AIMS K-12 College Prep Charter District

Governance Committee Meeting

Date and Time

Tuesday January 10, 2023 at 5:45 PM PST

Location

Join Zoom Meeting
ID: 89705635438
Passcode: 702977

View conference details
keyboard_arrow_up
Hide conference details

(US) +1 309-205-3325
Passcode: 702977

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Copy phone number to clipboard
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Zoom for G Suite Add-On Help

Join Zoom Meeting:
https://us02web.zoom.us/j/89705635438?pwd=emU5SjMyeU81OEZoYU53TkJuckk2Zz09

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**			**5:45 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	Maya Woods-Cadiz	1 m
	AIMS Governance Committee will approve the Special Governance Committee Agenda			
D.	Public Comments on Agenda Items			4 m
	Public Comment on Action Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section). Please enter all questions via Zoom chat feature.**			
E.	Public Comments on Non-Agenda Items	Discuss		4 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.**			

		Purpose	Presenter	Time
II.	**Action Items**			**5:57 PM**
	Governance			
A.	Employee Compensation Packet Policy	Vote	Keisha Smith	10 m
B.	Job Description AIMS District Athletic Director			5 m
III.	**Closing Items**			**6:12 PM**
A.	Items for Next Agenda - - - - -	FYI		
B.	Adjourn Meeting	Vote		
C.	NOTICES	FYI	Maya Woods-Cadiz	1 m

The next regular meeting of the Board of Directors is scheduled to be held in February by 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, I posted this agenda at the AIMS Campus 171 12th street, Oakland, CA 94607 on, January 7, 2022, before 5:45 PM.
Certification of Posting

Coversheet

Employee Compensation Packet Policy

Section: II. Action Items
Item: A. Employee Compensation Packet Policy
Purpose: Vote
Submitted by:
Related Material: BP 111 EMPLOYEE COMPENSATION.docx

BP 111 EMPLOYEE COMPENSATION

In order to recruit and retain employees committed to the district's goals for student learning, the AIMS School Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with the law and shall be printed and made available for review at the district office.

(BP 108 - Personnel Compensation)

Each certificated employee, including an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance years of experience in a similar position. The Board and Superintendent reserve the right to make adjustments based upon organizational needs. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels or subjects at which they teach.

(BP 107 - Salary Payments)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

An AIMS non-exempt employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

AIMS employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(AR 311a - District Records)

(BP 106 - Personnel Files)

Legal Reference:

EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

WEB SITES

CSBA: http://www.csba.org

Internal Revenue Service: http://www.irs.gov

School Services of California, Inc.: http://www.sscal.com

U.S. Department of Labor, Wage and Hour Division: https://www.dol.gov/whd

Coversheet

Job Description

Section: II. Action Items
Item: B. Job Description
Purpose:
Submitted by:
Related Material: AIMS Distritct Atheletic Director.22.23.pdf

AIMS K-12 College Prep Charter District

Category: Classified
Work Year: 2022-23
Employment Type: Seasonal (Fall, Winter, Spring)
Stipend: $4,000 per year
Supervisor: Superintendent

AIMS District Athletic Director

POSITION OVERVIEW:
This role will enhance the AIMS Athletic Department and allow students to expand their skills. The person holding this role will provide students with high-quality instruction by creating healthy competition, unity, and an enjoyable experience. This includes fostering physical and mental growth while upholding the mission, core values, and vision of the AIMS K-12 College Prep Charter District.

QUALIFICATIONS:

Certification Requirements:

- NFHS Certification (First Aid, Health and Safety Fundamentals of Coaching, Concussion, Heat Stroke, COVID-19 Safety)
- CPR/First Aid Certification

Minimum Education Requirements:

- Bachelor's Degree from an accredited institution

Experience Required:

- Previous related coaching experience
- Knowledge of coaching fundamentals and development of coaching techniques

JOB REQUIREMENTS (Skills, Knowledge, and Abilities):

- A demonstrated high level of character and professionalism
- Interpersonal skills to cooperate and work effectively with teachers, students, parents, and administrators
- Strong leadership, communication, and organizational skills

Essential Duties:

- Develop, manage, coordinate and supervise all competitive AIMS K12 athletics programs
- Provides visionary leadership, strategic planning and policy development for the AIMS Athletics Department, with commitment to the AIMS K12 mission
- Develops and prepares the annual preliminary budget for the site athletic programs and activities to be submitted to the Head of Schools, Superintendent, CBO and the Board. Analyzes and reviews budgetary and financial data.
- Oversees the coordination, purchase, maintenance, and inventory of athletic equipment.
- Ensure District and site-level compliance to all CIF State, CIF-Oakland Section, Oakland Athletic League, and Bay Area Charter School Athletic Conference bylaws, including Title IX reporting requirements
- Assures compliance regarding discipline procedures for coaches and student-athletes according to established procedures, laws, and regulations.
- Provides the Heads of Schools and Superintendent with information and assistance regarding school athletic activities; advises the Heads of Schools and Superintendent of unusual and/or detrimental trends or problems and appropriate corrective action.
- Coordinates recruitment, job postings, descriptions, advertising, and related paperwork
- Follows AIMS procedures for the interview and selection process for prospective athletic staff
- Hires and directly supervises all AIMS K12 site level Athletic Directors and Athletic Department interns / staff.
- Provide all necessary training regarding to site level Athletic Directors, and any Athletic Department interns / staff; ensure coaches have met District, and other governing bodies, certification requirements
- Advises AIMS Marketing and Communications Department regarding AIMS sports media and publication.
- Develop and implement the AIMS Athletics Sports Handbook
- Directs the preparation and maintenance of a variety of data, reports, records, and rules related to student eligibility, assigned activities, and personnel.
- Serves as official liaison among stakeholders; responds to inquiries and provides information concerning school athletic programs.
- Plans, organize and implement long and short-term programs, activities, and fundraising designed to enhance after-school athletic programs and services.
- Manages the transportation of athletic teams according to District policy and administrative regulations.
- Coordinates and participates in meetings, conferences, and in-services, as needed.

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.

Effective:
Board Approved: