AIMS K-12 College Prep Charter District

AIMS Governance Committee Meeting

Date and Time

Tuesday May 4, 2021 at 6:00 PM PDT

Location

Join Zoom Meeting
https://zoom.us/j/91015241127?pwd=UFVQM2phK1N0K3VXWnR2NHlhNzZCUT09

Meeting ID: 910 1524 1127
Passcode: 258370
One tap mobile
+16699009128,,91015241127# US (San Jose)
+13462487799,,91015241127# US (Houston)

Dial by your location
- +1 669 900 9128 US (San Jose)
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- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

Meeting ID: 910 1524 1127
Find your local number: https://zoom.us/u/ac8knMuBk4

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.	Adoption of the Agenda	Vote	Toni Cook	2 m
	AIMS Governance Committee will approve the April 13, 2021 Special Governance Committee Agenda			
D.	Approval of the Minutes	Approve Minutes	Corey Hollis	2 m
	AIMS Governance Committee will approve the January 19, 2021 Governance Committee Minutes.			
	Approve minutes for AIMS Special Governance Committee Meeting on April 13, 2021			
E.	Public Comments on Non-Agenda 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). Please enter all questions via Zoom chat feature.**			
F.	Public Comments on Agenda 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)**			

		Purpose	Presenter	Time
	minutes (10 minutes per section). Please enter all questions via Zoom chat feature.			

II. Non-Action Items

III. Action Items — 6:17 PM

Governance

A. AIMS School Calendar 2021 - 2022 — Vote — Marisol Magana — 5 m

The Governance committee will consider the approval of the AIMS School Calendar for the 2021 - 2022 Academic year.

B. Revisions to Food Service Clerk Job Description — Vote — Zeke Lopez — 5 m

IV. Closed Session — 6:27 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 — Vote — Toni Cook — 30 m

Anticipated Litigation

C. Reconvene from Closed Session — Vote — 2 m

V. Closing Items — 7:09 PM

A. Items for Next Agenda — FYI

-
-
-
-
-

B. Adjourn Meeting — Vote

		Purpose	Presenter	Time
C.	NOTICES	FYI	Corey Hollis	1 m

The next regular meeting of the Board of Directors is scheduled to be held on May 18, 2021, at 6:30 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, it's 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, Corey Hollis, hereby certify that I posted this agenda at the AIMS Campus 171 12th street, Oakland, CA 94607 on, May 1, 2021, at 5:45 PM.
Certification of Posting

Coversheet

Approval of the Minutes

Section: I. Opening Items
Item: D. Approval of the Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for AIMS Special Governance Committee Meeting on April 13, 2021

APPROVED

AIMS K-12 College Prep Charter District

Minutes

AIMS Special Governance Committee Meeting

Date and Time
Tuesday April 13, 2021 at 6:00 PM

Location
Teleconference Zoom Meeting

Meeting ID: 957 6182 3282
Passcode: 555239
One tap mobile
+16699009128,,95761823282# US (San Jose)
+12532158782,,95761823282# US (Tacoma)

Dial by your location
- +1 669 900 9128 US (San Jose)
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- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 957 6182 3282
Find your local number: https://zoom.us/u/ac6RsvOSKL

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

Committee Members Present
A. Abuyen (remote), M. Woods-Cadiz (remote), T. Cook (remote)

Committee Members Absent
None

Guests Present
C. Hollis (remote)

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 Tuesday Apr 13, 2021 at 6:14 PM.

B. Record Attendance and Guests

C. Adoption of the Agenda

A. Abuyen made a motion to Adopt the April 13, 2021 Special Governance Committee Agenda.
M. Woods-Cadiz seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approval of the Minutes

M. Woods-Cadiz made a motion to approve the minutes from Governance Committee Monthly Meeting on 01-19-21.
A. Abuyen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Public Comments on Non-Action Items

No public comment on Non-Action items.

F. Public Comments on Action Items

No public comment on Action items.

II. Action Items

A.

Implementation of AB-2016 Pupil Instruction: Ethnic Studies in the AIMS Classroom

Director Toni Cook presented item III.A. Implementation of AB-2016 Pupil Instruction: Ethnic Studies in the AIMS Classroom.

- Click link to view **Ethnic Studies Model Curriculum Guidelines**
- Click link to view **AB - 2016_Pupil Instruction**
- Click link to view **Ethnic Studies Guidance Article**
- Superintendent spoke on behalf of AIMS in response to AB-2016
  - AIMS is producing the programatic planning for how all 3 AIMS schools will address the Board Resolution: The AIMS Classroom | Rooted in Courageous Community and Engaged with the World.
  - Director Toni Cook advised superintendent to seek the right persons with the right experience to counsel best practices to implement the Board Resolution and the Ethnic Studies Curriculum for American Indian Public High School.
  - No action was taken on item III.A. Implementation of AB-2016 Pupil Instruction: Ethnic Studies in the AIMS Classroom.

III. Closed Session

A. Public Comment on Closed Session Items

No public comment on closed session items.

