AIMS K-12 College Prep Charter District

Special Governance Committee Meeting

Date and Time

Tuesday March 24, 2020 at 6:00 PM PDT

Location

Maya Woods-Cadiz is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://zoom.us/j/219607511?pwd=YjFHZmhEOWpJZWh3LzhMKzgxZW4ydz09
Meeting ID: 219 607 511
Password: 095733
One tap mobile
+16699006833,,219607511# US (San Jose)
+13462487799,,219607511# US (Houston)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)
+1 253 215 8782 US
Meeting ID: 219 607 511
Find your local number: https://zoom.us/u/acw6W2086A

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public

meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:00 PM**
	Opening Items			
A.	Call the Meeting to Order			1 m
B.	Record Attendance and Guests	Vote		2 m
C.	Public Comments on Non-Action Items	Discuss		5 m
	Public Comment on Non-Action Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			
D.	Public Comments on Action Items			5 m
	Public Comment on Action Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			
II.	**Action Items**			**6:13 PM**
	Governance			
A.	Approve Minutes	Approve Minutes	Toni Cook	5 m
	Approve minutes for Governance Committee Monthly Meeeting on February 10, 2020			
B.	Educational Continuity Preparedness Plan	Vote	Maya Woods-Cadiz	5 m
C.	Virtual Meetings	Vote	Maya Woods-Cadiz	5 m

		Purpose	Presenter	Time
III.	**Closed Session**			**6:28 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.	Closed Session Items Superintendent Mid Year Evaluation	Vote	Maya Woods-Cadiz	30 m
C.	Reconvene from Closed Session	Vote		2 m
IV.	**Closing Items**			**7:10 PM**
A.	Items for Next Agenda	FYI		

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B.	Adjourn Meeting	Vote		
C.	NOTICES	FYI		

The next regular meeting of the Board of Directors is scheduled to be held on March 31, 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.

	Purpose	Presenter	Time

I, __Kellie Minor_ hereby certify that I posted this agenda at the AIMS Campus 171 12th street, Oakland, CA 94607 on, March 23, 2020, at 6:00 PM.
Certification of Posting

Coversheet

Approve Minutes

Section: II. Action Items
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Governance Committee Monthly Meeeting on February 10, 2020

APPROVED

AIMS K-12 College Prep Charter District

Minutes

Governance Committee Monthly Meeeting

Date and Time
Monday February 10, 2020 at 11:00 AM

Location
171 12th Street, Oakland Ca. 94607

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Committee Members Present
A. Abuyen, D. Lang, M. Woods-Cadiz, T. Cook

Committee Members Absent
None

Guests Present
K. Minor

I. Opening Items

A. Call the Meeting to Order

T. Cook called a meeting of the Governance Committee of AIMS K-12 College Prep Charter District to order on Monday Feb 10, 2020 at 11:00 AM.

B. Record Attendance and Guests

C. Public Comments on Non-Action Items

No comments

D. Public Comments on Action Items

No Comments

II. Non-Action Items

A. Annual completion of 700 form

Chairperson Cook underscored the importance of Board Directors and appropriate AIMS staff complete the Form 700 by the end of March. There was general agreement that this item would be on the February Board agenda as information only .

III. Action Items

A. Review Draft of Updated By-Laws

D. Lang made a motion to Table the draft updated AIMS By-Laws.
A. Abuyen seconded the motion.
Chairperson Cook presented a draft of the “updated AIMS by-laws.” Each section where there were recommended revisions and/or updates were reviewed. Superintendent Woods-Cadiz, and members of the committee engaged in a focused discussion. There were some sections that required further research and/or consultation with legal counsel. As such, there was general agreement that passage of the draft would be tabled until matters requiring clarification were secured.
The committee **VOTED** to approve the motion.

B. Mid-Year Evaluation Report for Superintendent Woods-Cadiz

A. Abuyen made a motion to Approve and asked that the report be on February board agenda for full board approval.
T. Cook seconded the motion.
In accordance with the Superintendent Woods-Cadiz’s contract, she presented her mid-year report. The superintendent noted that the report reflected the monthly Board report as she underscored the overall goals, progress as well as progress in meeting the annual agreed upon goals.
The committee **VOTED** to approve the motion.

