AIMS K-12 College Prep Charter District

Special Finance Committee Meeting

Date and Time

Monday June 15, 2020 at 7:30 AM PDT

Location

Join Zoom Meeting
https://zoom.us/j/92284143917

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.**

Join Zoom Meeting https://us02web.zoom.us/j/87086078199?pwd=UytpNENKazRIOStLRWR0bTVGZ1JaZz09
Meeting ID: 870 8607 8199 Password: 3wrGPs

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**7:30 AM**
	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 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).**			10 m
D.	Public Comment on Action Items 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).**			10 m
II.	**Non-Action Items**			**7:52 AM**
	-Committee Scheduling Discussoin			
A.	PPE Audit Review	Discuss	Katema Ballentine	5 m
III.	**Action Items**			**7:57 AM**
A.	Home Operation Stipend	Vote	Katema Ballentine	5 m
B.	2020-21 Adoption Budget	Vote	Katema Ballentine	10 m
C.	EPA Allocation Resolution	Vote	Katema Ballentine	10 m
D.	Con App Review (federal funding)	Vote	Katema Ballentine	10 m
E.	Surplus and Obsolete	Vote	Katema Ballentine	10 m

		Purpose	Presenter	Time
F.	Think HR Renewal	Vote	Delicia Moghadam	5 m
G.	Oakland Enrolls MOU	Vote	Marisol Magana	5 m
H.	Illuminate Contract for 2020-2021	Vote	Marisol Magana	5 m
I.	Rojas Janitorial Service Contract	Vote	Marisol Magana	5 m

IV. Closed Session — 9:02 AM

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 — 9:17 AM

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 May 19, 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

Home Operation Stipend

Section: III. Action Items
Item: A. Home Operation Stipend
Purpose: Vote
Submitted by:
Related Material:
Central Office Home Operation Stipends.pptx
AIMS Finance Comittee Cover 2020-21 Home Operation Stipend for Central.pdf

2020-2021
AMERICAN INDIAN MODEL SCHOOLS
CENTRAL OFFICE HOME OPERATION STIPEND



Presented June 12, 2020
Finance Committee Meeting
Presenter: Katema Ballentine, CBO

CURRENT ISSUES

On March 16, 2020, Alameda County Health Department issued a “Stay at Home” order in response to the Covid-19 pandemic. On March 19, 2020, the State of California, represented by Governor Gavin Newsom, issued a state-wide “Stay in Place” order. AIMS staff has been working remotely from home providing distance learning and continuing central office operations.

Governor Newsom recently announced that beginning June 12, 2020 California will be begin re-opening of California schools provided they meet certain CDC criteria.

AIMS anticipates the re-opening of school campus’s once the CDC criteria is met during the summer.

CURRENT ISSUES: CENTRAL OFFICE HOUSING

Projected LCFF reductions are projected at approximately 8%. AIMS board requested a 15% budget reduction, requiring an additional reduction of expenses by 7%.

One of the ways that Central Office leadership proposed this reduction was around Central Office Housing.

CENTRAL OFFICE HOUSING: BACKGROUND

In June 2019 AIMS CMO entered a contract with Regus to rent 9 rooms at the Oakland facility. This move was estimated to last for 3-4 months until the completion of the Regus Jack London facility.

Upon completion, AIMS was contracted to move to the Jack London facility for 2 years (December 2021).

- The annual contracted amount for the Oakland facility $154,083.36
- Total contract (2 Years) $ 308,166.72
- Monthly Rent $12,840.28

These facilities also required monthly parking at $3000 per month. An additional $36,000 annually

TOTAL ANNUAL COST FOR OAKLAND REGUS

$154083.36 + $36,000 = $190,083

CENTRAL OFFICE HOUSING: BACKGROUND

In late December 2019, The CMO Central Operations, which consists of 9 people, renegotiated a new contract valid until December 31, 2020 and moved to the Alameda facility renting 3 rooms.

The annual contracted amount for the Alameda facility $122,916

Monthly Rent $10,243

Parking is included in this contract

CENTRAL OFFICE HOUSING PROPOSAL

- Cancel contract with Regus for the remaining of the year August – December 2020

  Monthly Rent $10,243

  August – December Rent $51,215

- Do not renew housing for Central Office

  January – June Rent $68,833

Total 2020-21 recapture

$120,048

Central Office Home Operation Stipends

- Central office has establish remote working processes and can continue to operate from their homes.
- A monthly stipend to offset
  - Space
  - Storage
  - Utilities
  - Communication
  - Travel cost

Please see next slide

Central Office Home Operation Stipend Calculation

Staff Type	Staff	Monthly Allocation	Monthly Total	Aug 20 - June 21
Leadership(Supt, CBO, Directors, Managers)	6	$ 800	$ 4,800	$ 52,800
Leadership Direct Support (Administative)	2	$ 500	$ 1,000	$ 11,000
Central Office Support Staff	3	$ 250	$ 750	$ 8,250
			TOTAL STIPEND	**$ 72,050**
			STAT.BENEFITS	***$ 9,367***
TOTAL CENTRAL OFFICE HOME OPERATION STIPEND COMPENSATION				**$ 81,417**

Regus vs CO Home Operation Stipend

REGUS August through December 2020 Rent	$	51,215
REGUS January through June 2021 Rent (renegiation required)	$	68,833
Total REGUS Housing	**$**	**120,048**
Proposed Central Office Home Operation Stipend Cost	**$**	**81,417**
Difference (Savings)	**$**	**38,631**
Percent Saved		***32%***

STAFF RECOMMENDATION

Review and Approve

- Staff requests the approval to proceed with the termination of the Regus contract
- Staff requests the approval to not renew a contract for housing for the central office and allow the continuance of “remote” home operations for Central Office Staff
- With the approval of the remote working, the approval of the proposed Central Office Home Operation stipend to compensation for home use to be provided to the eligible staff.

QUESTIONS



THANK YOU

June 12, 2020 Finance Committee Meeting

AIMS Board Meeting Item Cover Letter

Item: Home Operation Stipend for Central

Presented By: Katema Ballentine, CBO

Staff Recommendation:

Amid the Covid-19 pandemic the contract for Central Office Housing with Regus is coming to an end. In order to reduce the housing overhead it is proposed that Central Staff (Superintendent, Human Resources, Finance, and Operations Management) continue to work from their homes. A tiered Stipend

Committee Approval: Finance Committee

Total Associated Cost: 81,417

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

2020-21 Adoption Budget

Section: III. Action Items
Item: B. 2020-21 Adoption Budget
Purpose: Vote
Submitted by:
Related Material: Aims Adoption Budget 2021.pptx
Adopted Budget 2020 21.pdf

2020-2021
AMERICAN INDIAN MODEL SCHOOLS
ADOPTION BUDGET



Presented June 15, 2020
Finance Committee Meeting
Presenter: Katema Ballentine, CBO

2020-21 ADOPTION BUDGET

This presentation is brought to you in partnership with our superintendent Maya Woods-Cadiz, our back office provider CSMC Adrienne Barnes, our Chief Business Officer, Katema Ballentine and Human Resources department along side our incredible School Leadership Staff.

We present the first read of American Indian Model Schools proposed 2020-2021 Adopted Budget.

2020-21 ADOPTION BUDGET INTRODUCTION

Per California Education Code 42127, the Governing Board shall hold a public hearing, adopt a Local Control Accountability Plan (LCAP) and a budget and file it with the Oakland Unified School District and the County Superintendent of Schools on or before July 1.

AIMS budget development process ensures that the adopted budget submitted complies with state standards and the criteria adopted by the State Board of Education.

The Adoption Budget is due to Oakland Unified School District on June 16, 2020

CALIFORNIA 2020-2021 BUDGET ASSUMPTIONS

Proposition 98

Governor Newsom's revision to his 2020–21 State Budget proposal reflects significant changes to Proposition 98 in the current and budget years, totaling $19 billion.

In future years, Governor Newsom plans to provide supplemental appropriations above the constitutionally required Proposition 98 funding level, beginning in 2021–22, and in each of the next several fiscal years.

Local Control Funding Formula (LCFF)

For the first time since its creation, the Local Control Funding Formula (LCFF) is facing a reduction instead of an increase. Officially, the statutory cost-of-living adjustment (COLA) is calculated at 2.31% and applied to the LCFF, but a reduction of 10% ($6.5 billion) will be applied unless "triggered off if the federal government provides sufficient funding to backfill this cut."

CALIFORNIA 2020-2021 BUDGET ASSUMPTIONS

Retirement

Administration proposes to redirect the $2.3 billion paid in the current-year budget to the California State Retirement Systems (CalSTRS and CalPERS) towards long-term unfunded liabilities to further reduce employer contribution rates in 2020–21 and 2021–22.

For AIMS, this reallocation will reduce the CalPERS employer contribution rate from 22.67% to 20.7% in 2020–21, and from 25% to 22.84% in 2021–22.

Categorical Cuts

The Administration proposes cuts to several non-LCFF programs including: After School Education and Safety, K–12 Strong Workforce Program, CTE Incentive Grants, Adult Education Block Grant, and several others.