B. Closed Session Items

C. Reconvene from Closed Session

Reconvened from closed session at 6:40 pm.

- Nothing to report from closed session.

IV. Closing Items

A. Items for Next Agenda

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,
A. Abuyen

C. NOTICES

Coversheet

AIMS School Calendar 2021 - 2022

Section:	III. Action Items
Item:	A. AIMS School Calendar 2021 - 2022
Purpose:	Vote
Submitted by:	
Related Material:	Cover Letter_AIMS School Calendar for 2021 - 2022 Academic Year.pdf AIMS Calendar-DRAFT v4 (1).pdf

AIMS Board Meeting Item Cover Letter

Item: AIMS School Calendar for 2021 - 2022 Academic Year

Presented By: Marisol Magaña

Staff Recommendation:

Staff recommends the approval of the AIMS School Calendar for the 2021 - 2022 Academic Year.

Committee Approval: N/A Governance Committee

Total Associated Cost: N/A

Included in Budget? N/A

Over or Under Budget? N/A

Amount Over/Under Budget?

N/A

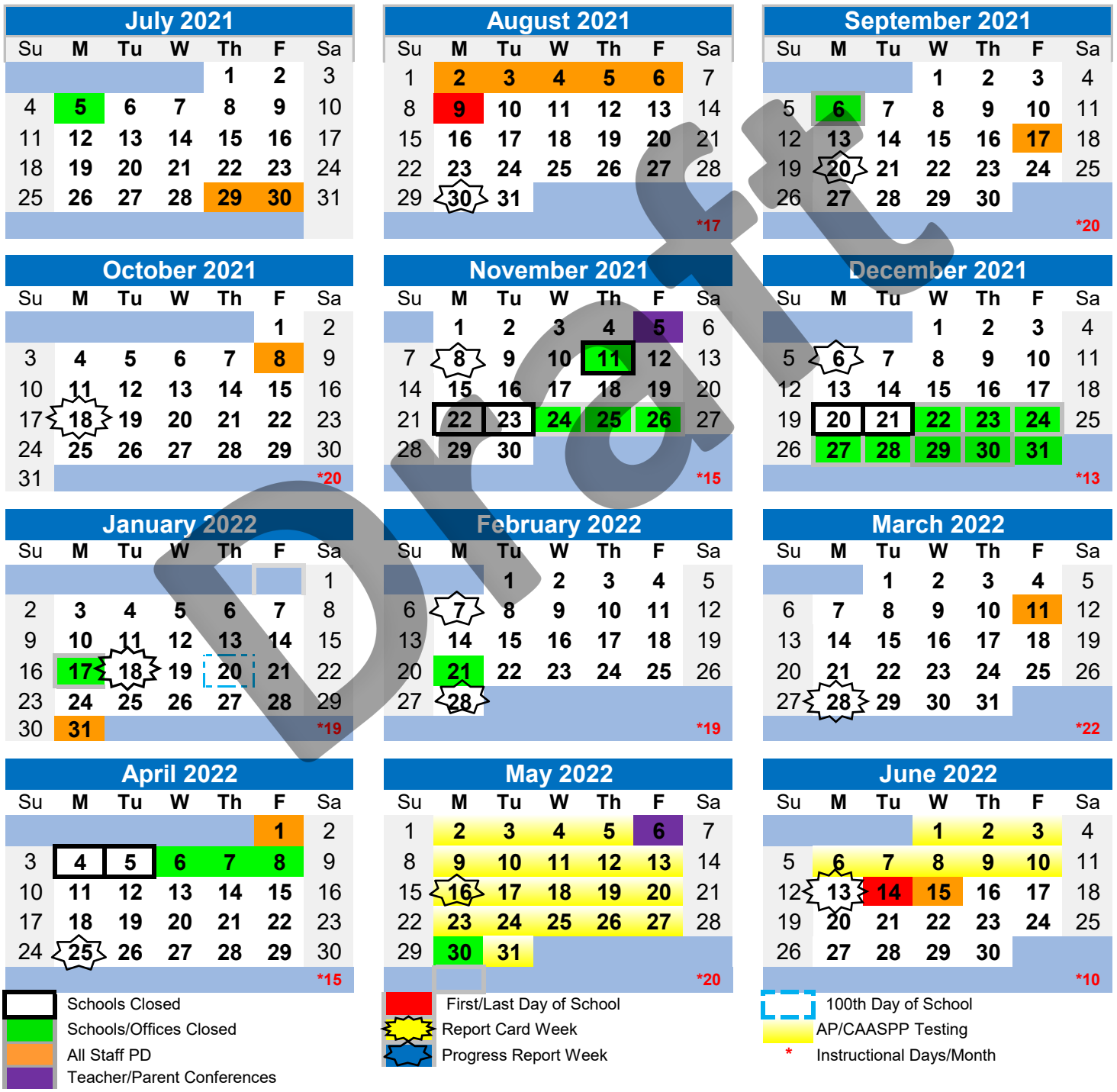
Included in LCAP? N/A

Which LCAP?

