AIMS K-12 College Prep Charter District

Finance Committee Monthly Meeting

Date and Time

Thursday April 16, 2020 at 12:30 PM PDT

Location

Join Zoom Meeting
https://zoom.us/j/97634798193?pwd=RmtNNGJKVDFHc1lBMHkxMVpBbDlLQT09
Meeting ID: 976 3479 8193
Password: 006556

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

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**12:30 PM**
	Opening Items			
	A. Call the Meeting to Order			

		Purpose	Presenter	Time
B.	Record Attendance and Guests			2 m
C.	Public Comment on Non-Action Items			10 m

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

D.	Public Comment on Action Items			10 m

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

II. Non-Action Items — 12:52 PM

-Committee Scheduling Discussoin

A.	Fiscal Monthly Close Update	FYI	Katema Ballentine	10 m
B.	Memo Vendor Notification Update	FYI	Katema Ballentine	5 m
C.	Measure G1 Update	FYI	Katema Ballentine	5 m

III. Action Items — 1:12 PM

A.	Fiscal Policy Update	Vote	Katema Ballentine	5 m
B.	Mail Address Request	Vote	Katema Ballentine	5 m
C.	Directors/Officers Insurance Renewal	Vote	Katema Ballentine	5 m
D.	Remote Banking Request	Vote	Katema Ballentine	5 m

		Purpose	Presenter	Time
E.	RingCentral COVID-19 Assistance Proposal	Vote	Marisol Magana	5 m
F.	BACR Amended Contract	Vote	Marisol Magana	5 m
G.	PowerSchool Renewal Contract	Vote	Marisol Magana	5 m
H.	High School Request	Vote	Maurice Williams	10 m

IV. Closed Session — 1:57 PM

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

B. Recess to Closed Session — FYI

Closed Session Items:

1. Conference with Real Property Negotiators
   (Gov. Code Section 54956.9)

2. Conference with Legal Counsel - Anticipated Litigation
   (Gov. Code Section 54956.9)

C. Reconvene from Closed Session — Vote — 2 m

Roll Call

D. Report from Closed Session — FYI — 3 m

V. Closing Items — 2:12 PM

A. Items For Next Agenda — FYI

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		Purpose	Presenter	Time
	-			
	-			
B.	Adjourn Meeting	Vote		
C.	NOTICES	FYI		

The next regular meeting of the Board of Directors is scheduled to be held April 21, 2020, @ 6:30 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510)220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

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

Coversheet

Fiscal Monthly Close Update

Section:	II. Non-Action Items
Item:	A. Fiscal Monthly Close Update
Purpose:	FYI
Submitted by:	
Related Material:	Monthly Close Update.docx AIMS Board Cover Letter Monthly Close Update.pdf

Monthly Close Update

American Indian Model Schools in partnership with the Charter School Management Corporation (CSMC) preform a monthly close by the 15th of each month.

- **February Close:** Completed March 16, 2020
- **March Close:** Still in progress
  - AIMS submitted required documentation to CSMC on April 6
  - CSMC is in final steps of review
  - Anticipated close April 15th

AIMS Board Meeting Item Cover Letter

Item: Monthly Close Update

Presented By: Katema Ballentine

Staff Recommendation:

Review the update for February and March Monthly Close

Committee Approval: Finance Committee

Total Associated Cost: 0

Included in Budget? N/A

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

Memo Vendor Notification Update

Section: II. Non-Action Items
Item: B. Memo Vendor Notification Update
Purpose: FYI
Submitted by:
Related Material:
Finance Committee Memo Vendor Notification Update April 2020 board meeting.docx
AIMS Board Cover Letter Vendor Notification Update.pdf

MEMORANDUM

TO: Finance Committee
FROM: Katema Ballentine, Business Office
DATE: April 16,2020
SUBJECT: Vendor Notification Update

After reviewing the orders of the Governor and Health Officer during the March 29,2020 Board Meeting, a board action was passed for 53 vendors to continue services, 16 vendors to suspend services and 13 amendments to services/contracts.

