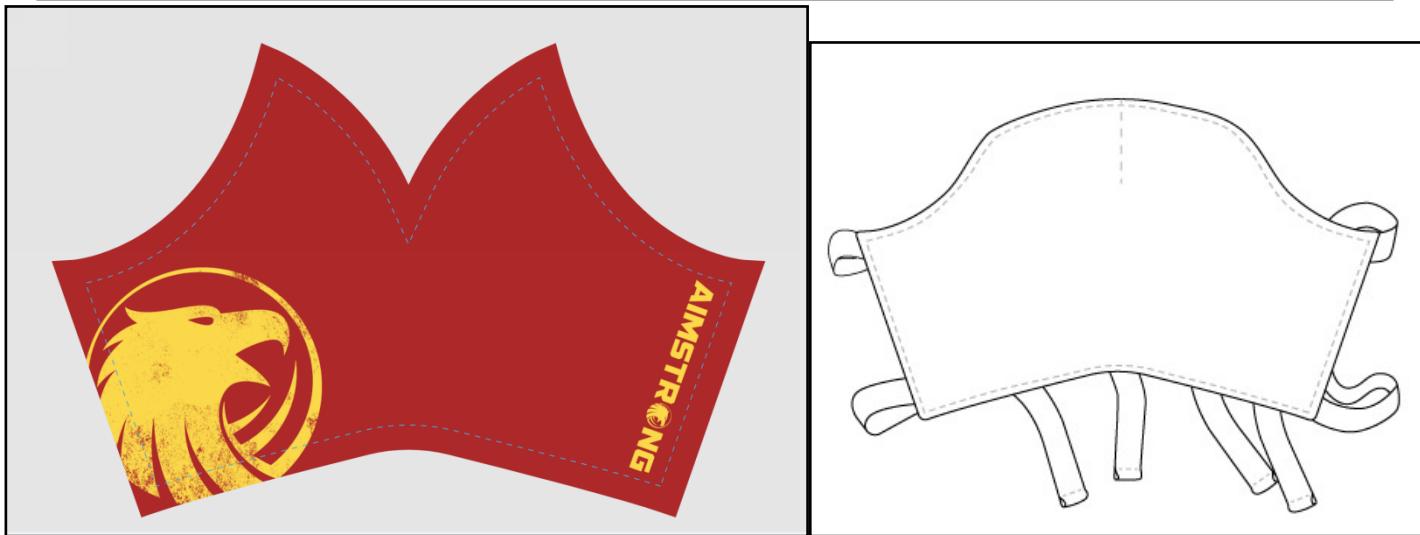
100% Custom • Free Design Services • 5-Day Production (In Stock!) • No Minimum Order

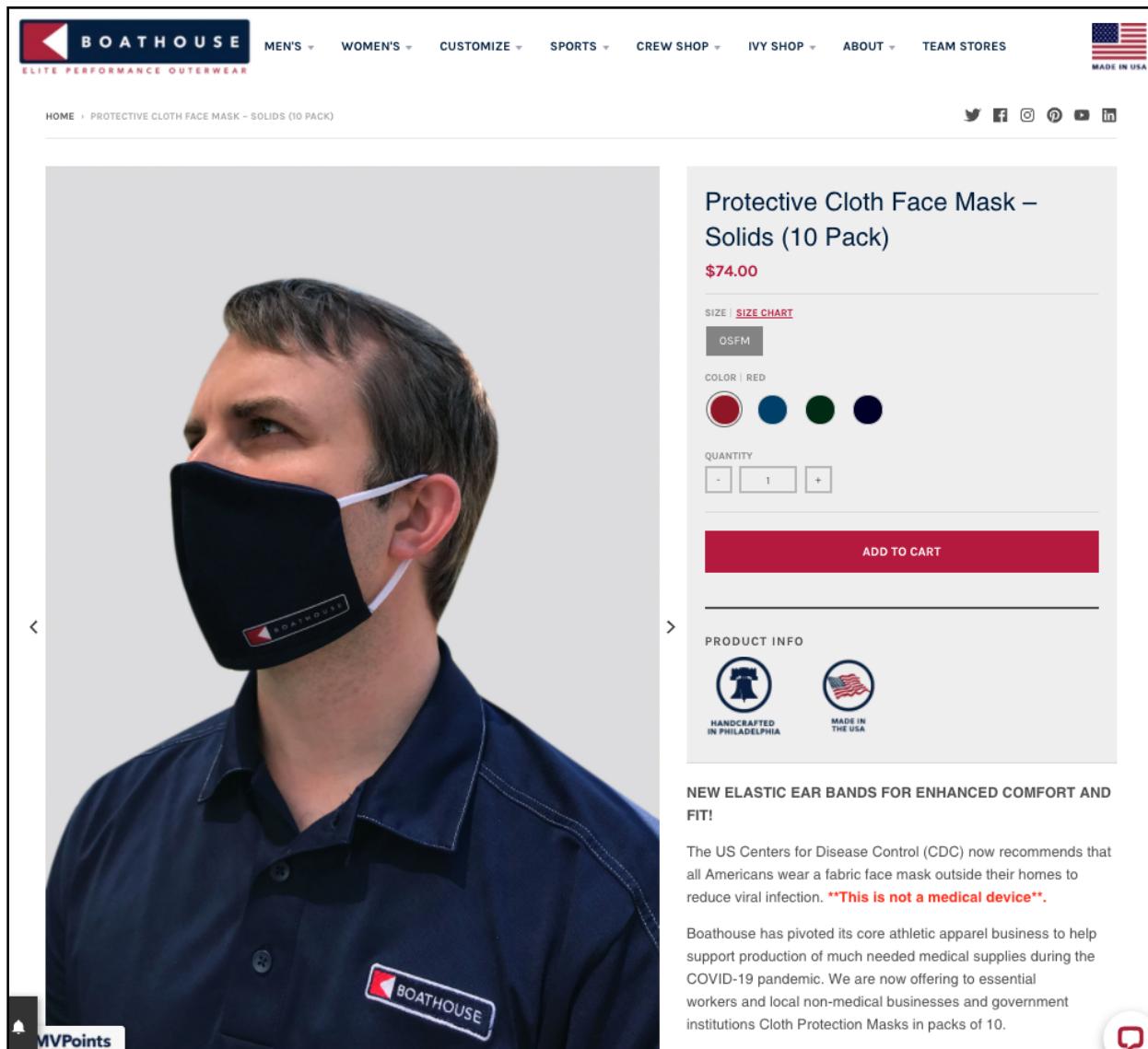


- Breathable 100% 2-Layer Polyester Fabric
- Comfortable Fit With Fabric Straps
- Machine Washable and Reusable
- 2 Sizes Available: Large (most adults) and Small (petite and youth)
- Perfect for Individuals, Employees, & Customers (Brandable)
- Additional Use as a Covering for N95 Masks

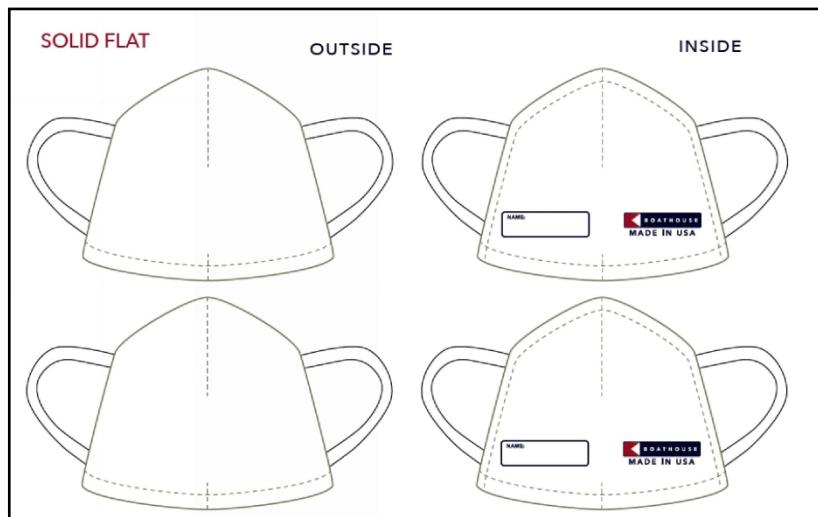
Disclaimer: Signs.com masks are for general use while out in public and are not intended for use in medical settings. We cannot guarantee that the mask prevents infection or the transmission of viruses or diseases.