IV. Closed Session

A. Public Comment on Closed Session Items

B. Closed Session Items

There were no items/issues to be discussed in closed session.

C. Reconvene from Closed Session

V. Closing Items

A. Items for Next Agenda

None presented

B. Adjourn Meeting

D. Lang made a motion to Adjourn the February 10, 2020 meeting.
A. Abuyen seconded the motion.
The committee **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:00 PM.

Respectfully Submitted,
D. Lang

C. NOTICES

Documents used during the meeting

- Form 700 2019.2020 IA.pdf
- Updated.AIMS By Laws.1.17.2016.docx
- Superintendent Board Report Mid Year.pptx

Coversheet

Educational Continuity Preparedness Plan

Section:	II. Action Items
Item:	B. Educational Continuity Preparedness Plan
Purpose:	Vote
Submitted by:	
Related Material:	AIMS Educational Continuity Preparedness Plan Draft 3.23.2020.pdf

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

(Draft 3/23/2020)

March 2020



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

AIMS Mission is one of academic excellence for all students. The District's Strategic Plan outlines the way in which we bring this mission to life and demonstrates our commitment to excellence.

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

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

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

Level I - Foundational Preparedness

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

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

Attendance Process
Operations / Registrar

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

Communication
Superintendent / Heads / Communications and Marketing

- Outline communication structure for information and updates

IEP and 504 Support
Special Education

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

Foster Youth / Homeless
Operations / Heads / Parent Coordinator

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

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

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

Independent Study
Superintendent / Heads / Heads of Academics / Registrar / Operations

- Conduct audit of Independent Study process
- Design clear communication and resource for Independent Study requests
- Create a virtual support team in the event all departments are closed
    - Identify departments leads
    - Create a schedule of "on call" support

	○ Create an online page for all stakeholders to use as the “updates and access” page ● Centralized Resource Center ○ Consider an out of district location to deploy technology and materials, as needed

Curriculum Access & Availability

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

Level I - Foundational Preparedness

Site Level:

- **Family contact information - School office staff/ Parent Coordinator/Marketing and Communications**
  - Ensure that the site has accurate contact information (email and phone number) for families in Powerschool
- **Family WiFi and technology availability - Classroom Teacher**
  - Verify whether each student has access to WiFi and technology outside of school
- **Teacher curriculum accounts - Classroom Teacher**
  - Teachers check all curriculum accounts/Google Single Sign-On capabilities to ensure access is in working order.
- **Student curriculum accounts - Classroom Teacher**
  - Verify that each student can access their online Google/curriculum accounts
  - Push out notification to families with the student username and password information
- **Lesson plans - Classroom Teachers/Site Administrators**
  - Create 2 weeks worth of non-digital lesson plans that can be used sans a teacher
  - Create 2 weeks worth of lessons plans that include scheduled, digital access to a teacher
  - Create a space for lesson plans to live until needed

District Level:

- **Employee contact information - HR/ Finance**
  - Verify that employee contact information is accurate
    - Create process to verify if not in place
- **Technology availability – Operations/Technology Department**
  - Perform audit on the number of devices that can be deployed at a central location in the event a family needs access and a device can be checked out
    - Create a check out procedure if not in place
  - Perform audit to ensure that all teacher devices are equipped with a camera in the event that virtual teaching/learning is an option
- **WiFi capabilities - Operations/Technology Department**
  - Identify WiFi access options for families who do not have service
    - Deploy access points for families with no service
  - Deduce whether there is a need to provide teachers remote WiFi access points to ensure the potential for virtual teaching/learning without infringing on personal WiFi accounts for access
- **Attendance Process – Operations/Registrar**
  - Identify a process by which attendance can be taken on a daily
    - Determine amount of time that is deemed “attended” for the day
- **Communication – Superintendent/Heads/Marketing and Communications**
  - Outline communication structure for information and updates
- **IEP and 504 Support - Special Education**
  - Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)
  - Design plan to utilize Service Tracker to capture specialized academic

Commented [1]: We keep our service logs on a spreadsheet. I can share with those that need access.