As of April 3, 2020 letters were mailed to the following vendors to confirm the board approved status:

CONTINUE

STATUS	VENDOR	Continue/Amend/Suspend
Sent	Acme Fire Extinguisher Co.	**Continue**
Sent	Aflac	**Continue**
Sent	Alameda County Property Tax	**Continue**
Sent	All-Cal Insurance Co	**Continue**
Sent	APPLE Inc	***Continue***
Sent	AT&T	***Continue***
Sent	AT&T Wireless	***Continue***
Sent	Berkshire Hathaway Oak River	***Continue***
Sent	California State Disbursement Unit	***Continue***
Sent	CALPERS	***Continue***
Sent	Capital Premium D&O loan 288122	***Continue***
Sent	Charter Schools Association	***Continue***
Sent	Comcast	**Continue**
Sent	Comcast Business 939756933	**Continue**
Sent	East West Bank-Mortgage	**Continue**
Sent	EBMUD	**Continue**
Sent	Elan Corporate-Credit Cards	**Continue**
Sent	Fire & Security Alarm Company	**Continue**

Sent	Franchise Tax Board	**Continue**
Sent	Great American Insurance Co.	**Continue**
Sent	Illuminate	**Continue**
Sent	Kaiser Permanente	**Continue**
Sent	Kos-Reed Group	**Continue**
Sent	National Payment Center (US Department of Ed)	**Continue**
Sent	OUSD-Rent Lakeview only	**Continue**
Sent	PAYBRIDGE-INVOICE	**Continue**
Sent	PAYROLL TAX-PAYBRIDGE	**Continue**
Sent	PG & E	**Continue**
Sent	Regional Employee Benefits Council	**Continue**
Sent	Regus Management	**Continue**
Sent	Staples Advantage	**Continue**
Sent	State Board of Equalizations	**Continue**
Sent	TEC Lease	**Continue**
Sent	Verizon Wireless	**Continue**
Sent	VSP Vision Insurance	**Continue**
Sent	Eide Bailey (Formerly VTD)	**Continue**

SUSPEND

STATUS	**VENDOR**	**Continue/Amend/Suspend**
Sent	***Alhambra Water***	***Suspend***
Sent	Carrier Corporation	***Suspend***
Sent	CLM Group, Inc/ Mealtime	**Suspend**
Sent	First Note Inc	**Suspend**
Sent	Nob Hill Catering Inc	**Suspend**
Sent	***Pitney Bowes-Purchase Power***	**Suspend**
Sent	Rojas Janitorial Service	**Suspend**
Sent	School Food Solution	**Suspend**
Sent	AVID: Advanced Via Individual Determination	***Suspend***

	12th STREET RECONSTRUCTION VENDORS	
Sent	J C Cruz	***Suspend***
Sent	Precise	***Suspend***
Sent	Rojas Janitorial	***Suspend***
Sent	Burton Builders	***Suspend***
Sent	AMC Glass	***Suspend***
Sent	CoDesign	***Suspend***
Sent	Gelfand Partners Architects, Inc	***Suspend***
Sent	Hertz Furniture	***Suspend***

AMEND

STATUS	**VENDOR**	**Continue/Amend/Suspend**
In Review	**Bay Area Community Resources (BACR)**	**Amend**
In Review	**Charter School Management Corp**	**Amend**
Sent	**Clark Pest Control**	**Amend**
Sent	**Local-Wise**	**Amend**
Sent	**MRC**	**Amend**
Sent	**Paramount Elevator**	**Amend**
Sent	**Swing Education**	**Amend**
In Review	**TCI**	**Amend**
Sent	**US Bank Equipment Finance**	**Amend**
Sent	**Waste Management**	**Amend**
Sent	**Xerox Corporation**	**Amend**
Sent	**Xerox Financial Services**	**Amend**
Sent	**YMC**	**Amend**

AIMS Board Meeting Item Cover Letter

Item: Vendor Notification Update

Presented By: Katema Ballentine

Staff Recommendation:

Review the status of the Vendor Notification for the recent Board decision about services