CALIFORNIA 2020-2021 PLANNING FACTOR ASSUMPTIONS

Planning Factor	2020-21	2021-22	2022-23
LCFF Statutory COLA Base Grant Proration Factor Effective Change in LCFF Add-on, ERT & MSA Prorated Factor	2.31% - 10.00% - 7.92% -10.00%	2.48% - 12.178% 0.00% -10.00%	3.26% -14.95% 0.00% -10.00%
STRS Employer Rates	16.15%	16.02%	18.40%
PERS Employer Rates (May 2020)	20.70%	22.84%	25.80%
Lottery – Unrestricted per ADA	$153	$153	$153
Lottery – Prop. 20 per ADA	$54	$54	$54
Mandated Block Grant for Districts K-8 per ADA 9-12 per ADA	$32.18 $61.94	$32.18 $61.94	$32.18 $61.94
Mandated Block Grant for Charters K-8 per ADA 9-12 per ADA	$16.86 $46.87	$16.86 $46.87	$16.86 $46.87

Absent additional federal funds, the COVID-19 recession requires a 10% ($6.5 billion) reduction to LCFF. This reduction effectively eliminates the statutory 2.31% cost-of-living adjustment resulting in an overall reduction of 7.92% for those districts and charters funded under the LCFF. The proration factor reducing LCFF entitlements will be triggered if the federal government provides sufficient funding to backfill this cut.

AIMS 2020-2021 BUDGET ASSUMPTIONS

AIMS 2020-2021 Budget Assumptions

	AIPCS	AIPCS II	AIPHS	TOTAL
Enrollment	240	665	440	1345
Average Daily Attendance %	96%	96%	95%	
Average daily Attendance	230.12	637.75	397.76	1265.63

AIMS Program Assumptions	AIPCS I	AIPCS II	AIPHS	Total Cost
CMO	$ 411,848.28	$ 1,121,142.54	$ 755,055.18	$ 2,288,046.00
PPE Equiptment (CMO)	$ -	$ -	$ -	0
Uniform Replacements (at Heads discretion)	$ -	$ -	$ -	$ -
Go Guardian - District Wide $12.36 per user	$ 2,966.40	$ 8,219.40	$ 5,438.40	$ 16,624.20
Vehicle Lease (transportation)	$ 8,232.88	$ 8,232.88	$ 8,232.88	$ 24,698.64
AIMS Staff Boot Camp	$ 3,400.00	$ 6,600.00	$ 10,000.00	$ 20,000.00

AIMS 2020-2021 Budget Assumptions

General Administration	AIPCS I	AIPCS II	AIPHS	Total Cost
12th Street Utilities				
Disposal: Waste Management	$ 19,717.20	$ 53,674.60	$ 36,148.20	$ 109,540.00
Gas/ Electric	$ 14,997.34	$ 42,326.09	$ 27,495.12	$ 83,318.55
Water/Sewer	$ 1,274.51	$ 3,469.49	$ 2,336.60	$ 7,080.60
Telephone	$ 12,586.85	$ 34,264.21	$ 23,075.90	$ 69,926.96
Internet	$ 2,242.62	$ 10,104.91	$ 4,111.47	$ 12,459.00
Custodial	$ 43,200.00	$ 116,800.00	$ 80,00.00	$ 240,000.00
OUSD Agreements	AIPCS I	AIPCS II	AIPHS	Total Cost
Special Education SELPA ($1799 Per Eligible Student ADA)	$ 413,909.94	$ 1,147,101.79	$ 715,438.98	$ 2,276,450.71
1% OUSD District Administration Fee	$ 21,670.00	$ 61,615.00	$ 46,120.00	$ 129,405.00
Prop 39 Facilities (Rental from OUSD)	$ -	$ -	$ 230,000.00	$ 230,000.00
Insurance Policies & Operation Contracts	AIPCS I	AIPCS II	AIPHS	Total Cost
Workers Compensation		Paid thru payroll		$ 86,882.00
D & O Insurance	$ 9,186	$ 25,007	$ 16,842	$ 51,034.99
Student Accident Insurance	$ 1,559	$ 4,245	$ 2,859	$ 8,663.68
Auto Insurance	$ 900	$ 2,450	$ 1,650	$ 5,000.00
Audit Services *in CMO	$ 4,320.00	$ 11,760.00	$ 7,920.00	$ 30,200.00
Back Office Support *in CMO	$ 39,600.00	$ 107,800.00	$ 72,600.00	$ 225,000.00

2020-2021 SITE BUDGETS

American Indian Public Charter AIPCS

6-8

AIPCS	Object Code	Code Description	2019-20	2020-21
Revenue				
		State	2,496,800	2,399,267
		Federal	268,198	313,064
		Local	96,408	96,600
		Total Revenue	$ 2,861,406	$ 2,808,931
Expenses				
	1000	Certificated Salaries	884,992	809,304
	2000	Classified Salaries	212,767	141,003
	3000	Benefits	250,074	213,732
	4000	Books and Supplies	252,354	142,084
	5000	Services and Other Operating Expenses	893,206	720,106
	6000	Capital Outlay	28,848	28,848
	7000	Other Outgoing	398,629	425,360
		Total Expenses	$ 2,920,870	$ 2,480,437
		Surplus / (Deficit)	$ (59,464)	$ 328,495
		As a % of LCFF revenue	-3%	15%
Beginning Fund Balance			$ 1,228,521	$ 1,169,057
Ending Fund Balance			$ 1,169,057	$ 1,497,552
		As a % of Expenditures	40%	60%

Revenues

- LCFF Projected Revenues were reduced by 8% based on Governor Newsom's May Revise projections.
- Federal revenue was increased due to additional funding provided in the CARES act for all U.S. Public Schools.
- Local revenues increased due to the increased allocation of the Middle School Measure G1 Parcel tax allocation

Expenses

- 2020-21 AIPCS reduced expenses by additional 7% beyond the 8% reduction in state revenue. Total reduction in expenses of **15**%. Projections include step and column increases of 1.5% for all staff
- All staff at the Middle School level for the 2020-21 fiscal year are split between AIPCS I (51%) and AIPCS II (6-8) (49%) reducing the salary impact on this school budget
- Books and Supplies were bought in the prior school year therefore the allocation was reduced in the upcoming year.
- Allocations for nurses were included in the 2020-21 budget
- **Services and Operations**: Reduction in Services and Operations to align to the reduction in expenses. The 12th street Campus was renovated in prior year therefore cost are projected to decrease. 43% in custodial projection to cover increased cleaning
- **Other Outgoing:** Special Ed Services from OUSD's SEPLA increased by 33% between the 2019-2020 and 2020-2021 fiscal years

Surplus & Ending Fund Balance

- AIPCS projects $297,085 in surplus of revenue vs expenses to be added to the ending fund balance
- The Ending Fund Balance for AIPCS is projected at $1,466,142 which leaves a 58% reserve

American Indian Public Charter II AIPCS II

K - 8th

AIPCS II	Object Code	Code Description	2019-20	2020-21
Revenue				
		State	6,916,617	6,496,186
		Federal	435,242	620,833
		Local	221,806	182,038
		Total Revenue	$ 7,573,665	$ 7,299,058
Expenses				
	1000	Certificated Salaries	2,482,939	2,294,291
	2000	Classified Salaries	756,349	435,819
	3000	Benefits	733,728	693,961
	4000	Books and Supplies	1,151,365	326,444
	5000	Services and Other Operating Expenses	2,226,246	1,899,588
	6000	Capital Outlay	28,641	28,641
	7000	Other Outgoing	899,485	1,315,737
		Total Expenses	$ 8,278,753	$ 6,994,482
		Surplus / (Deficit)	$ (705,088)	$ 304,576
		As a % of LCFF revenue	-11%	5%
Beginning Fund Balance			$ 4,239,570	$ 3,534,482
Ending Fund Balance			$ 3,534,482	$ 3,839,059
		As a % of Expenditures	43%	55%

Revenues

- LCFF Projected Revenues were reduced by 8% based on Governor Newsom's May Revise projections.
- Federal revenue was increased due to additional funding provided in the CARES act for all U.S. Public Schools.
- Local revenues increased due to the increased allocation of the Middle School Measure G1 Parcel tax allocation

Expenses

- 2020-21 AIPCS II reduced expenses by additional 7% beyond the 8% reduction in state revenue. Total reduction in expenses of **16%**. Projections include step and column increases of 1.5% for all staff
- All staff at the Middle School level for the 2020-21 fiscal year are split between AIPCS I (51%) and AIPCS II (6-8) (49%) reducing the salary impact on this school budget
- **Books and Supplies:** The 12th street renovation purchases in the 19-20 fiscal year were reduced here. These were items such as furniture, computers, books and supplies.
- Allocations for nurses were included in the 2020-21 budget
- **Services and Operations**: Reduction in Services and Operations to align to the reduction in expenses. The 12th street Campus was renovated in prior year therefore cost are projected to dramatically reduce. 49% in custodial projection to cover increased cleaning

Surplus & Ending Fund Balance

- ~~**Other Outgoing:** Special Ed Services~~ from OUSD's SEPLA increased by 33% between the 2019-2020 and 2020-2021 fiscal years
- AIPCS II projects $304,576 in surplus of revenue vs expenses to be added to the ending fund balance
- The Ending Fund Balance for AIPCS II is projected at $3,839,059 which leaves a 55% reserve

American Indian Public High School

9 –12th

AIPHS	Object Code	Code Description	2019-20	2020-21
Revenue				
		State	4,769,344	5,099,593
		Federal	213,398	416,553
		Local	88,153	97,035
		Total Revenue	$ 5,070,896	$ 5,613,181
Expenses				
	1000	Certificated Salaries	1,148,134	1,691,454
	2000	Classified Salaries	445,656	456,810
	3000	Benefits	470,840	505,843
	4000	Books and Supplies	444,198	345,326
	5000	Services and Other Operating Expenses	1,480,250	1,617,245
	6000	Capital Outlay	6,924	6,924
	7000	Other Outgoing	429,330	618,643
	Total Expenses		$ 4,425,331	$ 5,242,245
		Surplus / (Deficit)	$ 645,564	$ 370,935
	As a % of LCFF revenue		14%	8%
Beginning Fund Balance			$ 1,371,951	$ 2,017,515
Ending Fund Balance			$ 2,017,515	$ 2,388,450
	As a % of Expenditures		46%	46%

Revenue

- LCFF Projected Revenues were reduced by 8% based on Governor Newsom's May Revise projections.
- The increase in revenue for the High in 2020-21 fiscal was impacted by the increased enrollment and ADA percentage at P2 *(Period 2 attendance reporting to State for funding projections. Due to the Covid-19 pandemic the State based this on February 2020 attendance data)*
- Federal revenue was increased due to additional funding provided in the CARES act for all U.S. Public Schools.
- Local revenues increased due to the increased allocation of the Middle School Measure G1 Parcel tax allocation

Expenses

- 2020-21 Projections include step and column increases of 1.5% for all staff, Increased projections in teachers salaries were to support the increase in enrollment
- **Books and Supplies:** The High school was proactive in obtaining many supplies during the 2019-2020 fiscal year. This movement began in January with the introduction of new leadership therefore these items did not require budging in the 2020-21 fiscal year.
- **Services and Operations**: The increase in services and other operating expenses for the high school increased as their allocation in federal funds increased. These dollars were directed to professional development and other services compliant with the fund use. Full-time custodial cost were allocated to cover additional cleaning beyond the scope provided in the rental agreement with our authorizer.
- Allocations for nurses were included in the 2020-21 budget
- **Other Outgoing:** Special Ed Services from OUSD's SEPLA increased by 33% between the 2019-2020 and 2020-2021 fiscal years

Surplus & Ending Fund Balance

- AIPHS projects $370,935 in surplus of revenue vs expenses to be added to the ending fund balance
- The Ending Fund Balance for AIPHS is projected at $2,388,450 which leaves a 46% reserve



MULTI-YEAR REVEIW

AMERICAN INDIAN PUBLIC CHARTER

American Indian Public Charter Multi-Year Projection

	SACS Object Code	Description	2019-20	2020-21	2021-22	2022-23
Revenue						
		State	2,496,800	2,399,267	2,807,347	2,701,295
		Federal	268,198	313,064	162,401	163,681
		Local	96,408	96,600	96,545	96,600
	Total Revenue		**$ 2,861,406**	**$ 2,808,931**	**$ 3,066,293**	**$ 2,961,576**
Expenses						
	1000	Certificated Salaries	884,992	809,304	701,093	718,620
	2000	Classified Salaries	212,767	141,003	144,122	147,319
	3000	Benefits	250,074	213,732	216,456	219,605
	4000	Books and Supplies	252,354	142,084	238,302	247,826
	5000	Services and Other Operating Expenses	893,206	720,106	768,103	794,903
	6000	Capital Outlay	28,848	28,848	28,848	28,848
	7000	Other Outgoing	398,629	425,360	423,032	425,360
	Total Expenses		**$ 2,920,870**	**$ 2,480,437**	**$ 2,519,956**	**$ 2,582,480**
Surplus / (Deficit)			**$ (59,464)**	**$ 328,495**	**$ 546,337**	**$ 379,096**
	As a % of LCFF revenue		-3%	15%	21%	14%
Beginning Fund Balance			$ 1,228,521	$ 1,169,057	$ 1,497,552	$ 2,043,888
Ending Fund Balance			**$ 1,169,057**	**$ 1,497,552**	**$ 2,043,888**	**$ 2,422,985**
	As a % of Expenditures		40%	60%	81%	94%

AIPCS I Multi-Year Projections

The Multi year projections for American Indian Public Charter School reflects:

- Stable enrollment for the projected years. Until the Charter Renewal the enrollment continues to reflect the enrollment approved by the current charter. (Max 250)
- Slight reduction in surplus provided to fund balance projected in 2022-23 based on end of Federal Facility Grant.
- Consistent Ending Fund Balance and Reserve growth outgoing projected years.

AMERICAN INDIAN PUBLIC CHARTER II

American Indian Public Charter II Multi-Year Projection

SACS Code	Description	2019-20	2020-21	2021-22	2022-23	2023-24
Revenue						
	State	6,916,617	6,496,186	7,277,432	7,168,027	7,235,907
	Federal	435,242	620,833	633,418	628,683	654,011
	Local	221,806	182,038	183,799	183,137	186,681
	Total Revenue	**$ 7,573,665**	**$ 7,299,058**	**$ 8,094,649**	**$ 7,979,847**	**$ 8,076,598**
Expenses						
1000	Certificated Salaries	2,482,939	2,294,291	2,355,088	2,414,294	2,474,991
2000	Classified Salaries	756,349	492,558	402,994	412,792	422,831
3000	Benefits	733,728	696,136	699,169	745,286	769,402
4000	Books and Supplies	1,151,365	326,444	338,985	336,353	350,328
5000	Services and Other Operating Expenses	2,226,246	1,859,588	1,993,901	1,787,980	1,823,810
6000	Capital Outlay	28,641	28,641	28,641	28,641	28,641
7000	Other Outgoing	899,485	1,315,737	1,345,673	1,335,225	1,390,702
	Total Expenses	**$ 8,278,753**	**$ 7,013,395**	**$ 7,164,451**	**$ 7,060,572**	**$ 7,260,706**
Surplus / (Deficit)		**$ (705,088)**	**$ 285,663**	**$ 930,198**	**$ 919,275**	**$ 815,892**
	As a % of LCFF revenue	-11%	5%	13%	13%	12%
Beginning Fund Balance		$ 4,239,570	$ 3,534,482	$ 3,820,146	$ 4,750,343	$ 5,669,618
Ending Fund Balance		**$ 3,534,482**	**$ 3,820,146**	**$ 4,750,343**	**$ 5,669,618**	**$ 6,485,511**
	As a % of Expenditures	43%	54%	66%	80%	89%

AIPCS II Multi-Year Projections

The Multi year projections for American Indian Public Charter School II reflects:

- Stable and slightly increased enrollment for the ongoing projected years. Until the Charter renewal the enrollment continues to reflect the enrollment approved by the current charter. (675 max)
- 2019-2020 end of reconstruction on 12th street and reduction in spending reflects in the steady building of reserves in 2020-2021
- Consistent Ending Fund Balance and Reserve growth outgoing years projected years.

AMERICAN INDIAN PUBLIC HIGH SCHOOL

American Indian Public High School Multi-Year Projection

SACS	Code	Description	2019-20	2020-21	2021-22	2022-23	2023-24
Revenue							
		State	4,769,344	5,099,593	5,356,353	5,507,419	5,509,579
		Federal	213,398	416,553	620,595	638,302	656,963
		Local	88,153	97,035	102,138	105,100	108,222
	Total	**Revenue**	**$ 5,070,896**	**$ 5,613,181**	**$ 6,079,086**	**$ 6,250,822**	**$ 6,274,763**
Expenses							
	1000	Certificated Salaries	1,148,134	1,691,454	1,735,466	1,780,630	1,826,977
	2000	Classified Salaries	445,656	456,810	468,231	479,936	491,935
	3000	Benefits	470,840	505,843	456,788	476,697	491,463
	4000	Books and Supplies	444,198	345,326	363,417	373,956	384,800
	5000	Services and Other Operating Expenses	1,480,250	1,617,245	1,656,337	1,705,397	1,754,811
	6000	Capital Outlay	6,924	6,924	6,924	6,924	6,924
	7000	Other Outgoing	429,330	618,643	651,052	669,932	689,360
	Total	**Expenses**	**$ 4,425,331**	**$ 5,242,245**	**$ 5,338,214**	**$ 5,493,473**	**$ 5,646,270**
Surplus / (Deficit)			**$ 645,564**	**$ 370,935**	**$ 740,872**	**$ 757,349**	**$ 628,493**
	As a % of LCFF revenue		14%	8%	14%	14%	12%
Beginning Fund Balance			$ 1,371,951	$ 2,017,515	$ 2,388,450	$ 3,129,322	$ 3,886,671
Ending Fund Balance			**$ 2,017,515**	**$ 2,388,450**	**$ 3,129,322**	**$ 3,886,671**	**$ 4,515,164**
	As a % of Expenditures		46%	46%	59%	71%	80%

AIPHS Multi-Year Projections

The Multi year projections for American Indian Public High School reflects:

- Stable and slightly increased enrollment for the ongoing projected years. Until the Charter renewal the enrollment continues to reflect the enrollment approved by the current charter. (450 max)
- Slight increase staffing (F.T.E: Full Time Equivalent) projections in the projected 2020-2021school year to align with increased enrollment and ADA projections
- Consistent Ending Fund Balance and Reserve growth outgoing years projected years.

2020-2021 Budget Conclusion

- Staff is presenting the Finance Committee with a balanced budget for fiscal year 2020-2021
- The State required reserve of 2% has been met and surpassed for the 2020-2021 Proposed Adopted Budget and out years
- The multi-year projection for the subsequent two years are balanced with significant reserve balances

QUESTIONS



THANK YOU

June 15, 2020 Finance Committee Meeting

AIMS Board Meeting Item Cover Letter

Item: 2020-21 Adopted Budget

Presented By: Katema Ballentine

Staff Recommendation:

Review and approve the submission of the Adopted budgets for AIPCS, AIPCS II and AIPHS for the 2020-21 fiscal year. Total Revenues $15,721,170. Total Expenses $14,717,164

Committee Approval:

Total Associated Cost: 14,717,164

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? Yes

Which LCAP?

2020-2021

Coversheet

EPA Allocation Resolution

Section: III. Action Items
Item: C. EPA Allocation Resolution
Purpose: Vote
Submitted by:
Related Material: EPA Resolutions.docx
AIMS Finance Comittee Cover EPA.pdf

American Indian Model Schools
A School at Work!

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

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

AIMS School Board Resolution

2020-2021 AIPCS Education Protection Account Resolution

IT IS RESOLVED that the Education Protection Account funds to be received by the school in FY 2020-2021 in the estimated amount of $345,814, will be used solely for instructional non-administrative expenses.

AIMS School Board Resolution Dated 19th of June, 2020

Director Toni Cook President, AIMS School Board

Director Adrien Abuyen Secretary, AIMS School Board

Director Chris Edington Treasurer, AIMS School Board

Director Stephen Leung , AIMS School Board

Director Dana Lang, AIMS School Board

Director Clifford Thompson, AIMS School Board

American Indian Model Schools
A School at Work!

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

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

AIMS School Board Resolution

2020-2021 AIPCS II Education Protection Account Resolution

IT IS RESOLVED that the Education Protection Account funds to be received by the school in FY 2020-2021 in the estimated amount of $947,251 will be used solely for instructional non-administrative expenses.

AIMS School Board Resolution Dated 19th of June, 2020

Director Toni Cook President, AIMS School Board

Director Adrien Abuyen Secretary, AIMS School Board

Director Chris Edington Treasurer, AIMS School Board

Director Stephen Leung , AIMS School Board

Director Dana Lang, AIMS School Board

Director Clifford Thompson, AIMS School Board

American Indian Model Schools
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Fax: 510.893.0345
Website: aimschools.org

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

AIMS School Board Resolution

2020-2021 AIPHS Education Protection Account Resolution

IT IS RESOLVED that the Education Protection Account funds to be received by the school in FY 2020-2021 in the estimated amount of $710,968 will be used solely for instructional non-administrative expenses.

AIMS School Board Resolution Dated 19th of June, 2020

Director Toni Cook President, AIMS School Board

Director Adrien Abuyen Secretary, AIMS School Board

Director Chris Edington Treasurer, AIMS School Board

Director Stephen Leung , AIMS School Board

Director Dana Lang, AIMS School Board

Director Clifford Thompson, AIMS School Board

AIMS Board Meeting Item Cover Letter

Item: EPA Resolution

Presented By: Katema Ballentine, CBO

Staff Recommendation:

In compliance with the State allocated Education Protection Account (EPA) funds within the LCFF calculation, staff requests that AIMS Board approves the resolution to receive the funds.
Attached is a resolution for each school within the AIMS community. Please

Committee Approval: Finance Committee

Total Associated Cost: 2,004,033

Included in Budget?

Over or Under Budget? N/A

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

Surplus and Obsolete

Section: III. Action Items
Item: E. Surplus and Obsolete
Purpose: Vote
Submitted by:
Related Material:
RESOLUTION OF THE BOARD OF EDUCATION OF THE AMERICAN INDIAN MODEL SCHOOL S Surplus.docx
AIMS Finance Comittee Cover Surplus Obsolete.pdf

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

Declaring District Personal Property Obsolete, Surplus and Authorizing Disposition Thereof

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

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

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

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

AYE:

NAY:

ABSTAIN:

RECUSED:

ABSENT:

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted, at a Special Board Meeting of the Governing Board of the American Indian Model Schools held on June 19, 2020.

EXHIBIT A

ALL ITEMS LISTED BELOW HAVE BEEN IN STORAGE SINCE JUNE 2019

10 Teacher Desk from Classrooms

75 Student Individual Desk from K-1 Classrooms (located at Roosevelt Campus)

7 File Cabinets

Outdated Supplies and materials

AIMS Board Meeting Item Cover Letter

Item: Surplus and Obsolete

Presented By: Katema Ballentine, CBO

Staff Recommendation:

Approve the request to surplus the items in storage at West Coast Storage on 85th in Oakland. These items were collected when AIMS k-1 moved from Roosevelt Elementary back to 12th street. The items have been replaced in the renovation of 12th Street.

Committee Approval: N/A

Total Associated Cost: TBD

Included in Budget? Yes

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP? N/A

Which LCAP?

Coversheet

Oakland Enrolls MOU

Section: III. Action Items
Item: G. Oakland Enrolls MOU
Purpose: Vote
Submitted by:
Related Material: Oakland Enrolls MOU for SY21 Enrollments - AIMS (2).pdf

Oakland Enrolls

OAKLAND ENROLLS
MEMORANDUM OF UNDERSTANDING
FOR PARTICIPATING CHARTER PARTNERS
(2020-2021 School Year)

This **Memorandum of Understanding** ("**MOU**") is entered into by American Indian Model Schools ("**Charter Partner**") and Oakland Enrolls, a California Nonprofit Public Benefit Corporation, effective August 1, 2020 ("**Effective Date**") Charter Partner and Oakland Enrolls are sometimes referred to in this MOU individually as "**Party**" and together as "Parties."

BACKGROUND

Oakland Enrolls is responsible for the Oakland common charter application project. Prior to the Oakland common charter application project a fragmented system of school enrollment existed in Oakland, making it difficult for families to navigate the public-school enrollment process. The Oakland common charter application project aims to address this problem, in collaboration with the Oakland Unified School District, charter schools, and other stakeholders, by providing a universal enrollment process, where families can use one single platform to fill out one application for district schools and another for charter schools, applying to multiple schools at once. Charter Partner wishes to participate in this Oakland common charter application project, in order to enhance school choice, make the process for families easier, and share data to gain more insight into application and enrollment trends in Oakland. Therefore, in exchange for good and valuable consideration, the Parties agree as follows:

RIGHTS AND RESPONSIBILITIES

1. Description of Oakland common charter application Project.

a. ***Timeline*** – Charter Partners participating in the city-wide charter enrollment system will follow the following timeline for the 2020-2021 School Year ("**SY**"). The timeline is subject to change at the discretion of Oakland Enrolls, and Charter Partner will be required to follow any changes implemented by Oakland Enrolls:

- October 23, 2020 – Review and finalize lottery preferences
- November 16, 2020 – On Time application launch
- January 2021 – Lottery verification
- February 12, 2021 – On Time applications due
- February 15, 2021 – Late applications launch
- March 3-4, 2021 – Schools run lotteries, offers remain in Pre Offer status
- March 5, 2021 – All offers made public by Oakland Enrolls
- March 26, 2020 – On Time lottery confirmation deadline
- March 29, 2020 – Bulk rescind of On Time lottery offers by Oakland Enrolls

- May 27, 2022 – Application closes for all schools (best guess date)

b. ***Key System Functionalities of Charter Enrollment Program***

i. *Multiple Languages*: the common application is available in five languages.
ii. *Single Accept:* A family is only allowed to accept one offer per student in the common charter application system.
iii. *On Time Lottery Offer Launch:* All Charter Partners will publicize On Time lottery offers to families on the same date.
iv. *On Time Lottery Offer Rescind:* Oakland Enrolls will automatically rescind any outstanding On Time lottery offers on the same date, March 29 2020. Oakland Enrolls recommends a 10 business day offer expiration post On Time lottery offers, but this is not required.

c. ***Data Sharing Features*** – The Oakland common charter application project involves and requires data sharing related to applications, enrollments, transfers, waitlists, and accepted offers, as follows:

i. By the start of December 2020, Charter Partner will share their Fall 1 Submission CALPADS 8.1 Student Profile List as of October 2020;
ii. Oakland Enrolls will use the CALPADS data to assess the full enrollment pipeline, subgroups enrollment information, and pipeline attrition (see Oakland Enrolls – Spring Enrollment Reports). Oakland Enrolls agrees to handle this data in accordance with the terms set out in **Appendix C**.
iii. Shared data will also be used for joint marketing and outreach activities by the Parties and Oakland Enrolls' individual marketing and outreach activities, in accordance with applicable law.
iv. Charter Partner represents and warrants that in assigning the applicable Student Profile Data to and sharing information with Oakland Enrolls including, but not limited to (Confidential Information as defined in Appendix C) that Charter Partner is in compliance with the provisions of FERPA, and any amendments thereto. Oakland Enrolls represents and warrants that it is also in compliance with any applicable provisions of FERPA, if any, and any amendments thereto. Furthermore, Charter Partner represents and warrants that it has the requisite consents and is allowed under FERPA, and other applicable laws, to assign Student Profile Data with Oakland Enrolls that Oakland Enrolls would then share with third parties for research purposes. Nothing in this Agreement may be construed to allow either Party to maintain, use, disclose or share information in a manner not allowed by state or federal law or regulation.

