



## AIMS K-12 College Prep Charter District

### AIMS Governance Committee Meeting

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#### 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)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

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Meeting ID: 910 1524 1127

Find your local number: <https://zoom.us/u/ac8knMuBk4>

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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
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order		1 m
<b>B.</b>	Record Attendance and Guests	Vote	2 m
<b>C.</b>	Adoption of the Agenda	Vote Toni Cook	2 m
AIMS Governance Committee will approve the April 13, 2021 Special Governance Committee Agenda			
<b>D.</b>	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			
<b>E.</b>	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. <b>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.</b>			
<b>F.</b>	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. <b>Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30)</b>			

	Purpose	Presenter	Time
<b>minutes (10 minutes per section). Please enter all questions via Zoom chat feature.</b>			
<b>II. Non-Action Items</b>			
<b>III. Action Items</b>			<b>6:17 PM</b>
Governance			
<b>A.</b>	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>B.</b>	Revisions to Food Service Clerk Job Description	Vote	Zeke Lopez 5 m
<b>IV. Closed Session</b>			<b>6:27 PM</b>
<b>A.</b>	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 <b>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>		
<b>B.</b>	Closed Session Items	Vote	Toni Cook 30 m
	Anticipated Litigation		
<b>C.</b>	Reconvene from Closed Session	Vote	2 m
<b>V. Closing Items</b>			<b>7:09 PM</b>
<b>A.</b>	Items for Next Agenda	FYI	
	-		
	-		
	-		
	-		
	-		
<b>B.</b>	Adjourn Meeting	Vote	

	Purpose	Presenter	Time
<b>C. NOTICES</b>	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, 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, 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

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##### **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)

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Dial by your location

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+1 346 248 7799 US (Houston)

+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/j/95761823282>

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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.

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**Committee Members Present**

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

**Committee Members Absent**

*None*

**Guests Present**

C. Hollis (remote)

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**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:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

# American Indian Model Schools

## 2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						*20

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				*15

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					*19

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					*19

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		*22

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				*20

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		*10

- Schools Closed
- Schools/Offices Closed
- All Staff PD
- Teacher/Parent Conferences

- First/Last Day of School
- Report Card Week
- Progress Report Week

- 100th Day of School
- AP/CAASPP Testing
- Instructional Days/Month

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

# 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:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

# 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)**