Committee Approval: Finance Committee

Total Associated Cost: 0

Included in Budget? N/A

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

Measure G1 Update

Section: II. Non-Action Items
Item: C. Measure G1 Update
Purpose: FYI
Submitted by:
Related Material:
American Indian Model Schools Measure G1 Final Report 2019 (1).pdf
American Indian Model Schools Measure G1 Final Communication Ltr 2019 (1).pdf
AIMS Board Cover sheet Measure G1.pdf

Independent Auditor's Report on Compliance
and Supplementary Schedules
June 30, 2019

American Indian Model Schools
Oakland Unified School District
Measure G1 Parcel Tax

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CPAs & BUSINESS ADVISORS

Independent Auditor's Report

Governing Board
American Indian Model Schools
(A California Nonprofit Public Benefit Corporation)
Oakland, California

Compliance

We have audited American Indian Model Schools (the Schools) compliance with the requirements described in the November 8, 2016 Measure G1 for the year ended June 30, 2019.

Management's Responsibility

Compliance with the requirements referred to above is the responsibility of American Indian Model Schools management.

Auditor's Responsibility

Our responsibility is to express an opinion on the Schools' compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the Schools November 8, 2016 Measure G1 occurred. An audit includes examining, on a test basis, evidence about the Schools' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Schools' compliance with those requirements.

Opinion

In our opinion, the Schools complied, in all material respects, with the compliance requirements referred to above that are applicable to the November 8, 2016 Measure G1 for the year ended June 30, 2019.

Internal Control Over Compliance

Management of American Indian Model Schools is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit, we considered the Schools' internal control over compliance to determine the auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Schools' internal control over compliance.

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A *deficiency in internal control over compliance* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses in internal control over compliance. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing. Accordingly, this report is not suitable for any other purpose.

Eide Bailly LLP

Rancho Cucamonga, California
February 24, 2020



Appendix I
Summary of Audit Procedures

Objectives of our audit

- Ensure proceeds and expenditures of the parcel tax are fully accounted in the books and records of the Schools.
- Ensure expenditures are in support of allowable uses as per the ballot language, separately with respect to middle school grants, salary for school site educators, and administrative overhead.
- Ensure that middle school grant expenditures agree with the education improvement plans that were approved by the Citizens' Oversight Committee.
- Ensure that expenditures of Measure G1 are only for supplemental activities.

Scope

- Schools' expenditures funded by measure G1 during the fiscal year ending June 30, 2019.

Methodology

The following describes the audit procedures and our related findings.

1. Obtain parcel tax expenditure detail reports prepared by the Schools and agree amounts to the general ledger.

   Finding - No exceptions were identified from applying this procedure. The Measure G1 accounting records are complete and include all activity during the fiscal year. The summary financial schedules provided in Appendix II reconcile with the Schools' accounting records.

2. Review the nature of the expenditures incurred by the school sites, and review source documents as appropriate, to ensure they were within the specific purposes of the ballot language.

   Finding – No exceptions were identified from applying this procedure. We analytically reviewed the entire population of expenditure accounting records to search for transactions outside the scope of allowable expenditures. Individual transactions were selected for additional audit analysis, which includes reviewing source documents such as invoices, contracts, purchase orders, or payroll records. Subjected to the additional audit analysis were 40 individual transactions aggregating $74,331 or 100% of the total Schools' site level transactions.

3. Ascertain if salary increases were used to supply raises to "school site educators," as the term is used in the ballot text.

   Finding – Not applicable as the Schools did not have any salary expenditures for the period.

4. Ensure the same percentage increase in salary was applied to all school site educators.

   Finding – Not applicable as the Schools did not have any salary expenditures for the period.

5. Verify if the parcel tax is funding supplemental activities by performing the following procedures. Ascertain if funds were used to provide services which were required to be made available by virtue of being a school. Also, perform procedures to ascertain whether the parcel tax funded services that were previously provided with another funding source.

   Finding – No exceptions were identified from applying this procedure.

6. Recalculate the 65/35 percent allocation between raises for school site educators and middle school grants.

   Finding – Not applicable as the Schools did not have any salary expenditures for the period.

7. Test a sample of expenditures to ensure they were spent following the approved education improvement plans.

   Finding – No exceptions were identified from applying this procedure. We reviewed 40 transactions and verified that they are consistent with the approved plan.

8. Examine supporting documentation to validate the amount of Measure G1 Parcel Tax revenues received.

   Finding – No exceptions were identified from applying this procedure.



Appendix II
Summary Financial Schedules

Table 1, Allocations and Ending Balances as of and for the year ended June 30, 2019

Site	Carryover at June 30, 2018	FY 2018-19 Allocation	FY 2018-19 Actual expense	Carryover at June 30, 2019
Charter Schools				
American Indian Public Charter Ii	$ 53,368	$ 31,435	$ 51,485	$ 33,318
American Indian Public Charter School	26,684	21,114	22,846	24,952
Total	$ 80,052	$ 52,549	$ 74,331	$ 58,270

Notes to Table 1

With respect to charter schools, the "actual" column is reimbursement requests made by the Schools for fiscal year 2018-19.

EideBailly

CPAs & BUSINESS ADVISORS

February 24, 2020

To the Governing Board
of the American Indian Model Schools
(A California Nonprofit Public Benefit Corporation)
Oakland, California

We have audited American Indian Model Schools (the Schools) compliance with the requirements described in the November 8, 2016 Measure G1 for the year ended June 30, 2019 and have issued our report thereon dated February 24, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards*

As communicated in our letter dated February 21, 2020, our responsibility, as described by professional standards, is to plan and perform the audit to obtain reasonable assurance about whether the Schools complied with the compliance requirements of the Measure G1 for the fiscal year ending June 30, 2019. Our audit of compliance does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the Schools complied with Measure G1. An audit of compliance in accordance with *Government Auditing Standards* includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Schools solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

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Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Schools' financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated February 24, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Schools, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Schools' auditors.

This report is intended solely for the information and use of the Governing Board of the American Indian Model Schools, and management of the Schools and is not intended to be, and should not be, used by anyone other than these specified parties.

Eide Bailly LLP

Rancho Cucamonga, California

AIMS Board Meeting Item Cover Letter

Item: Measure G1 2018-2019 Audit

Presented By: Katema Ballentine, CBO

Staff Recommendation:

Acknowledge the completion and submission of the Measure G1 Audit for the 2018-2019 Fiscal Year

Committee Approval: Finance Committee

Total Associated Cost: 0

Included in Budget? Yes

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

Fiscal Policy Update

Section:	III. Action Items
Item:	A. Fiscal Policy Update
Purpose:	Vote
Submitted by:	
Related Material:	FISCAL POLICY UPDATE Policy 203 Signature Authority.docx AIMS Board Cover Letter COVID19 Signatory Authorization.pdf

FISCAL POLICY UPDATE:

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

203 Signature Authorities

Board Approved Policy:

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

COVID-19 Amended Policy:

In response to the recent legislative action, American Indian Model Schools has identified Essential Service in accordance with 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.*

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

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

AIMS Board Meeting Item Cover Letter

Item: Covid-19 Fiscal Policy Update: Signatory Authorization

Presented By: Katema Ballentine

Staff Recommendation:

Approve the update to the signatory authorization policy that was originally approved at the August 29, 2019 board meeting. The changes are based on the "Stay in Place" order.

Committee Approval: Finance Committee

Total Associated Cost: 0

Included in Budget? N/A

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

Mail Address Request

Section: III. Action Items
Item: B. Mail Address Request
Purpose: Vote
Submitted by:
Related Material:
Finance Committee Memo Mail Address Request April 2020 board meeting.docx
AIMS Board Cover Letter Temporary Mail Change Request.pdf

MEMORANDUM

TO: Finance Committee
FROM: Katema Ballentine, Business Office
DATE: April 16,2020
SUBJECT: Covid-19: Mail Address Request Change

In order to comply with the State of California's quarantine and the directive provided by the American Indian Model School Governing Board to follow the stay in place order, the receipt of business mail has become difficult.

In the first week of the order AIMS Chief Finance Officer established an off-site address at an Oakland UPS store that allowed staff to receive mail closer to their homes to limit exposure. The address of this location is:

4100 Redwood Road
Oakland, CA 94612

This location was used to forward payroll and accounts payable checks between AIMS and our back office. As of March 31, 2020 our back office is now mailing those checks directly to the recipients. Recently, a request to send mail to this address was denied through the Oakland Post Master.

The remaining options for mail delivery and retrieval are as follows:

- Continue Delivery to 171 12th Street, Oakland — Requires Daily pick-up
- Hold mail at Downtown Oakland Post Office — Requires weekly pick up
- Deliver mail to Authorized Staff Member home — Stay in Place followed

A recommendation is needed to proceed.

AIMS Board Meeting Item Cover Letter

Item: Temporary Mail Address Change

Presented By: Katema Ballentine

Staff Recommendation:

Approve the change in procedure for remote banking process due the "Stay in Place" order.

Committee Approval: Finance Committee

Total Associated Cost: 0

Included in Budget? N/A

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

Directors/Officers Insurance Renewal

Section:	III. Action Items
Item:	C. Directors/Officers Insurance Renewal
Purpose:	Vote
Submitted by:	
Related Material:	Insurance Memo Directors and Officers April 2020 board meeting.docx AIMS Board Cover Letter Directors and Officer Insurance.pdf

MEMORANDUM

TO: Finance Committee
FROM: Katema Ballentine, Business Office
DATE: April 16,2020
SUBJECT: Insurance information Finance Committee and Board of Directors

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

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

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

INSRUANCE POLICIES:

Directors and Officers – Annual Renewal March 31 2020 – March 31 2021
Professional Governmental Underwriter Insurance Company

Premium Amount: $51,034.99

$ 48,893.00 – Directors & Officers
$ 1,474.14 – Surplus Tax & Fee's
$ 245.00 – Policy Fee
$ 300.00 – Broker Fee
$ 51,034.99 – Total

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

Liability
Educators Legal Liability: $1,000,000
Employer Practices Liability: $1,000,000
Included: Harassment/Bullying Coverage
Retention (deductible) $50,000

Here is a list of the insurance carriers that All-Cal Insurance approached:

The Hartford
One Beacon
CorRisk
Ironshore
RSUI
Chubb
Euclid
Hiscox
AIG
Allied World
Great American
Markel
Carolina Casualty
THB
CAN

AIMS Board Meeting Item Cover Letter

Item: Directors and Officers Insurance Renewal

Presented By: Katema Ballentine

Staff Recommendation:

Approve the renewal of the Directors and Officers Insurance beginning March 31, 2020 through March 31, 2021

Committee Approval: Finance Committee

Total Associated Cost: 51,034.99

Included in Budget? Yes

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? No

Which LCAP?

Coversheet

Remote Banking Request

Section: III. Action Items
Item: D. Remote Banking Request
Purpose: Vote
Submitted by:
Related Material:
Finance Committee Memo Remote Banking Process April 2020 board meeting.docx
AIMS Board Cover Letter Remote Banking Process.pdf

MEMORANDUM

TO: Finance Committee
FROM: Katema Ballentine, Business Office
DATE: April 16,2020
SUBJECT: Remote Deposit Process

In order to comply with the State of California's quarantine and the directive provided by the American Indian Model School Governing Board to follow the stay in place order, the processing of incoming revenue checks requires temporary remote processing.

In working with East West Bank and Community Bank of the Bay remote deposit conversion is possible. The process for remote deposit is below

- Checks received via mail
- Deposit records for CSMC are created
- Deposit Records for the Bank are created
- Checks are scanned through a magnetic reading Check Scanner
- Check Scanner prints "Deposited" once accepted by bank system
- Deposited Checks and CSMC deposit records are scanned and sent to CSMC
- Original "Deposited" Checks and documents are locked in safe

Based on the process listed above, the Chief Business Officer requests the approval to process revenue checks through remote processing as long as the stay in place order is in effect.