instruction
    - Create a Prior Written Notice (PWN) for families of students with IEP's to notify them of any modification of service delivery due to emergency (as advised by district attorney)
- **Foster Youth/Homeless – Operations/Heads/Parent Coordinator**
    - Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)
- **Curriculum – Superintendent/Heads/Heads of Academics/Spec. Ed./Language Development/CBK/Marketing and Communications**
    - Create "how-to's" for:
        - Zoom - teachers can conduct live, virtual classroom instruction
        - Accessing curriculum online - teacher and student access
        - Assigning curriculum to students Virtually- teacher access
    - Create guidance for teachers on lesson plan resources
- **Independent Study - Superintendent/Heads/Heads of Academics/Registrar/Operations**
    - Conduct audit of Independent Study process
    - Design clear communication and resource for Independent Study requests
- Create a virtual support team in the event all departments are closed
    - Identify departments leads
    - Create a schedule of "on call" support
    - Create an online page for all stakeholders to use as the "updates and access" page
- Centralized Resource Center
    - Consider an out of district location to deploy technology and materials, as needed

Deleted: Operatoins

K-8 Curriculum Access & Availability	High School Curriculum Access & Availability
(To be completed by the Heads) **Elementary** **Middle**	(To be completed by the Head)

Curriculum Support Links for Educators

(Heads send links to marketing and communications)

English Language Arts	Grades K-5 Grades 6-8 Grades 9-12	ELD Support Grades K-5 Grades 6-8 Grades 9-12	Sp. Ed Support Grades K-5 Grades 6-8 Grades 9-12	
Math	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support Grades K-5 Grades 6-8 Grades 9-12

Commented [2]: Study.com. Very helpful for breaking down novels chapter by chapter. Helps students understand the big ideas.

Commented [3]: learningally.com. For audio books

Commented [4]: https://www.texthelp.com/en-us/sectors/education/ Google Read &Write. Assists with reading and simplifying any online work.

Commented [5]: study.com or Khanacademy.com

Social Studies	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support Grades K-5 Grades 6-8 Grades 9-12
Science	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support Grades K-5 Grades 6-8

Commented [6]: see ELA links.

				Grades 9-12

World Language	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support Grades K-5 Grades 6-8 Grades 9-12

Level II - Short Term Preparedness

Site Level:

- **Lesson plans - Classroom Teachers/Heads/HOA**
  - Create 3 weeks worth of lessons plans that include scheduled, digital access to a teacher
  - Create 3 weeks worth of non-digital lesson plans that can be used sans a teacher
  - Create a space for lesson plans to live until needed

District Level: Marketing and Communications/Technology/Operations/Heads

- Deploy online page for all stakeholders to use as the "updates and access" page
- Deploy attendance documentation protocol
- Open access to local public education station
- Resources for Digital Teaching/Learning - Curriculum/SpEd/Language Development
  - Provide teachers with a resource for planning for digital learning

(Heads send to Marketing and Communications so that link can be created)

  - Daily lesson plan support for teachers
  - K-8 - Lesson Planning templates
  - 9-12 - Lesson Planning templates
  - Provide a Login guide for students
  - Provide a Login guide for teachers
  - Provide a best practices guide

Level III - Long Term Preparedness

Site Level:

- ***Teachers***:
  - Plan lessons to deliver virtually
  - Post assignments and resources such as recordings needed for assignments
  - Administer content-based assessments
    - CFU, Formative, Summative
      - Consider project-based or performance-based
  - Ongoing and timely grading and feedback to students on ( )
  - Be available to communicate with families about students' progress
- ***Head of Academics***
  - Daily check-ins with teachers from assigned sites to provide support in planning, prepping, etc.
  - Support classrooms with new teachers and temporary teachers (long term substitutes)

District Level: Marketing and Communications/Technology/Operations/Heads

- Deploy plan for centralized resources center
  - Technology
  - Materials
- Deploy online page for all stakeholders to use as the "updates and access" page
- Deploy attendance documentation protocol
- Deploy Independent Study Protocols
- Resources for Digital Teaching/Learning - Curriculum/SpEd/Language Development
  - Provide teachers with a resource for planning for digital learning

    (Heads send to Marketing and Communications so that link can be created)
    - Daily lesson plan support for teachers
    - K-8 - Lesson Planning templates
    - 9-12 - Lesson Planning templates
    - Provide a Login guide for students
    - Provide a Login guide for teachers
    - Provide a best practices guide


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