Size (inches): Qty: Price each: **\$11.48** Want it **Tuesday, May 19** **Get Started**





The screenshot shows a product page for a 'Protective Cloth Face Mask – Solids (10 Pack)' on the Boathouse website. The main image on the left shows a man wearing a black face mask with a white elastic band. The right side of the page contains product details, including the price (\$74.00), size (OSFM), color (Red), quantity (1), and an 'ADD TO CART' button. Below this, there is a 'PRODUCT INFO' section with icons for 'HANDCRAFTED IN PHILADELPHIA' and 'MADE IN THE USA'. A note at the bottom left mentions 'NEW ELASTIC EAR BANDS FOR ENHANCED COMFORT AND FIT!' and a note at the bottom right states: 'The US Centers for Disease Control (CDC) now recommends that all Americans wear a fabric face mask outside their homes to reduce viral infection. ****This is not a medical device**.**' A 'MVPoints' badge is visible in the bottom left corner of the main image area.



BOATHOUSE SPORTS
425 East Hunting Park Ave
Philadelphia, PA 19124
PH: 800-875-1883
FX: 215-425-2068
Alt Ph: 215-425-4300
www.boathouse.com



QUOTATION

Quotation #: **QO-17335-20**
 Customer Account #: **CASCUM**
 Account Name: **AMERICAN INDIAN PUBLIC HS**

S AMERICAN INDIAN PUBLIC HS
H Attn: Maurice Williams
I 746 GRAND AVE
P OAKLAND, CA 94610
USA
T Phone: 510.853.0243
O Email: aimsathletics@aimsks12.org

S AMERICAN INDIAN PUBLIC HS
O 746 GRAND AVE
L OAKLAND, CA 94610
D USA
T Attn: Maurice Williams
O

Quote Date	Est. Leadtime	Payment Terms	F.O.B	P.O. Number	Ship Via	Sport	Sales Rep
5/4/2020	4 Weeks	Prepaid	Origin		F Ups Ground	Athletics	Casey Cummings
			XS	XS/S	S/M	M/L	L/XL
			0	0	0	0	0

ORDER GARMENT DETAILS

Style : MASK_CUSTOM - CUSTOM MASK - MASK_CUSTOM - White

COLOR - FABRIC: A: White - VERSA_DRI_200 1,500 9.99 \$14,985.00
SUBLIMATION: PATTERN: CUSTOM COLORS - A: Red B: Athletic Gold

GARMENT FEATURES:	Description (Code)	Unit Price	Extension
COLLAR/TRIM:			
POCKET:			
LINING:			
PIPING/BRAID:			
GUSSET:			
EMBELLISHMENTS:	Description (Code)	Art Type	Qty Unit Price Extension
Location			
LSP - Left Side Pane	No Placements Selected		1,500
LSP - Left Side Pane			\$39.00

ITEM PRICE SUMMARY	Description	Qty	Unit Price	Sur/Disc%	Extension
	Style MASK_CUSTOM - CUSTOM MA:	1,500	10.02	0	\$15,024.00
	DA - QtyDiscount	1	\$-2,997.00	0%	-2,997.00

ORDER PRICE SUMMARY	Total Amount
Sales Tax shown is only estimated. Actual Sales Tax will be calculated based on final sales amounts and at time of shipment.	\$12,027.00
ORDER SUBTOTAL AMOUNT	\$12,027.00
ESTIMATED SALES TAX	\$1,112.50
PRE-CALCULATED FREIGHT	\$0.00
ORDER GRAND TOTAL	\$13,139.50

Quote is valid for 90 days

******Please review all details for Accuracy******

Call 1-800-875-1883, Ext #1 with Questions.

Art Work for Approval will follow under separate cover.

Please Mail Payments To Boathouse Sports LTD. 425 E Hunting Park Ave Philadelphia, PA,

Page 1 of 1

2019-2020 Home Operation Monthly Stipend

127	Filled Positions
\$100	Monthly Stipend (communication reimbursement)
3	Months of Home Operation April through June.
\$38,100	Projected Salary
\$6,858	Projected Statutory Benefits
\$44,958	Projected Total Compensation

During the Stay at Home order AIMS has continued distance learning requiring the use of staff personal property and home communication. The total projected cost to provide employees with a one-time stipend for reimbursement for the use of these items (including benefits) is \$44,958. The disbursement of this reimbursement, upon Board approval will occur by the June 30th, 2020 payroll