AIMS Board Meeting Item Cover Letter

Item: Remote Banking Process

Presented By: Katema Ballentine

Staff Recommendation:

Committee Approval: Finance Committee

Total Associated Cost: 0

Included in Budget? N/A

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

RingCentral COVID-19 Assistance Proposal

Section:	III. Action Items
Item:	E. RingCentral COVID-19 Assistance Proposal
Purpose:	Vote
Submitted by:	
Related Material:	Please_DocuSign_(COVID_19)_Evaluation_Form-_ (1).pdf

RingCentral®

RINGCENTRAL COVID-19 ASSISTANCE PROGRAM

Objective: The RingCentral COVID-19 Assistance Program is intended to support schools facing closure and healthcare providers and non-profits supporting the fight against COVID-19 to support mission-critical business communication and collaboration.

Description: Unless otherwise agreed by RingCentral in writing, the COVID-19 Assistance Program will include the following:

1. **Eligible Participants:**
   - K-12 schools facing closure due to COVID-19 virus
   - Non-Profit organizations (Health and Welfare Services) fighting COVID-19
   - Healthcare providers fighting COVID-19

2. **What is included:**

   - **Existing Customers:**
     - Users of RingCentral Essential and Standard: RingCentral will increase meeting capacity to 100 participants per meeting for eligible participants (as defined)

   - **New Customers:**
     - Free Digital Lines (Premium edition) to enable employees not currently covered by a RingCentral subscription. Includes telephone numbers in eligible countries. Number Porting is not included.

3. **Covered Countries**
   - Eligible Participants must be entities established in one of the following countries:
     - United States
     - Canada
     - United Kingdom
     - France
     - Ireland
     - Netherlands
     - Australia
   - Global Office:
     - Eligible Participants enrolling in this program from one of the Covered Countries could request Global Office Digital Lines in the countries in which RingCentral currently offers those services.
     - A list of the Global Office countries could be found here link
4. **Term:**
   - The services will be provided free of charge for 3 months from the Start Date.

5. **Remote Implementation Support for New Customers:**

In Process

- Up to 2 hours of remote support services to assist New Customer to set up the system and access to on-line training to administer the system
- .

6. **Expiration Date**:
   - Offer valid untill June 15, 2020

7. **Commitment**:
   - No commitment to purchase the services is required.

Limitations:

I. Excludes toll free numbers and minutes, international numbers, international long-distance, and any other usage related charges.
II. Excludes porting of existing telephone numbers.
III. Excludes telephones and any other equipment.
IV. RingCentral reserves the right to stop offering this program at any time at its sole discretion without prior notice, and reserves the right to accept or reject participation at its sole discretion.
V. Participation in the plan is subject to execution of the Enrollment Form.
VI. RingCentral reserves the right to request evidence of residency or other proof of eligibility.
VII. For existing customers, this Assistance Program shall not be interpreted in any way in which will reduce the Customer obligations under existing Contracts with RingCentral or its subsidiaries and affiliates.
VIII. Other restrictions may apply.

In Process

RingCentral®

RINGCENTRAL
COVID-19 ASSISTANCE PROGRAM
Enrollment Form
New Customers

"Customer", "You":		
Address:		
City, State, Province, Postal Code:		
"Your Country":	[United Sates, United Kingdom, Australia, Canada, France, Netherlands, Germany, or Ireland]	
"Services*":	Description	Quantity (Digital Lines)
	RingCentral Office, Premium Edition	
	Global Office [Country]	
"Assistance Period":	90 days from the Start Date.	
"Start Date"	Day in which RingCentral receives Customer agreement to this Enrolment Form	
"RingCentral"	Means as the case may be i) RingCentral Inc, if the Country is the United States or Canada or any other country not listed below; ii) RingCentral UK limited, if Your Country is the United Kingdom; iii) RingCentral Australia PTY LTD if Your Country is Australia; iv) RingCentral France SAS if Your Country is in Europe.	
* Excludes toll free numbers and minutes, international numbers, international long-distance and any other usage related charges.		