2. Charter Partner's Commitments.

a. Charter Partner will complete the following Appendixes:
i. **Appendix A** – Confirmation of Commitments and Services.
ii. **Appendix B** – Key Organization Contacts and Optional Work Groups

b. Oakland Enrolls implements the charter enrollment program, in part, though its use of SchoolMint, an online school enrollment platform. To participate in the charter enrollment program, Charter Partner must create a SchoolMint portal and give Oakland Enrolls access to Charter Partner's SchoolMint portal. Charter Partner agrees and understands that Oakland Enrolls will have the certain access to data and the permission to alter data on Charter Partner's SchoolMint portal as stated in *Oakland Enrolls Multi Org Access*, attached to this MOU **Appendix D.**

c. Charter Partner will be responsible for ensuring that the applications are accurate and updated in accordance with parent and/or legal guardian wishes.

d. Charter Partner will only accept applications to its school(s) through the Oakland common charter application project. All applicants to Charter Partner's school(s) must submit an Oakland Enrolls common charter application during the On Time (Open Enrollment) and Late (Post Enrollment) Application periods during the common application timeline. Charter Partner will not create or distribute a school-specific application for any grades its serves and will only accept applications per the Oakland Enrolls common application timeline.

e. Charter Partner will provide information to Oakland Enrolls for school choice collateral in a timely fashion and will maintain its editable SchoolFinder profile attributes.

f. Charter Partner will use Oakland Enrolls' tools and protocols for lotteries, waitlist management, collecting verification documentation, and communicating offers to families. If the tools provided by Oakland Enrolls cannot accommodate specific lottery configurations, Oakland Enrolls will collaborate with the software vendor and Charter Partner to develop a solution.

g. Charter Partner will not require verification documentation before running any lottery unless approved by Oakland Enrolls.

h. Charter Partner will publicly post on each of its schools' websites links to Oakland Enrolls website and display the common application verbiage and lottery date(s) on or before launch as specified in 1.a.

i. Charter Partner will participate in Oakland Enrolls community outreach activities (such as school fairs and targeted events with community-based organizations) and Charter Partner will host at least one event for transition grade students (5th and 8th grade) focused on the common application, timeline, and resources. Oakland Enrolls plans to finalize outreach activities and communicate to Charter Partners by October 2020.

j. Charter Partner will have the appropriate people in its organization review Oakland Enrolls' training materials, best practices, and checklists. Charter Partner will ensure staff attend training session as required.

k. ***Participation Requirements and Estimated Fees***

i. *Enrollment System Requirements*: Charter Partner will purchase the following SchoolMint application modules through Oakland Enrolls for a licensing period of September 1 2020 through August 31 2021:
   1. Common Application (MultApply), Communication, Lottery, Waitlist with a cost of $4,000 per school

ii. *Optional Enrollment System components*: Charter Partner may opt to purchase the following modules from SchoolMint. Oakland Enrolls recommends the module license(s) start/end dates align with the Common Application (MultApply) license:
   1. Registration
   2. Registration with ReEnrollment
   3. Registration with ReEnrollment and Interest Tracker

iii. *Optional Oakland Enrolls services*: Charter Partner may opt to purchase the following optional Oakland Enrolls services (dates of service):
   1. On Time Applications Operations Support (Nov 2020 – Feb 2021)
   2. Managing Ongoing Offers (Mar 2021 – Jun 2021)
   3. Managing Registration (requires purchasing SchoolMint Registration module | Mar 2021 – Jun 2021)
   4. Custom Reports and Seat Offer Tool (varies)
   5. Custom Outreach & Marketing Plan and Support (Sep 2020 – Apr 2021)

l. ***Summary of Roles and Responsibilities***

i. Oakland Enrolls has summarized role and responsibilities for Charter Partner, Oakland Enrolls, and SchoolMint to help provide clarity around who is responsible for what. This is not mean to be comprehensive, rather a summary to provide guidance. See **Appendix E**.

m. ***Indemnification*** – Charter Partner agrees that it will defend, indemnify and hold harmless Oakland Enrolls and its officers, directors, employees, and agents (collectively, the "indemnified parties") against and from any and all claims, actions, demands, losses, causes of action, damages, expenses or liabilities, including attorneys' fees, to which any Indemnified Party may become subject or which it may suffer as a result of or arising out of any negligent, willful or

reckless acts or omissions, breach of this MOU, dishonesty or fraud of or by Charter Partner, its agents, employees or representatives.

n. ***LIMITATION OF LIABILITY.*** CHARTER PARTNER AGREES AND UNDERSTANDS THAT OAKLAND ENROLLS SHALL NOT BE LIABLE UNDER ANY CIRCUMSTANCES, WHETHER IN CONTRACT, TORT, EQUITY OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES (EVEN IF SUCH DAMAGES ARE FORESEEABLE, AND WHETHER OR NOT OAKLAND ENROLLS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), INCLUDING DAMAGES FOR LOSS OF PROFITS, ANY OVERHEAD EXPENSES, OR COMMITMENTS TO THIRD PARTIES. OAKLAND ENROLLS' MAXIMUM AGGREGATE LIABILITY ARISING FROM OR RELATING TO THIS MOU SHALL BE LIMITED TO THE AMOUNTS PAID BY CHARTER PARTNER TO OAKLAND ENROLLS UNDER THIS MOU.

3. **Oakland Enrolls' Commitments.** In addition to the services described elsewhere in this MOU, Oakland Enrolls commits to the following:

a. Charter Partner's participation in the uniform charter enrollment program will be fully supported by Oakland Enrolls, with training and development of school staff, standard operating procedures, communication templates and best practices, direct support provided to families, school and sector-level data analysis, and information sharing including real-time visibility of applications to Charter Partner's school(s).

b. Oakland Enrolls will collaborate with Oakland Unified School District on choice collateral, options activities, summary data sharing, and developing a blueprint towards a citywide application system.

Oakland Enrolls is and will continue to exploring new policies to enhance the universal enrollment process. In assessing new policies, Oakland Enrolls retains ultimate decision-making authority to decide what polices to implement and how, but it commits to discussing potential policies with the Steering Committee and to bring them to the Council for review.

4. **Mutual Commitments, Terms Conditions.**

a. ***Term*** – The term of this MOU is from August 1, 2020 to July 31, 2021 ("**Term**"), at which point Oakland Enrolls shall have no obligation or duties to Charter Partner to provide services under this MOU. Charter Partner's obligation to pay any fees due under this MOU shall survive the Term of this MOU. The provisions of section 3(k) and 3(l), all of the provisions of section 4, and any other provision reasonably intended to survive the Term of this MOU will survive the termination or expiration of this MOU.

b. ***Governing Law*** – This MOU is governed by California law, without regard to any conflict of laws rules. Each Party consents to exclusive jurisdiction and venue of state or federal courts located in Oakland, California.

c. ***Assignment*** – Charter Partner may not assign its rights or obligations under this MOU without the express prior written consent of Oakland Enrolls.

d. ***Integration, Modification, Waiver*** – This MOU, and its appendixes, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements whether oral or written relating to Oakland Enrolls and the Oakland common charter application project. This MOU may be amended or modified only in writing, signed by all Parties. No delay or omission by Oakland Enrolls in exercising any right under this MOU will operate as a waiver of that or any other right provided for in this MOU.

e. ***Counterparts, Electronic Signatures and Delivery*** – This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties agree that electronic signatures of the Parties shall have the same force and effect as original signatures. Delivery of a copy of this MOU by facsimile, electronic mail as an attached file (e.g., pdf), or by any other electronic means (e.g., DocuSign) shall be acceptable to bind the Parties and shall not in any way affect this MOU's validity.

WITH INTENT TO BE BOUND, Charter Partner and Oakland Enrolls, by signature of their authorized representatives, have executed this MOU as of the Effective Date.

Accepted and agreed to by: American Indian Model Schools

Signature: _____

Name: _____

Title: _____

Accepted and agreed to by: Oakland Enrolls

Signature: 

Name: Luis Rodriguez

Title: FY20 Executive Director

Signature: Lisa Gibes de Gac

Name: Lisa Gibes de Gac

Title: FY21 Executive Director

APPENDIX A:

Confirmation of Commitments and Services for

August 1, 2020 through July 31, 2021

Charter Partner will purchase:	Brief Description			Cost Per School
Required Services				
X Yes	Common charter application (MultApply) with SchoolMint modules: application, communication, lottery, and waitlist. Fee includes enhancements and translation costs			**$4,000 per school**
Optional Services offered by Oakland Enrolls (see Appendix F for description of services) Please select Yes or No ***Note: the items below are not SchoolMint modules. Please contact SchoolMint to purchase Registration, Re-Enrollment, or Interest Tracker modules.***				
☐ **Yes** ☐ **No**	On Time Applications Operations Support			**$3,000 per school (Nov 1 2020- Feb 28 2021)**
☐ **Yes** ☐ **No**	Managing Ongoing Offers			**$3,000 per school (Mar 1 2021 – Jun 30 2021)**
☐ **Yes** ☐ **No**	Managing Registration			**$8,000 per school (Mar 1 2021 – Jun 30 2021)**
☐ **Yes** ☐ **No**	Custom Reports and Seat Offer Tool			**$2,500 per school (varies)**
☐ **Yes** ☐ **No**	Custom Outreach & Marketing Plan and Support			**$8,500 per school (Sep 1 2020 – Apr 30 2021)**
Total Cost				
American Indian Public Charter School, American Indian Public Charter School II, and American Indian Public High School	**# Schools**	3	**TOTAL COST**	

Note: You must sign up for the Required Services. Please select if you plan to use any of the Optional Services or select No.