N/A

American Indian Model Schools

2021-2022 School Calendar



July 5	Independence Day (offices closed)
Jul 29 - Aug 6	AIMS Staff Orientation (Schools Closed)
Aug 9	First Day of School for Students
Sep 6	Labor Day (schools/offices closed)
Sep 17	Staff Development (schools closed)
Oct 8	Staff Development (schools closed)
Nov 5	Teacher/Parent Conference (No School for Students)
Nov 11	Veteran's Day (schools/offices closed)
Nov 22 - 26	Thanksgiving Break (schools closed)
Dec 20 - Jan 1	Winter Break (schools closed)
Jan 17	MLK Jr. Day (schools/offices closed)
Jan 31	Staff Development Day (schools closed)
Feb 21	Presidents' Day (schools/offices closed)
Mar 11	Staff Development Day (schools closed)
Apr 1	Staff Development (schools closed)
Apr 4 - 8	Spring Break (schools closed)
May 2 - Jun 10	AP/CAASPP Testing
May 6	Teacher/Parent Conference (No School for Students
May 30	Memorial Day (schools/offices closed)
Jun 14	Last Day of School for Students
Jun 14	AIMS Graduation Day
Jun 15	Staff Development (schools closed)

Draft

Coversheet

Revisions to Food Service Clerk Job Description

Section:	III. Action Items
Item:	B. Revisions to Food Service Clerk Job Description
Purpose:	Vote
Submitted by:	
Related Material:	Cover Letter_Revisions to Food Service Clerk Job Description.pdf Food Service Clerk Job Description.pdf

AIMS Board Meeting Item Cover Letter

Item: Revisions to Food Service Clerk Job Description

Presented By: Zeke Lopez

Staff Recommendation:

Staff recommends the approval of the revisions to Food Service Clerk job description.

Committee Approval: N/A Governance Committee

Total Associated Cost: N/A

Included in Budget? Yes

Over or Under Budget? At Budget

Amount Over/Under Budget?

N/A

Included in LCAP? Yes

Which LCAP?

2021 - 2022

AIMS K-12 College Prep Charter District

Food Service Clerk

Category: Classified
Work Year: 11 months
Employment Type: Part-Time
Salary Range: starts $15.00 hourly
Supervisor: Head of Schools or Designee

JOB GOALS:
Perform a wide variety of routine duties requiring good communications skills providing food service meal distribution by assisting school staff in supervising students in eating areas, traffic areas, and study hall rooms and by assisting staff with basic clerical needs

RESPONSIBILITIES:
Supervise school aged children and ensure safe, clean and orderly student environments; communicate with others using tact, patience and courtesy; understand and follow oral and written instructions; work cooperatively with others; meet schedules and timelines; complete work accurately; administer first aid, food service.

Essential Functions:

- Arranges food and beverage items (e.g., placing in food warmer, a la carte trays, filling racks, mobile carts, etc.) for the purpose of making items available to students and staff.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items from students and staff for the purpose of completing transactions and/or securing funds for reimbursement of costs.
- Inspects food items, work areas, etc. (e.g., personal hygiene, proper food temperatures, etc.) for the purpose of preventing cross contamination of food borne illnesses.
- Loads carts, food warmers, trays, etc. for the purpose of ensuring that food and/or beverage items are available for transporting to other sites (by assignment).
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Uses proper body mechanics and cleaning procedures for the purpose of preventing accidental injuries to self and others.
- Following guidelines to ensure correct serving temperatures and adequate portion control.
- Serving customers (students) in a fast, efficient, and friendly manner.
- Providing customers with information regarding food ingredients, availability, and pricing.
- Escalating customer concerns and complaints to management.
- School food service workers perform a variety of duties on a daily basis. They may prepare work areas, restock service stations, prepare and serve food and drinks, answer questions, clean tables and dining areas and take payment for cafeteria items.
- Serve appropriate portion sizes, store and handle food in safe ways, keep records of and reorder stock, and participate in staff meetings.
- Assist in the cafeteria with the lunch line- ensuring that students receive a proper meal
- Assist students with lunch numbers as needed.

- Maintain order when students are lining up, eating and studying.
- Guide students in maintaining a clean eating area.
- Perform other duties as assigned

Other Functions:

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or directing to others

QUALIFICATIONS:

Any combination of education, training and/or equivalent to graduation from high school and one year of relevant experience.

Requirements:

Finger print clearance and tuberculosis clearance

KNOWLEDGE AND ABILITIES:

Ability to:

Supervise school aged children and ensure safe, clean and orderly student environments; communicate with others using tact, patience and courtesy; understand and follow oral and written instructions; work cooperatively with others; meet schedules and timelines; complete work accurately; administer first aid, food handling, food distribution.

Knowledge of:

District policies regarding health, safety and other procedures; first aid techniques , food handling

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

(Pending AIMS Board Approval)