In Process

RingCentral appreciates the opportunity to support you during this difficult time and to be able to help to you get back to business. RingCentral will provide the Services free of charge during the Assistance Period. In addition, if you require help to setup the Services, the RingCentral Professional Services team will provide remote support free of charge for up to 2 hours and access to on-line training to administer the system. Please contact your Account Executive to schedule your support.

We understand that You are not making any commitments to subscribe to the Services at this time. If at the end of the Assistance Period, You decide that you do not want to continue using the Services, You should simply let us know and stop using the Services.

The provision and use of the Services shall be governed by the terms and conditions set forth in the RingCentral Online Terms of Service posted on the RingCentral website applicable to Your Country** except that the subscription fee for the Services will be waived during the Assistance Period.

Customer represents that it complies or will comply with the following conditions: i) is an educational institution affected by COVID – 19, or a non-for-profit organization or healthcare provider involved in helping communities to respond to the COVID-19 virus; ii) the Services will be used for educational purposes or community services related to fighting and responding to the COVID-19 virus, in compliance with the RingCentral Online Terms of Service applicable to Your Country; iii) the Customer main place of business is the US, Canada, United Kingdom, Australia, France, Germany, Netherlands, Ireland . Customer agrees to provide proof of eligibility and satisfaction of these conditions upon RingCentral's request. RingCentral reserves the right to terminate or suspend the Services at any time without prior notice if at RingCentral's discretion the Customer is not eligible for participation.

To start Your free of charge Services, please acknowledge your acceptance of the terms and conditions hereof by no later than _____ . To do so, You could either sign and return this document or, if that is not possible under the circumstances, please simply respond to this email expresing your agreement, full name and title.

We at RingCentral sincerely hope that conditions improve shortly and appreciate the opportunity to assist you during this time.

Customer

_____

By: _____

Name: Marisol Magana

Title: _____

Date: _____

RingCentral

DocuSigned by:

By: Faiza Hughell
FC60EBB8E83A4CC...

Name: Faiza Hughell

Title: VP Direct Sales

Date: 3/16/2020

** UK: https://www.ringcentral.co.uk/legal/tos.html; Europe: https://www.ringcentral.fr/legal/tos.html; Australia: https://www.ringcentral.com.au/legal/tos.html; US, Canada and rest of the world: https://www.ringcentral.com/legal/eulatos.html

Coversheet

BACR Amended Contract

Section: III. Action Items
Item: F. BACR Amended Contract
Purpose: Vote
Submitted by:
Related Material: Amendment AIMS-BACR (2).docx

AMENDMENT OF SECTION IV.

AGREEMENT FOR AFTER SCHOOL PROGRAM SERVICES & FUNDING

This Agreement for After School Program Services & Funding ("Agreement") establishes the material terms of the business relationship between Bay Area Community Resources ("BACR") and American Indian Model Schools ("AIMS" or "School") for American Indian Public Charter and American Indian Public Charter School II for the provision of certain educational services (as further detailed below) at the AIMS school site during the 2019-20 school year. BACR and AIMS are each referred to individually as a "Party," and collectively as the "Parties." This Agreement is effective upon execution by representatives of each Party ("Effective Date").

IV. PROGRAM BUDGET AND MANAGEMENT FEE

The budget for the Program at AIMS for the 2019-20 year is $354,764 After School Education & Safety Program (ASES). AIMS will contribute School Day funds of $40,000.

School staff and BACR staff will meet no later than the third Friday of each month in order to review various Program-related matters, including enrollment numbers and Program Fee collections.

At this monthly meeting, BACR will provide AIMS a written report of Program Fees it has collected from the parents of Program participants for the prior month, as well as any overdue Program Fees and late fees for that same month ("Program Fees Report"). In the event that Program Fee collections are below $84,250, AIMS will fund any shortfall, regardless of amount. In addition, AIMS will fund any related late fees not already paid, as described above in Section (II)(C)(6). BACR will invoice AIMS for the shortfall, if any, and payment by the School will be made within thirty (30) days of issuance of BACR's invoice.