Accepted and agreed to by: American Indian Model Schools

Signature: _____

Name: _____

Title: _____

APPENDIX B:

Key Organization Contacts

In the spaces provided below please review, update, and/or identify the key contacts in your organization for each of the following roles. If a staff member serves multiple roles, please enter their name and contact information for each role.

Representative for Oakland Enrolls Council: Each Charter Partner should have at least one member on the Oakland Enrolls Council. Ideally, council members have **decision-making authority** at their school and are well-informed about enrollment processes and challenges at their organization. Oakland Enrolls expects a council member to attend quarterly meetings to participate in key decision making.

School(s)	Name	Title	Email	Phone
AIMS (all)	Marisol Magana	Operations Director	marisol.magana@aimschools.org	O: (510) 893-8701 x.13 C: (510) 220-9985

Lottery Configuration Signatory: A person with **the authority to** review and approve final lottery preferences, weightings, and quotas prior to the Round 1 launch. For a multi-school organization, please list a lottery configuration signatory for each school.

School(s)	Name	Title	Email	Phone
AIMS (all)	Marisol Magana	Operations Director	marisol.magana@aimschools.org	O: (510) 893-8701 x.13 C: (510) 220-9985

Special Education information: Each Charter Partner should identify an individual, ideally an individual at each school, who Oakland Enrolls can contact when families have questions about Special Education services.

School(s)	Name	Title	Email	Phone
AIMS (all)	Tiffany Tung	Operations Manager	tiffany.tung@aimschools.org	(510) 893-8701 x2

Website Updates: Each Charter Partner should identify an individual at each school who Oakland Enrolls can contact when website updates are required. This may be a centralized role for a CMO or each school may have individual contacts.

School(s)	Name	Title	Email	Phone

Operations contact(s): Charter Partner may have as many operations contacts as needed, ideally at least 1 per school. Operations contacts are staff at your organization who deal with applications and enrollment on a regular basis and need to be “in-the-know”. Please clearly identify the lead operations contact for each individual school in your organization (if applicable).

School(s)	Name	Title	Email	Phone
AIMS I + II	Evelin Palacios	Clerk	evelin.palacios@aimschools.org	510-893-8701
AIMS I + II	Kevin Ma	Clerk	kevin.ma@aimschools.org	510-893-8701
AIMS (all)	Alexander Lee	Administrative Assistant	alexander.lee@aimschools.org	(510) 893-8701 x19
AIMS (all)	Aileen Wang	Clerk	aileen.wang@aimschools.org	
AIMS (all)	Benjamin Wang	Clerk	Benjamin.wang@aimschools.org	
AIMS (all)	Marisol Magana	Operations Director	marisol.magana@aimschools.org	O: (510) 893-8701 x.13 C: (510) 220-9985
AIMS (all)	Tiffany Tung	Operations Manager	tiffany.tung@aimschools.org	(510) 893-8701 x23
AIMS (all)	Mayra Contreras	Registrar	mayra.contreras@aimschools.org	(510) 893-8701
AIMS (all)	Chaniel Clark	Enrollment Coordinator	chaniel.clark@aimschools.org	(708) 238-7699
AIMS (all)	Laila Ahmad	Administrative Assistant	laila.ahmad@aimschools.org	(510) 893-8701

Outreach contact(s): Oakland Enrolls wants to ensure we have a clear point of contact at each participating school for outreach activities so we can stay in the loop on school level outreach and ensure staff are aware of Oakland common charter application activities. This may be the same person as previously listed or another person (and may vary school to school). Our goal is to get a better understanding of how much outreach Oakland common charter application and school partners do throughout the community.

School(s)	Name	Title	Email	Phone
AIMS (all)	Laila Ahmad	Administrative Assistant	laila.ahmad@aimschools.org	(510) 893-8701

APPENDIX C:

Policy Regarding Data Shared under the MOU

One of the purposes of the MOU is the sharing of information by Charter Partners with Oakland Enrolls to enable Oakland Enrolls to analyze enrollment data, in a manner that is consistent with the Family Education Records Privacy Act of 1974 ("FERPA"), in order to develop reports regarding application, offer, and acceptance patterns. Oakland Enrolls agrees to abide by the following policies with respect to certain data shared with it under the MOU.

1. In the performance of its services under the MOU, Oakland Enrolls may have access to or receive "Confidential Information," which shall include: (i) student data comprised of (a) directory information, or (b) aggregate and individual level student information, including information that identifies or could reasonably be used to identify a particular student; and (ii) school level data comprised of information or data not generally known to the public which identifies or could reasonably be used to identify a particular school. Confidential Information does not include any information that (x) is or becomes generally known or available by publication, commercial use or otherwise through no fault of each Party; (y) lawfully obtained by each Party from a third party who has the right to make such disclosure; or (z) is released for publication by another Party in writing.

2. Oakland Enrolls will exercise at least the same degree of care with respect to Confidential Information that it uses with its own data and confidential information, but in no event less than reasonable care, to protect the Confidential Information from unauthorized use or disclosure. For example, Oakland Enrolls agrees to limit internal distribution of Confidential Information only to its employees and agents who have a need to know, and to take reasonable steps to ensure that the dissemination is so limited.

3. When transmitting Confidential Information, Oakland Enrolls will take reasonable steps to ensure that the following things are done:
    a. Confidential Information is encrypted prior to transmitting it electronically.
    b. Descriptions of the Confidential Information are not included with passwords.
    c. Physical copies of Confidential Information are secure under lock and key, or that other sufficient physical access control measures are in place to prevent unauthorized access.
    d. Confidential Information stored on portable or removable electronic media, such electronic CDs, DVDs, or flash drives, is encrypted and that such media is stored under lock and key or in another controlled manner to prevent unauthorized access.
    e. That workstations and laptops are password protected and that enabling screen locks are activated.

4. Within five business days of becoming aware of an unauthorized use or disclosure of Confidential Information, Oakland Enrolls shall promptly provide an impacted Charter Partner with notice of the unauthorized use or disclosure. In the event of an unauthorized use or disclosure, Oakland Enrolls shall cooperate with a remediation that Charter Partner reasonably determines is necessary to fulfill any reporting obligations required by law and to mitigate any effects of such unauthorized use of disclosure of the Confidential Information, including measures necessary to restore good will with teachers, students, or other stakeholders.

APPENDIX D:

Oakland Enrolls Access

Purpose: Building on the MOU, this document will help establish a clear understanding about the permissions and access levels Oakland Enrolls has while logged into participating school organization SchoolMint portals.

Overview: To improve Oakland Enrolls ability to support school organizations participating in the Common Application, SchoolMint has implemented an enhancement that simplifies how Oakland Enrolls can access portals of participating school organizations. Once logged into a participating school organization portal, Oakland Enrolls (OE admin) can perform the following actions (Yes). Please review this document and follow-up with julia.judge@oaklandenrolls.org if you have questions or concerns.

AREA	Yes or No	Notes
Edits to Student Family Information		
Can this OE admin edit information about existing guardians?	Yes	
Can this OE admin add new guardians to an existing applicant account?	Yes	
Can this OE admin edit information about a student like name, date of birth, and address?	Yes	
Can this OE admin update the account login?	Yes	
Can this OE admin update the account password?	Yes	
Can this OE admin update the account preferred language?	Yes	
Application Processing		
Can this OE admin edit application data?	Yes	
Can this OE admin attach sibling information to an application?	Yes	
Can this OE admin leave a note on an applicant's profile?	Yes	
Can this OE admin assign or remove priorities?	Yes	
Can this OE admin approve priorities?	NO	
Can this OE admin change the status of an application (revert to previous status)?	Yes	

Lottery Management		
Can this OE admin view the lottery configuration?	Yes	
Can this OE admin modify the lottery configuration?	Yes	With permission from lottery signatory or appointed school level lottery specialist
Can this OE admin view the results of the lottery?	Yes	
Can this OE admin make offers to eligible applicants?	Yes	Oakland Enrolls changes Pending Offers to Offers in bulk per the timeline and reverts to Offer status within 24 hours of bulk rescinding of Open Enrollment lottery Offers
Can this OE admin accept / reject offers on behalf of parents?	Yes	
Can this OE admin rescind offers?	Yes	Oakland Enrolls only Rescinds Offers in bulk per the On Time Offer expiration timeline
Communications		
Can this OE admin send school specific communications to families?	Yes	Oakland Enrolls only sends bulk communications to families that are not school specific in SchoolMint
Can this OE admin view the communications log to see messages that were previously sent?	Yes	
Can this OE admin edit school specific automated messages that get sent when triggered?	Yes	Oakland Enrolls creates standard automated messaging, schools may customize and Oakland Enrolls will load customized messages on their behalf
Settings		
Can this OE admin add new schools or edit information about existing schools (including grade levels)?	Yes	
Can this OE admin create new or edit existing school specific forms, including application templates?	Yes	Oakland Enrolls can edit the Common Registration and Common Re Enrollment forms. Oakland Enrolls does not edit school specific forms in their instance unless requested
Can this OE admin update the enrollment calendar dates (application open/close, enrollment open/close, etc.)?	Yes	
Can this OE admin create new events or edit existing events that families can RSVP to?	NO	

APPENDIX E:

Purpose: Provide guidance on primary and secondary responsibilities around key Oakland common charter application activities throughout the school year.