For the sake of clarity, the Parties expressly agree that the School (not BACR), shall solely fund any shortfall in collections of Program Fees, whether such shortfall is caused by lower than expected enrollment, non-payment by Program participants, or any other reason. But for this express agreement and commitment by AIMS, BACR would not enter into this Agreement on these terms.

In the event BACR receives payment of any Program Fees after the School has covered the same, e.g., in the event of an exceptionally late payment by Program participant to BACR, then BACR shall report the same to the School as part of the monthly meeting and that amount shall be used to offset any future payment of the Management Fee, so that BACR does not receive double payment at any time.

If enrollment trends over two (2) or more consecutive months indicate more than a 10% change in Program enrollment as compared to the current expected level of 140 participants, then the Parties will meet and confer on proposed changes to Program-related terms, including staffing, student groupings, and the Management Fee on a go-forward basis (i.e., non-retroactive) following execution of any addendum. The Parties will document the results of any such discussions and memorialize any related changes in an addendum to this Agreement.

Effective as of the Date noted above upon signature of both parties.

AMERICAN INDIAN MODEL SCHOOLS	BAY AREA COMMUNITY RESOURCES, INC.
By:_____	By:_____
Its:_____	Its:_____
Printed Name:_____	Printed Name:_____

BACR Initials _____
School Initials _____

Powered by BoardOnTrack

Coversheet

PowerSchool Renewal Contract

Section: III. Action Items
Item: G. PowerSchool Renewal Contract
Purpose: Vote
Submitted by:
Related Material: PowerSchool Renewal (1).pdf

150 Parkshore Dr, Folsom, CA 95630
Remit Email: renewals@powerschool.com
FAX: (916) 288-1588
Quote Date: 2/28/2020
Quote #: Q-315469-1

Prepared By:	Aidan Becker	Customer Contact:	
Customer Name:	American Indian Public High School	Title:	
Contract Term:	12 Months	Address:	40925 County Center Dr Ste 110
Start Date:	7/1/2020	City:	Temecula
End Date:	6/30/2021	State/Province:	California
		Zip Code:	92591
		Phone #:	

Product Description	Quantity	Unit	Unit Price	Extended Price
License and Subscription Fees				
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 445.58	USD 445.58
PowerSchool SIS Subscription	1,375.00	Students	USD 7.29	USD 10,023.75
PowerSchool SIS Hosting	1,375.00	Students	USD 4.59	USD 6,311.25

License and Subscription Totals: **USD 16,780.58**

Year One Total	**USD 16,780.58**

On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All PowerSchool invoices must be paid within thirty (30) days of the date on the invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement.

This renewal quote will continue to be subject to and incorporate the terms and conditions found at https://www.powerschool.com/wp-content/uploads/PowerSchool-Service-Agreements/PowerSchool-MASTER-SERVICES-AGREEMENT-01-01-20.pdf .

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

American Indian Public High School

Signature: 

Printed Name: Gregg Clevenger

Title: Chief Financial Officer
Date: 2-28-2020
PO Number: _____

Signature: _____

Printed Name:_____

Title: _____
Date: _____

Coversheet

High School Request

Section: III. Action Items
Item: H. High School Request
Purpose: Vote
Submitted by:
Related Material: Seniors Letterman Jacket Request Finance Committee - Cost Total.pdf

AIMS HS Letterman Jacket Request for Seniors

Item	Price Ea.	# Items	Item Total
Base Jacket	$110.00	65	$7,150.00
Leather Sleeves	$70.00	65	$4,550.00
Chest Embroidery	$5.00	65	$325.00
Grad Year Embroi	$9.00	65	$585.00
Embroidery Back	$8.00	65	$520.00
Eagle Embroidery	$26.00	65	$1,690.00
Shipping	$3.95	65	$256.75
Sub Total			$15,076.75
Tax	9.25%		$1,394.60
Contengency	$54.29	65	$3,528.65
Preliminary Cost		$16,471.35	
Preliminary Cost + (Contengency Request)		$20,000	