	OAKLAND ENROLLS	PARTICIPATING SCHOOLS	SCHOOLMINT
GATHER INFO FOR APPLICATION, LOTTERIES	primary	secondary	
CONFIRM LOTTERY PREFERENCES	secondary	primary	
BUILD APPLICATION	secondary		primary
MANAGE APPLICATION, PROVIDE TRANSLATIONS, PROVIDE MESSAGING	primary	secondary	
DATA CLEAN UP: DUPLICATES, AGE/GRADE INCONSISTENCIES***	primary	secondary	
DATA CLEAN UP: VALIDATE PRIORITIES, UNCONFIRMED ADDRESSES		only	
SUPPORT LOTTERY SETUP	secondary		primary
RUN LOTTERY		only	
BUILD REGISTRATION PACKETS	secondary*	primary	secondary
SETUP ONLINE REGISTRATION		primary	secondary
MANAGE ONLINE REGISTRATION		primary	secondary
ONGOING OPERATIONS SUPPORT	primary		secondary
PRODUCT USER TRAINING	primary		secondary
SCHOOLFINDER UPDATES	secondary**	primary	
OUTREACH: SCHOOL-SPECIFIC		only	
OUTREACH: GENERAL PROCESS	primary	secondary	

Primary – main party responsible for ensuring completion of the task
Secondary – support the main party with technical support, guidance, implementation support, and/or feedback
Only – sole party responsible for the task
* Oakland Enrolls creates common registration templates schools can customize to their needs
** Oakland Enrolls makes bulk updates to SchoolFinder around key dates and data, schools are responsible for school profile maintenance
*** Oakland Enrolls only does Data Cleanup during the On Time enrollment period

APPENDIX F:

Purpose: Describe the optional services offered by Oakland Enrolls in more detail

1. On Time Applications Operations Support (Nov - Feb) $3,000
Oakland Enrolls creates an On-Time enrollment operations plan and completes the plan in partnership with school staff. Includes:

- Weekly report to school with summary of: number of new applications, number of cancelled applications, aggregated applicant demographics (race/ethnicity and region), analysis of type of priorities of applicants, and analysis of time/date of application
- Suggested messaging content and frequency for applicants
- Sending suggested messaging
- Tracking of success of messages (how many received/bounced, etc.) for follow up
- Phone outreach to families who applied to let them know of upcoming tours, events, etc.
- Phone outreach to follow up with school tour/event attendees to help them apply

Basically, this service would take the day-to-day SchoolMint application management off of your hands up until the lottery. This would also include answering school-specific questions from families (though this shouldn't take the place of families interacting with the school specifically).

Schools would need to:

- Confirm application questions in accordance with lottery
- Have the ability to help families apply who walk in to their school
- Work with Oakland Enrolls to build timelines around when communications should go out, to whom, what they should say (though OE would execute these)

2. Managing Ongoing Offers (Mar - Jun) $3,000
Oakland Enrolls partners with a school to set up a process for managing Offers, Rescinds, Waitlist Confirmations, etc. through the end of the school year. Includes:

- Weekly report to school with summary of: number of new applications, number of cancelled applications, number of new accepts, status of registering students (if using SM registration), aggregated applicant demographics (race/ethnicity and region), analysis of type of priorities of applicants, and analysis of time/date of application
- Making/rescinding offers based on school's enrollment strategy
- Suggested messaging content and frequency for applicants in various application statuses, and execution of sending messaging
    - Ex: sending messaging to accepted students to outline registration process, sending messaging to offered students to let them know about orientation/events, etc.
- Tracking of success of messages (how many received/bounced, etc.) for follow up
- Follow up by phone with families with pending offers to make sure they're aware and help take action

Oakland Enrolls would also field school-specific registration questions (but would not include supporting families over the phone or in person) about the registration process. Oakland Enrolls runs this process, which goes up until the registration process.

Schools would need to:

- Run their lottery
- Work with Oakland Enrolls to build timelines around when communications should go out, to whom, what they should say (though OE would execute these)
- Work with us to determine how many offers should be made (though OE would execute)
- Be able to answer family questions when they call
- Be able to support their families through the entire registration process by phone or in person

3. Managing Registration (Mar - Jun) $8,000
(Note: to receive this service, you must purchase SchoolMint's registration module)
Oakland Enrolls partners with a school to set up a process for managing school Registration through the end of the school year. Includes:

- Building and implementing a SchoolMint registration packet based on Oakland Enrolls template (if more than slight modifications to the template are necessary, this will lead to an increase in cost)
- Communications/outreach to families via SchoolMint, email, text, and phone
- Follow up by phone with accepted students who have not registered
- Follow up by phone with accepted students who are missing documentation or part of requirements
- Direct support to families over the phone and in person with completing the entirety of the registration packet
- Translation of all materials (registration forms and messaging) into all 5 of our languages
- Weekly summary of registration status movement

NOTE: this service does not include offer management (making and rescinding offers).

Schools would need to:

- Provide Oakland Enrolls with all registration questions/list of documentation needed
- Confirm with Oakland Enrolls when a family has successfully registered
- Provide Oakland Enrolls with deadlines
- Be available for families to ask school-specific questions (not related to registration)
- Verify registration documents (for example, Oakland Enrolls won't scrutinize a parent's ID to see if the address is correct)

4. Custom Reports and Seat Offer Tool (varies) $2,500
Oakland Enrolls creates a more in-depth report to assist schools with analyzing enrollment policies and practices. Oakland Enrolls will also create the Seat Offer tool before lottery season and create custom reports during On Time enrollment, as well as Late enrollment. Oakland Enrolls will partner with schools to determine whether there are additional reports they would like to see that we can produce.

Reports Included:

1. Seat Offer Tool
2. Current Students Activity
3. Enhanced Demand Report

5. Custom Outreach & Marketing Plan and Support (Sept - April) $8,500
Oakland Enrolls partners with schools to review and develop a custom outreach and marketing plan that schools will execute. Includes:

- One-on-one strategic planning session with historical school data to help school come up with individualized marketing plan (setting goals, strategies, tactics, and tracking metrics)
- Creation of calendar of social media posts and communications outreach
- Calendar of events throughout Oakland where school can attend
- Template for tracking event attendance
- Template for tracking outreach and marketing metrics and progress
- Graphic design support for marketing materials
- Translation services for marketing materials
- Support planning an options fair or other enrollment event at the school
- Recommended tactical/strategy changes throughout the enrollment season based on tracked metrics

Oakland Enrolls will not be marketing or distributing school-specific collateral during our outreach events or to families who come to Oakland Enrolls support center.
Schools would need to:

- Have an outreach point person with whom Oakland Enrolls can work and who can execute the marketing plan
- Conduct their own outreach activities such as attending school options fairs and community events on behalf of the school
- Track their progress toward goals and metrics
- Manage their own websites, social media channels, etc.
- Send/distribute their own communications to families (emails, text messages, mailers, flyers, etc.)
- Pay for all costs associated with running an event (facility, food, materials, technology, childcare, etc.)
- Pay for printing marketing materials that are produced for the school

Coversheet

Illuminate Contract for 2020-2021

Section: III. Action Items
Item: H. Illuminate Contract for 2020-2021
Purpose: Vote
Submitted by:
Related Material: Illuminate (1).pdf

Illuminate Education, Inc.
6531 Irvine Center Drive
Suite 100
Irvine CA 92618
United States
invoices@illuminateed.net
http://www.illuminateED.com

Invoice

illuminate education

BILL TO

American Indian Model School
171 12th St
Oakland California 94607-4900
United States

SHIP TO

American Indian Model School
171 12th St
Oakland CA 94607-4900
United States

INVOICE #	DATE	DUE DATE	TERMS
INV0000045850	4/28/2020	5/28/2020	Net 30

SERVICE PERIOD	PO#	ACTIVITY	QTY	RATE	AMOUNT
7/1/2020 - 6/30/2021		**Grading Software** Assessment Scanning and Scoring	1,302	$0.00	$0.00
7/1/2020 - 6/30/2021		**KDS Inspect (Legacy)** Access to Key Data Systems' KDS Inspect Item Bank and Pre-built Assessments.	1,302	$1.50	$1,953.00
7/1/2020 - 6/30/2021		**DnA Flat Rate License** Flat Rate - Illuminate Data and Assessment™	1	$7,500.00	$7,500.00

PAYMENT REMIT ADDRESS:
PO Box 207833
Dallas. TX 75320-7833

Purchase Order can be sent:
Fax: 909-266-1935
Email: invoices@illuminateed.net

PAYMENT/DEPOSIT	$0.00
CREDITS APPLIED	$0.00
TAX TOTAL	$0.00
BALANCE DUE	$9,453.00

INV0000045850

Coversheet

Rojas Janitorial Service Contract

Section: III. Action Items
Item: I. Rojas Janitorial Service Contract
Purpose: Vote
Submitted by:
Related Material: Rojas contract - DRAFT.pdf

RJS

COMPLETED FACILITIES MAINTENANCE SOLUTIONS

Juan Carlos Rojas

Rojas Janitorial Services
6800 Macarthur Boulevard
Oakland, CA 94605

C: 510-878-0110
E: rojasjanitorialservice@gmail.com

DAY PORTER START DAILY FROM 6:00 AM TO 5:00 PM

- **Inspect side facing Madison St. of the building to remove any residue or debris found and pressure wash as needed.**
- **Pressure wash front courtyard and inspect the handicapped ramp.**
- **Sweep Front sidewalk pavement and left side of the building.**
- **Sweep the Ground floor parking garage to remove any debris.**
- **Power wash and remove any debris on the driveway to the garage.**
- **Inspect and clean all Restroom constantly. Remove trash inside the Restroom once found ¾ full.**
- **Wipe and disinfect all tables and chairs in common areas**
- **Throw trash out prior to the shift completion**
- **Support with any cleaning and disinfecting that the school may need**

NIGHTLY CLEANING SCHEDULE

ENTRANCE LOBBY – SCHOOL OFFICES -- HALLWAYS – ALL CLASSROOMS –ELEVATOR– ALL STAIRWELLS - COMMON AREAS

- **Clean fingerprints and smudges from all entrance glass and entry doors.**

- Neatly arrange all reading materials, product displays, marketing collateral, and furniture in the Reception areas.

- Dust all horizontal surfaces of office furniture and Front Desk including, counters, desks, computer monitors, tables, file cabinets, copy and fax machines, etc.

- Spot clean horizontal surfaces for removal of spillage, marks, and coffee rings.

- **Thoroughly Vacuum all walk off mats and area mats.**
- **Thoroughly spot clean all interior in each classroom.**
- **Spot clean and shampoo with steam clean any liquid spill or stain found on the carpet.**
- **Thoroughly mop the floor of with disinfectant to all ceramic tiles.**
- **Empty all trash receptacles and remove to a collection point.**
- **Replace new trash liners to all trashcans.**
- **Vacuum all carpeted areas in each classroom.**
- **Vacuum all mats, roll up, clean beneath and replace.**
- **Thoroughly disinfect all tables and chairs every night, return all chairs in proper places.**
- **Disinfect all light switches and door handles.**
- **Thoroughly clean all partition windows.**
- **Wipe down exterior doors.**
- **SWIPE AND MOP ALL STAIRWELL AND WIPE HANDRAIL INSIDE THE BUILDING.**

RESTROOMS

- Empty trash receptacles and wash, if necessary.
- Empty sanitary napkin receptacle and spray with a disinfectant.
- **Restock all paper products and hand soap.**
- **Thoroughly remove odor inside the Restrooms.**
- **Disinfect door handles, partition handles, and light switches.**
- Clean all dispensers, mirrors, and fixtures
- **Clean and disinfect sinks, urinals, toilets, and toilet seats.**

- **Spot clean walls and partitions to remove smudges and graffiti.**
- **Sweep and mop floor with disinfectant.**

MONTHLY CLEANING SCHEDULE

- Thoroughly dust all vertical surfaces of furniture, including desks, tables, chairs, file cabinets, etc.
- **High dusting of air vents tops of doors, door frames, ceiling corners, and edges etc.**
- Dust all baseboards.
- Vacuum upholstered furniture to remove dust and lint.
- Vacuum carpet edges and corners along walls and partitions.
- Wipe down all artificial plants.

QUARTERLY CLEANING SCHEDULE

- **Shampoo and steam all carpeted areas.**
- **Machine scrub the tiles at the first floor.**

2X A YEAR CLEANING SCHEDULE

- **Pressure wash Garage floors.**

OTHER SERVICES OFFERED

- Maintenance jobs such as light bulb replacement, faucet replacement, interior repairs such as Plumbing, wall repair, painting and others.

- Maintenance is charged at $25 per hour.

CLEANING CONTRACT AGREEMENT

Rojas Janitorial Services and AIMS K-12 College Prep **("CLIENT").** Both **RJS** and **CLIENT** agree that **Rojas Janitorial Services** will begin service on _____, 2020, with the following terms and conditions.

1. **CLIENT** agrees to contract **RJS** to perform cleaning services according to the outlined cleaning schedule enclosed.

2. **CLIENT** agrees to verbally notify **RJS** of any non-performance prior to written notification.

3. **CLIENT** is responsible for purchasing cleaning supplies needed.

4. **RJS** staff will do a livescan – results will be sent to **CLIENT** and will issue proof of TB test prior to starting employment at any of the **CLIENTS** facilities.

5. **RJS** will charge the cleaning services at a rate of **$22.50** per hour.

6. **CLIENT** agrees that during the term of this agreement and within ninety (90) days after termination of this agreement, will not employ directly or indirectly any employees, agent representatives of **RJS.**

7. This agreement is for a term of one (1) year, and shall be automatically renewable on the anniversary date, with the same terms and conditions, unless either party shall give written notice of termination, at least thirty (30) days prior to said anniversary date. Otherwise, this agreement may be terminated for non- performance only, and the terminating party must give the other party written notice specifying in detail the nature of any defect in performance. The non-terminating party shall have thirty (30) days to cure, to the reasonable satisfaction of the terminating party. If satisfaction is not achieved at the end of the thirtieth (30) day, the terminating party shall notify the non-terminating party in writing of failure to cure, and the agreement shall terminate thirty (30) days from date of said notice. All written notices must be timely and via certified mail. The Cure Period shall not apply in the event of failure by **CLIENT** to make payment for services in accordance with the Payment Terms in the Cleaning Agreement. In such event, **RJS** will provide written notice of delinquency to **CLIENT**, and **CLIENT** shall have 10 days to remit all balances then outstanding, after which time **RJS** may, at its sole discretion, discontinue services without further notice.

8. Invoices are sent out on the 1st and 15th of the month with current payment due by the 10th and 25th of the month.

Customer Signature RJS Signature

_____ _____

Hourly vs Contract

Hourly	**Contract**
We pay for services and exact hours that are worked	We have a predetermined payment sum per month
Some months may be lower/higher hours due to the work requested	With the set payment amount there may be a shortage, or excess of work hours performed
Flexibility to change the hours based on need for the school	

	Rojas Janitorial Service			Invoice	
	Juan Carlos Bautista				
	6800 Macarthur Boulevard				
	Oakland, CA 94605			TERMS	21 Days
	TO:			NUMBER	02-1520
	AIPCS/AIPCS II 171 12th Street Oakland, CA 94607 510.893.8701 510.893.0345				
	Date	**Type of Service**	**Hours**	**Hourly Rate**	**Total**
	2/3/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/3/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/4/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/4/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/5/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/5/2020	Janitorial-cleaning of entire school	9	$22.50	$202.50
	2/6/20	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/6/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/7/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/7/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/10/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/10/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/11/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/11/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/12/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/12/20	Janitorial - cleaning of entire school	9	$22.50	$202.50
	2/13/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/13/2020	Janitorial -cleaning of entire school	9	$22.50	$202.50
	2/14/2020	Day porter -cleaning bathrooms & common areas	16	$22.50	$360.00
	2/14/2020	Janitorial -cleaning of entire school	9	$22.50	$202.50
					$0.00
					$0.00
					$0.00
				TOTAL	**$5,625.00**

	Rojas Janitorial Service			Invoice	
	Juan Carlos Bautista				
	6800 Macarthur Boulevard				
	Oakland, CA 94605			TERMS	21 Days
	TO:			NUMBER	02-1520
	American Indian Public High School 746 Grand Avenue Oakland, CA 94610 510.893.8701 510.893.0345				
	Date	**Type of Service**	**Hours**	**Hourly Rate**	**Total**
	2/3/2020	Day porter -cleaning bathrooms & common areas	8	$22.50	$180.00
	2/3/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/4/2020	Day porter -cleaning bathrooms & common areas	8	$22.50	$180.00
	2/4/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/5/2020	Day porter-cleaning bathrooms &common areas	8	$22.50	$180.00
	2/5/2020	Janitorial -cleaning bathrooms & common areas	9	$22.50	$202.50
	2/6/2020	Day porter -cleaning bathrooms & common areas	8	$22.50	$180.00
	2/6/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/7/2020	Day porter -cleaning bathrooms & common areas	8	$22.50	$180.00
	2/7/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/8/20	Day porter -cleaning bathrooms & common areas	8	$22.50	$180.00
	2/8/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/10/2020	Day porter - cleaning bathrooms & common areas	8	$22.50	$180.00
	2/10/2020	Janitorial- leaning of entire school	9	$22.50	$202.50
	2/11/2020	Day porter -cleaning bathrooms & common areas	8	$22.50	$180.00
	2/11/2020	Janitorial- cleaning of entire school	9	$22.50	$202.50
	2/12/2020	Day porter-cleaning bathrooms & coommon areas	8	$22.50	$180.00
	2/12/2020	Janitorial -cleaning of entire school	9	$22.50	$202.50
	2/13/2020	Day porter-cleaning bathrooms & common areas	8	$22.50	$180.00
	2/13/2020	Janitorial - cleaning - entire school	9	$22.50	$202.50
	2/14/20	Day porter-cleaning bathroom & common areas	8	$22.50	$180.00
	2/14/20	Janitorial-cleaning of entire school	9	$22.50	$202.50
				TOTAL	**$4,207.50**